1. **CALL TO ORDER**

8:15 AM meeting was called to order by Chairman Grant Eckhoff at 8:17 AM.

2. **ROLL CALL**

**PRESENT:** Hart, DiCianni, Eckhoff, Grant, Grasso (Remote), Khouri, Larsen (8:21 AM), Noonan, Puchalski, Tornatore, Zay

**ABSENT:** Healy

Member Grasso was listening to the meeting remotely via the conference phone.

Mr. Fichtner and Mr. Gavanes were also present.

3. **PUBLIC COMMENT**

None

4. **CHAIRMAN'S REMARKS**

None

5. **APPROVAL OF MINUTES:**

A. Judicial/Public Safety Committee - Regular Meeting - May 1, 2018 8:15 AM

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>ACCEPTED [9 TO 0]</th>
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<tbody>
<tr>
<td>MOVER:</td>
<td>Peter DiCianni, District 2</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Sam Tornatore, District 1</td>
</tr>
<tr>
<td>AYES:</td>
<td>Hart, DiCianni, Eckhoff, Grant, Khouri, Noonan, Puchalski, Tornatore, Zay</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Healy, Larsen</td>
</tr>
<tr>
<td>AWAY:</td>
<td>Grasso</td>
</tr>
</tbody>
</table>

6. **BUDGET TRANSFERS**

Budget Transfer Items 6.A, 6.B, and 6.C were combined and approved.
RESULT: APPROVED [9 TO 0]
MOVER: Donald Puchalski, District 1
SECONDER: Sean T Noonan, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Khouri, Noonan, Puchalski, Tornatore, Zay
ABSENT: Healy, Larsen
AWAY: Grasso

A. Budget Transfers -- Transfer of funds from account no 53090 (other professional services) to account no 52200 (operating supplies and materials) for the Juvenile Justice Grant in the amount of $272.00 to cover West Law books.

B. Budget Transfers -- Transfer of funds from account no 52000 (furn/mach/equip small value) to account no 52200 (operating supplies) for the Sheriff's Admin in the amount of $13,000.00 to cover invoices.

C. Budget Transfers -- Transfer of funds from account no 52000 (furn/mach/equip small value) to account nos 51010 (employer share IMRF) and 51030 (employer share social security) for Sheriff's BCO Academy in the amount of $2,500.00 to cover negative balances.

7. ACTION ITEMS

A. JPS-R-0186-18 RESOLUTION -- Authorizing the Execution of a Mutual Aid Agreement with the Illinois Coroners and Medical Examiners Association

RESULT: APPROVED [9 TO 0]
MOVER: Sam Tornatore, District 1
SECONDER: Peter DiCianni, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Khouri, Noonan, Puchalski, Tornatore, Zay
ABSENT: Healy, Larsen
AWAY: Grasso

RESULT: APPROVED [9 TO 0]
MOVER: Sean T Noonan, District 2
SECONDER: Sam Tornatore, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Khouri, Noonan, Puchalski, Tornatore, Zay
ABSENT: Healy, Larsen
AWAY: Grasso

C. JPS-P-0159-18 Recommendation for the approval of a contract purchase order to Currie Motors for the purchase of one (1) 2018 Police Ford Interceptor for the DuPage County Security Division, for a contract total not to exceed $28,204.00. Contract let pursuant to the Government Joint Purchasing Act -Suburban Purchasing Cooperative – Contract #152.

RESULT: APPROVED [9 TO 0]
MOVER: Sean T Noonan, District 2
SECONDER: Peter DiCianni, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Khouri, Noonan, Puchalski, Tornatore, Zay
ABSENT: Healy, Larsen
AWAY: Grasso

D. JPS-P-0160-18 County Contract issued to John P. McTigue, Attorney at Law to provide services as a hearing officer making determinations and recommendations regarding paternity and child support cases to the court. This contract covers the period of July 1, 2018 through November 30, 2019 for the 18th Judicial Circuit Court, for a contract total amount of $64,625.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

RESULT: APPROVED [9 TO 0]
MOVER: Donald Puchalski, District 1
SECONDER: Sean T Noonan, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Khouri, Noonan, Puchalski, Tornatore, Zay
ABSENT: Healy, Larsen
AWAY: Grasso

E. 2018-133 Recommendation for the approval of a contract purchase order to West (A Thomson Reuters Business) for the purchase of legal books and updates for attorneys for legal research. This contract covers the period of May 1, 2018 through April 30, 2021, for a contract total amount of $12,542.16 per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids - Sole Source. (Legal Books and updates)
**RESULT:** APPROVED [9 TO 0]  
**MOVER:** Tonia Khouri, District 5  
**SECONDER:** James Zay, District 6  
**AYES:** Hart, DiCianni, Eckhoff, Grant, Khouri, Noonan, Puchalski, Tornatore, Zay  
**ABSENT:** Healy, Larsen  
**AWAY:** Grasso

---

8. **OLD BUSINESS**

9. **NEW BUSINESS**

10. **ADJOURNMENT**

A. **Motion to Adjourn**

Member Larson arrived at 8:20 AM.

Without objection, the meeting adjourned at 8:21 AM.

**RESULT:** APPROVED [10 TO 0]  
**MOVER:** Donald Puchalski, District 1  
**SECONDER:** Robert L Larsen, Vice Chair  
**AYES:** Hart, DiCianni, Eckhoff, Grant, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay  
**ABSENT:** Healy  
**AWAY:** Grasso
1. CALL TO ORDER

8:15 AM meeting was called to order by Chairman Grant Eckhoff at 8:15 AM.

2. ROLL CALL

PRESENT: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

ABSENT:

3. PUBLIC COMMENT

None

4. CHAIRMAN'S REMARKS

None

5. APPROVAL OF MINUTES:

A. Judicial/Public Safety Committee - Regular Meeting - Apr 17, 2018 8:15 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Sam Tornatore, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

6. BUDGET TRANSFERS

Budget Transfer Items 6.A, 6.B, and 6.C were combined and approved.
RESULT: APPROVED [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Sean T Noonan, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

A. Budget Transfers  -- Transfer of funds from account no 53090 (other professional services) to account 54110 (equipment and machinery) for IL Public Health Emergency Prep Grant in the amount of $10,000.00 to cover the purchase of a scissor lift.

B. Budget Transfers  -- Transfer of funds from account no 54100 (IT Equipment) to 54110 (Equipment and Machinery) for DNA Backlog Reduction Program in the amount of $52,300.00 to cover data entry error during account input.

C. Budget Transfers  -- Transfer of funds from account no 51050 (flexible benefit earnings) and 53828 (contingencies) to 51000 (benefit payments) for the Law Library in the amount of $1,752.00 to cover accrued vacation.

7. ACTION ITEMS

A. JPS-P-0137-18 Recommendation for the approval of a contract purchase order to Logicalis, Inc., to provide needed hardware and software along with professional and technical assistance for the computer system of the Circuit Court Clerk, for a contract total amount of $191,057.90. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, District 1
SECONDER: Peter DiCianni, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

B. JPS-P-0138-18 Recommendation for the approval of a contract purchase order to Currie Motors, for the purchase of thirteen (13) 2018 Police Ford Interceptor vehicles for the Sheriff's Office, for a contract total amount not to exceed $375,479.00, Per Cooperative Purchasing Agreement Pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" – NWMC Northwest Municipal Conference #152.
RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

C. Change Order -- JPS-P-0174A-16 - Amendment to Resolution JPS-P-0174-16, (purchase order 1903-001 SERV), issued to Logicalis to provide cloud based disaster recovery for the Circuit Court Clerk, for the period of July 1, 2016 through June 30, 2021, to increase encumbrance in the amount of $4,468.00, resulting in an amended contract total amount not to exceed $809,370.52, an increase of 0.56%.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: Sam Tornatore, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

D. 2018-118 Recommendation for the approval of a contract purchase order to CDWG for SonicWall upgrade software licensing, NSA 2650 security appliance and network/firewall security appliances for the Sheriff's Office for a contract total not to exceed $9,230.80. Per low quote 18-099-LG

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: Tonia Khouri, District 5
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

E. 2018-119 Recommendation for the approval of a contract purchase order to Medline Industries to provide the Sheriff's Office with vinyl examination gloves for the Jail, covering the period of 7/1/18 through 6/30/19 for a contract total amount not to exceed $20,000, per lowest responsible bid 18-047-GV.
RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: James Zay, District 6
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

F. 2018-120 Recommendation for the approval of a contract purchase order to Stericycle, Inc to provide necessary supplies along with pickup and disposal of potentially infectious medical waste for the Sheriff's Office, for the period of July 1, 2018 through June 30, 2019, for a contract total not to exceed $5,990.40, other than lowest responsible quote 16-129-GV. This is the 1st of 2 optional renewals.

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, Vice Chair
SECONDER: Sean T Noonan, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

G. 2018-121 Recommendation for the approval of a contract purchase order to Stericycle, Inc to provide necessary supplies along with pickup and disposal of potentially infectious medical waste for the Coroner, for the period of May 1, 2018 through April 30, 2019, for a contract total not to exceed $5,990.40, other than lowest responsible bid 16-129-GV. This is the 1st of 2 optional renewals.

RESULT: APPROVED [UNANIMOUS]
MOVER: James Zay, District 6
SECONDER: Sean T Noonan, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

H. Authorization to Travel -- Authorization to Travel-OHSEM Paid on Call/Communication Member to travel to Urbana, IL on May 8 and 9, 2018 to attend a two day Strategic Technology Reserve meeting and exercise. Illinois Law Enforcement Alarm System (ILEAS) is funding the trip, lodging, and incidentals for a total cost to the County of $0.00.

RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Donald Puchalski, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

I. Authorization to Travel -- Authorization to Travel-OHSEM Paid on Call/Communication
Member to travel to Urbana, IL on May 8 and 9, 2018 to attend a two day Strategic Technology Reserve meeting and exercise. ILEAS is funding the trip, lodging, and incidentals for a total cost to the County of $0.00.


RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Donald Puchalski, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

J. Authorization to Travel -- Authorization to Travel-OHSEM Paid on Call/Communication
Member to travel to Urbana, IL on May 8 and 9, 2018 to attend a two day Strategic Technology Reserve meeting and exercise. ILEAS is funding the trip, lodging, and incidentals for a total cost to the County of $0.00.


RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Donald Puchalski, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

K. Action Item -- Authorization to Travel-OHSEM Communication Member to travel to Urbana, IL on May 8 and 9, 2018 to attend a two day Strategic Technology Reserve meeting and exercise. ILEAS is funding the trip, lodging, and incidentals for a total cost to the County of $0.00.

RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Donald Puchalski, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay

8. INFORMATIONAL ITEMS

RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay


C. Grant Proposal Notifications -- GPN & Report 024-18 PY19 Adult Redeploy Illinois Program Illinois Criminal Justice Information Authority $278,840.00

D. Grant Proposal Notifications -- GPN & Report 023-18 PY19 Juvenile Justice Youth Serving Program Illinois Department of Human Services Division of Family & Community Services $65,000

E. Grant Proposal Notifications -- GPN #015-18 - FY19 18th Judicial Circuit Court Family Violence Coordinating Council (FVCC) Illinois Criminal Justice Information Authority $28,200


9. OLD BUSINESS
Member DiCianni wanted to update the Board regarding the Epi Bill. DuPage County was the first in the state to have Sheriff Officers carry Epi pens. Currently, the Epi Bill, that will allow municipalities to arm their officers with Epi pens, is looking likely to pass the Senate House and should be moving to the Governor's Office shortly.

10. NEW BUSINESS

11. ADJOURNMENT
A. Motion to Adjourn

Without objection, the meeting was adjourned at 8:22 AM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, District 1
SECONDER: Sean T Noonan, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Grasso, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
DuPage County, Illinois

BUDGET ADJUSTMENT

Effective September 21, 2016

5000/5180 Juvenile Justice Grant
Company/Accounting Unit Name

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<th>Sub-Account</th>
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<th>Amount</th>
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Total $ 272.00

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<th>Accounting Unit</th>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Available Balance Prior to Transfer</th>
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</table>

Total $ 272.00

Reason for Request:

Need to transfer funds to cover West Law books for FY 2018. Please charge 5000-6180-FCSWR03529

Finance Department Use Only

Fiscal Year 2018

Budget Journal # Acctg Period

Entered By/Date Released By/Date Posted By/Date

****Please sign in blue ink on the original form****

Department Head

Chief Financial Officer

Date 4/27/18

Packet Pg. 12
### DuPage County, Illinois
**BUDGET ADJUSTMENT**
Effective June 20, 2016

#### From: 1000
- **Company #**
- **Accounting Unit**
- **Account**
- **Title**
- **Amount**
- **Available Balance**
- **Prior to Transfer**
- **After Transfer**
- **Date of Balance**

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<th>Prior to Transfer</th>
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**Total** $13,000.00

#### To: 1000
- **Company #**
- **Accounting Unit**
- **Account**
- **Title**
- **Amount**
- **Available Balance**
- **Prior to Transfer**
- **After Transfer**
- **Date of Balance**

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**Total** $13,000.00

---

**Reason for Request:**
To cover unpaid invoices

---

**Department Head**

**Chief Financial Officer**

---

**Finance Department Use Only**

**Fiscal Year** 2018

**Budget Journal #**

**Acctg Period**

**Entered By/Date**

**Released By/Date**

**Posted By/Date**

---

**Signature**

---

**Packet Pg. 13**
## DuPage County, Illinois
### BUDGET ADJUSTMENT
#### Effective June 20, 2016

**From:** 1300

**Sheriff’s Office/BCO Academy**

### Accounting Unit

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**Total** $ 2,500.00

### To:** 1000

**Company #**

**Sheriff’s Office/BCO Academy**

### Accounting Unit

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<th>Title</th>
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### Finance Dept Use Only

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</table>

**Total** $ 2,500.00

### Reason for Request:

To cover negative balances

### Department Head

Date 5/2/18

### Chief Financial Officer

Date 5/2/18

### Finance Department Use Only

**Fiscal Year 2018**

**Budget Journal #**

**Acctg Period**

Entered By/Date Released By/Date Posted By/Date

---

**Please sign in blue ink on the original form.**

---

**Packet Pg. 14**
ILLINOIS CORONERS & MEDICAL EXAMINERS ASSOCIATION

Mutual Aid Agreement

This Agreement made and entered into the date set forth next to the signature of the respective parties, by and between the units of local government subscribed hereto (hereafter "Unit(s)") that have approved this Agreement and adopted same in manner as provided by law and are hereafter listed at the end of this Agreement.

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and,

WHEREAS, the "Intergovernmental Cooperation Act", 5 ILCS 220/1 et seq., provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government; and,

WHEREAS, Section 5 of the Intergovernmental Cooperation Act, 5 ILCS 220/5, provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and,

WHEREAS, the parties hereto have determined that it is in their best interests to form mutual aid alliances and pacts through the Illinois Coroners and Medical Examiners Association to provide for the coordination of planning, development of model procedures and guidelines, training, assets and resources, personnel augmentation and other necessary functions to further the provision of protection of life and property and provide for fatality management during an emergency or disaster.

NOW, THEREFORE, in consideration of the foregoing recitals, the Unit's membership in the Illinois Coroners and Medical Examiners Association, and the covenants contained herein, THE PARTIES HERETO AGREE AS FOLLOWS:

SECTION ONE

Purpose of Agreement

This Agreement is made in recognition of the fact that natural or man-made occurrences may result in emergencies that exceed the resources, equipment and/or personnel of a county coroner or medical examiner. Each coroner or medical examiner who signs a copy of this Agreement has and does express its intent to aid and assist the other participating coroners or medical examiners during an emergency by assigning some of their resources, equipment and/or personnel to the affected coroner/medical examiner as circumstances permit and in
accordance with the terms of this Agreement. The specific intent of this Agreement is to safeguard the lives, persons and property of citizens during an emergency, effect prompt and efficient investigation, identification, and disposition of fatalities during such an emergency, and promote the general health and welfare of the populace by enabling other coroners and medical examiners to provide additional resources, equipment and/or personnel as needed.

SECTION TWO

Definitions

For the purpose of this Agreement, the following terms as used in this agreement shall be defined as follows:

A. "Illinois Coroners and Medical Examiners Mutual Aid System" hereinafter referred to as "IC&MEMAS": A definite and prearranged plan whereby response and assistance is provided to an Affected/Stricken Unit by the Aiding Unit(s) in accordance with the system established and maintained by the IC&MEMAS Member Units and amended from time to time;

B. "Member Unit": A unit of local government whose duties expressed by a matter of law or ordinance provide for the investigation of death occurring under violent, unusual or suspicious circumstances, and generally referred to as a coroner, medical examiner, or sheriff-coroner or an intergovernmental agency and the units of which the intergovernmental agency is comprised which is a party to the IC&MEMAS Agreement and has been appropriately authorized by the governing body to enter into such agreement, and to comply with the rules and regulations of IC&MEMAS;

C. Affected/Stricken Unit": A Member Unit which requests aid through the Illinois Emergency Management Agency (IEMA) or through the Illinois Coroners and Medical Examiners Association under the IC&MEMAS plan,

D. "Aiding Unit": A Member Unit furnishing equipment, personnel, and/or services to an Affected/Stricken Unit:

E. "Emergency/Disaster": An occurrence or condition in a Member Unit's territorial jurisdiction which results in a situation of such magnitude and/or consequence that it cannot be adequately handled by the Affected/Stricken Unit and such that a Member Unit determines the necessity and advisability of requesting aid:

F. "Illinois Coroners and Medical Examiners Association Regions": the geographically associated Member Units of unit of which have been grouped for operational efficiency and representation of those Member Units:

G. "Training": the regular scheduled practice of emergency procedures during non-emergency drills/exercises/ and classroom education to implement the necessary joint operations of IC&MEMAS
SECTION THREE

Agreement to Effectuate the Mutual Aid Plan

Each undersigned party agrees that in the event of an emergency, they will respond to requests for assistance by a stricken coroner/medical examiner with such personnel, equipment, facilities, or services as is, in the opinion of the aiding coroner/medical examiner, available for deployment. Provided, however, that each party reserves the right to refuse to render assistance or to recall any or all rendered assistance, whenever it believes that such refusal or recall is necessary to ensure adequate service of its own jurisdiction or personnel.

It is expected that requests for mutual aid under this Agreement will be initiated only when the needs of the stricken agency exceed its resources. Aiding agencies will be released and returned to their own jurisdictions as soon as the situation is restored to the point where the stricken agency is able to satisfactorily handle the situation with its own resources or when an aiding agency decides to recall its assistance.

Whenever an emergency is of such magnitude and consequence that it is deemed advisable by the senior officer present, of the stricken coroner/medical examiner, to request assistance from an aiding coroner/medical examiner, he is hereby authorized to do so, under the terms of this mutual aid agreement.

The senior officer present of the aiding coroner/medical examiner is authorized to and shall forthwith take the following actions:

- Immediately determine what type of assistance is being requested.
- Immediately determine if the requested resources, equipment and/or law enforcement personnel can be committed to the stricken coroner/medical examiner.
- Immediately dispatch the resources, equipment and/or law enforcement personnel that are available to the stricken coroner/medical examiner.

At the emergency site, the most senior officer of the stricken coroner/medical examiner who is present shall assume full responsibility and authority for coroner/medical examiner operations at the scene. Uniform incident command and incident management structures shall be put in to place. Coroner and medical examiner personnel from the aiding agencies shall report to and shall work under the direction and supervision of the stricken agency. Provided, however, that at all times, the personnel of the aiding agencies shall remain employees of their own agency and shall adhere to the policies and procedures of their own employer. While working under the direction of the aiding agency, personnel shall only be required to respond to lawful orders.

All services performed under this Agreement shall be rendered without charge to the coroner/medical examiner rendering aid; however any expenses recoverable from third parties shall be equitably distributed among responding parties. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing statutes.
Each participating coroner/medical examiner shall assume sole responsibility for indemnifying their own employees, as provided by state or federal law and/or local ordinance, and for providing personnel benefits, including benefits that arise due to injury or death, to their own employees as required by state or federal law. Each participating agency shall also be responsible, regardless of fault, for repairing or replacing any damage to their own vehicles or equipment that occurs while providing assistance under this Agreement.

The participating agencies agree that this Agreement shall not give rise to any liability or responsibility for the failure to respond to any request for assistance made pursuant to this Agreement. This Agreement shall not be construed as or deemed to be an Agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action whatsoever hereunder for any cause whatsoever.

The participating agencies further agree that each agency will be responsible for defending their own respective entity in any action or dispute that arises in connection with or as the result of this Agreement and that each agency will be responsible for bearing their own costs, damages, losses, expenses, and attorney fees.

The Illinois Coroners and Medical Examiners Association, through its Executive Board and committee structure will establish and maintain an operational plan and guidelines for giving and receiving aid under this Agreement. Said plan will be reviewed, updated and tested at regular intervals.

SECTION FOUR

Adoption

This mutual aid agreement shall be in full force and an in effect when approved and executed by a representative of a participating coroner or medical examiner who has the legal authority to sign and enter into this Agreement on behalf of that coroner or medical examiner office.

SECTION FIVE

Termination

Any participating coroner/medical examiner may withdraw from this Agreement upon giving ninety (90) days written notice addressed to each of the other participating agencies.
SECTION 6

Signatory Page

This signatory certifies that this mutual aid agreement, for the Illinois Coroners and Medical Examiners Association (ICMEA), has been adopted and approved, if necessary, by ordinance, resolution, memorandum of understanding or other manner approved by law, a copy of which document is attached hereto.

[Signatory Name]

Political Entity or Agency

[City, County

Coroner/Medical Examiner/Agency Head

Title

Chairman, President or other Chief Executive Officer (if applicable)

Date

[Date]

Attest:

For Illinois Coroners & Medical Examiners Assoc.

Title

Date
## Purchase Requisition
### Procurement Services Division

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: BCR Automotive Group, LLC dba Roesch Ford</th>
<th>Vendor #: 13282</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Brian Kilduff Email: <a href="mailto:brian.kilduff@roeschtrucks.com">brian.kilduff@roeschtrucks.com</a></td>
<td></td>
</tr>
<tr>
<td>Address: 333 W. Grand Ave. State: IL Zip: 60106</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-279-6000 Ext 2245 Fax: 630-451-3509</td>
<td></td>
</tr>
</tbody>
</table>

**Send Invoices To:**

| Division: |
| Attn: Email: kathy.black@dupageco.org |
| Address: 421 N. County Farm Rd. State: IL Zip: 60187 |
| Phone: 630-407-6992 Fax: 630-407-6901 |

**Send Payments To:**

| Dept: D.O.T. Fleet Maintenance |
| Division: |
| Attn: Email: joseph.bechtold@dupageco.org |
| Address: 180 N. County Farm Rd. State: IL Zip: 60187 |
| Phone: 630-407-6931 Fax: 630-407-6962 |

**Ship To:**

| Use for Contract Administrator |
| PO 25 only |

| F.O.B. | PO 20 Delivery Date | Requisitioner |
| Destination | | Kathleen Curcio |

###_po_20_25_purchase_order_details|

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<tr>
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<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>2018 Ford Explorer 4x4</td>
<td></td>
<td>18</td>
<td>1000</td>
<td>1160</td>
<td>54120</td>
<td>1900</td>
<td>28,113.00</td>
<td>28,113.00</td>
</tr>
</tbody>
</table>

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


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

Per Suburban Purchasing Cooperative Contract #160. Ford Fleet #Q8382

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

---

**Packet Pg. 20**
| Vendor: | BCR Automotive Group, LLC dba Roesch Ford | Vendor #: | 13282 | Contract Term: | FY2018 | Contract Total: | $28,113.00 |

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

**Reason for Procurement:**
The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and must be assessed by a mechanic prior to being considered for replacement. Replacing EM-1.

## FUNDING SOURCE
- Procurement budgeted for (FY and budget code(s)): 18-1000-1160-54120-1900
- 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 # ____________________________ □ 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 □ Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

## DECISION MEMO REQUIRED
- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- Per Coop (DPC4-107) select one below
  - NWMC Northwest Municipal Conference/SPC # 160
  - EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________________________ (Include Evaluation Summary if applicable)
  - RENEWAL OF RFP # ____________________________
  - 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>kbc</th>
<th>Apr 24, 2018</th>
<th>/6/5/18</th>
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<tbody>
<tr>
<td>Prepared By</td>
<td>Date</td>
<td>Recommended for Approval</td>
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## REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>5/2/18</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td>Procurement Officer</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>5-7-18</td>
</tr>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>Chairman's Office</td>
</tr>
<tr>
<td>Date</td>
<td>(Decision Memos Over $25,000)</td>
</tr>
</tbody>
</table>

Date | 5-7-18 | 5-3-18 |

Attachment: Roesch Ford - Checklist OHEM Ford Explorer (JPS-P-0158-18: Roesch Ford-OHEM)
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: OHSEM/DOT</th>
<th>Department Contact: Murray Snow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:Murray.snow@dupageco.org">Murray.snow@dupageco.org</a></td>
<td>Contact Phone: 407-2909</td>
</tr>
<tr>
<td>Vendor Name: BCR Automotive Group, LLC dba Roesch Ford</td>
<td>Vendor #: 13282</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.
Recommendation for the approval for the purchase of (1) Ford Explorer to be used by the Office of Homeland Security & Emergency Management through the Suburban Purchasing Cooperative Contract # 160 in the amount of $28,113.00

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and must be assessed by a mechanic prior to being considered for replacement. EM-1 (2003 Ford Expedition) meets policy requirements.

**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.
OHSEM will use this vehicle to respond to calls for assistance from communities in DuPage County and for administrative purposes attending meetings, training, or exercises around the county and surrounding area.

**Source Selection/Vetting Information** - Describe method used to select source.
The Procurement department investigated pricing from multiple sources including other cooperative purchasing agreements, with the SPC Contract #160 being the lowest responsible bid for the new Ford Explorer.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
Staff recommends securing a contract to purchase the Ford Explorer through the SPC Contract #160. Recommended due to this price being the lowest over all other sources.

**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.
$28,113.00 will be expensed from line 1000-1160-54120-1900 for this FY2018 purchase.
<table>
<thead>
<tr>
<th>MODEL</th>
<th>EXPLORER</th>
<th>COLOUR</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE TAKE NOTICE: THIS ORDER IS NOT VALID UNLESS SIGNED BY MANAGEMENT OF ROESCH FORD**

If an used motor vehicle is sold to Purchaser by Dealer under the Order, the terms of delivery by Dealer, without any guarantee or warranty, expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose, or condition of any kind, except as may be otherwise specifically provided in writing on the face of this order or in separate writing attached to this order.

**SEE INVOICE CONTRACT 160 FOR PRICING AND SPECs**

**TRADE IN VEHICLE**: $1200.00

**VIN NO.**: 1FMJP16503L833446

**VEHICLE PAYOFF INFORMATION**

<table>
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<th>COMPANY</th>
<th>TOTAL CASH SALE PRICE</th>
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<table>
<thead>
<tr>
<th>TRADE-IN VALUE</th>
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<tr>
<td>SUB-TOTAL</td>
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<tr>
<td>ELECTRONIC REGISTRATION TAX</td>
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<tr>
<td>SALES TAX</td>
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<tr>
<td>LICENSE &amp; TITLE</td>
<td>$103.00</td>
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<tr>
<td>DOCUMENTATION</td>
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<tr>
<td>SAFETY INSPECTION</td>
<td>$0.00</td>
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<tr>
<td>CODE COUNTY USE TAX (1.00%)</td>
<td>$0.00</td>
</tr>
<tr>
<td>ADD PAYOFF</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL CASH DELIVERED PRICE</td>
<td>$26,113.00</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF USED TRUCK TRADE IN**

- **MAKE**: FORD
- **MODEL**: EXPEDITION
- **3.4**: 1FMJP16503L833446

**DEALER DISCOUNT**: $0.00

- Rebate
- Dealer Rebate
- O.T.D.
- Contract
- Total: $26,113.00

**DUPage COUNTY**
Please enter the following:

Agency Name & Address
DuPage County
421 N. County Farm Rd.
Wheaton, IL 60187

Contact Name
Joe Bechtold

Phone Number
630-407-6931

Purchase Order Number

Total Dollar Amount
$28,113.00

Total Number of Units
1

Tax Exempt Number
E9997-4551-07

Delivery Address
180 N. County Farm Rd.
Wheaton, IL 60187

Please Submit P.O. & Tax Exempt Letter with Vehicle Order:

Roesch Ford Commercial Truck Center
333 W. Grand Ave.
Bensenville, IL 60106
Phone: (630)279-6000
Fax: (630)451-3509

Contact: Brian Kilduff
briankilduff@roeschtrucks.com

Fred Seng_fredsgn@roeschtrucks.com

Patti Ferrarini_pattiferrarini@roeschtrucks.com

If We Have Missed An Option, Please Contact Our Office.
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 $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.

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.

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.dupageco.org/CountyBoard/Policies/

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

Authorized Signature

(Signature on file)

Printed Name

Brian Kilbueff

Title

Municipal/fleet Accounts Manager

Date

April 9, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page _____ of _____ (total number of pages)
# 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> Currie Motors Frankfort Inc.</td>
<td><strong>Dept:</strong> Security</td>
</tr>
<tr>
<td><strong>Vendor #:</strong> 12434</td>
<td><strong>Division:</strong></td>
</tr>
<tr>
<td><strong>Attn:</strong> Thomas Sullivan</td>
<td><strong>Attn:</strong></td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:thomasfsullivan@msn.com">thomasfsullivan@msn.com</a></td>
<td><strong>Email:</strong> <a href="mailto:kathy.black@dupageco.org">kathy.black@dupageco.org</a></td>
</tr>
<tr>
<td><strong>Address:</strong> 9423 W. Lincoln Hwy</td>
<td><strong>Address:</strong> 421 N. County Farm Rd.</td>
</tr>
<tr>
<td><strong>City:</strong> Frankfort</td>
<td><strong>City:</strong> Wheaton</td>
</tr>
<tr>
<td><strong>State:</strong> IL</td>
<td><strong>State:</strong> IL</td>
</tr>
<tr>
<td><strong>Zip:</strong> 60423</td>
<td><strong>Zip:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong> 815-464-9200</td>
<td><strong>Phone:</strong> 630-407-6892</td>
</tr>
<tr>
<td><strong>Fax:</strong> 815-464-7500</td>
<td><strong>Fax:</strong> 630-407-6901</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Vendor:</strong> Currie Motors</td>
<td><strong>Dept:</strong> D.O.T. Fleet Maintenance</td>
</tr>
<tr>
<td><strong>Vendor #:</strong> 12434-P1</td>
<td><strong>Division:</strong></td>
</tr>
<tr>
<td><strong>Attn:</strong> Thomas Sullivan</td>
<td><strong>Attn:</strong> Joe Bechtold</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:thomasfsullivan@msn.com">thomasfsullivan@msn.com</a></td>
<td><strong>Email:</strong> <a href="mailto:joseph.bechtold@dupageco.org">joseph.bechtold@dupageco.org</a></td>
</tr>
<tr>
<td><strong>Address:</strong> 9423 W. Lincoln Hwy</td>
<td><strong>Address:</strong> 180 N. County Farm Rd.</td>
</tr>
<tr>
<td><strong>City:</strong> Frankfort</td>
<td><strong>City:</strong> Wheaton</td>
</tr>
<tr>
<td><strong>State:</strong> IL</td>
<td><strong>State:</strong> IL</td>
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<tr>
<td><strong>Zip:</strong> 60423</td>
<td><strong>Zip:</strong> 60187</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td><strong>Phone:</strong> 630-407-6931</td>
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<tr>
<td><strong>Fax:</strong></td>
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**Use for PO25 only:**

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<th>FY</th>
<th>Dept #</th>
<th>Acct Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
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<td>1160</td>
<td>54120</td>
<td>1130</td>
<td>28,204.00</td>
<td>28,204.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** $28,204.00

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

FY2018 Vehicle Purchase for the DPC Security, with CS-2 - 2010 Ford Explorer - being traded in. Please contact Joe Bechtold 48 hours prior to delivery. He is reachable at 630-407-6931

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

Per Suburban Purchasing Cooperative Contract #152. Ford Fleet #Q8382

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
## 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: Currie Motors Frankfort Inc.</th>
<th>Vendor #: 12434</th>
<th>Contract Term: FY2018</th>
<th>Contract Total: $28,204.00</th>
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</thead>
<tbody>
<tr>
<td>Dept: Security</td>
<td>Contact: Keith Briggs</td>
<td>Phone: 407-5225</td>
<td>Assigned Committee: JPS</td>
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</table>

<table>
<thead>
<tr>
<th>Description of Procurement/Scope of Work/Background</th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Furnish and deliver (1) 2018 Police Ford Interceptor for the DPC Security.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Reason for Procurement | The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and must be assessed by a mechanic prior to being considered for replacement. Replacing CS-2. | | |

### FUNDING SOURCE

- [ ] Procurement budgeted for (FY and budget code(s)): 1B-1000-1160-54120-1130
- [ ] 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 # ________________________________ [ ] 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 [ ] Public Utility
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below: ________________________________

### DECISION MEMO REQUIRED

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS52S)
  - [ ] Per Coop (DPC4-107) select one below
    - [ ] NWMC Northwest Municipal Conference/SPC # 152

- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________________________ (Include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # ____________________________
- [ ] 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)

- [ ] kbc Prepared By Apr 24, 2018
- [ ] [Signature] Date
- [ ] [Signature] Recommended for Approval Date
- [ ] [Signature] If Approval, if required Date

### REVIEWED BY (Initials Only)

- [ ] [Signature] Date
- [ ] [Signature] Procurement Officer Date
- [ ] [Signature] Date
- [ ] [Signature] Chief Financial Officer Date
- [ ] [Signature] Chairman's Office Date

---

**Packet Pg. 27**
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: Security/DOT</th>
<th>Department Contact: Keith Briggs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:Keith.Briggs@dupageco.org">Keith.Briggs@dupageco.org</a></td>
<td>Contact Phone: 407-5225</td>
</tr>
<tr>
<td>Vendor Name: Currie Motors Frankfort, Inc.</td>
<td>Vendor #: 12434</td>
</tr>
</tbody>
</table>

Date: Apr 24, 2018
MinuteTraq (IQM2) ID #: 
Department Requisition #: 18-1500-060

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
Recommendation for the approval for the purchase of (1) Police Ford Interceptor to be used by Security through the Suburban Purchasing Cooperative Contract # 152 in the amount of $28,204.00

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and must be assessed by a mechanic prior to being considered for replacement. CS-2 (2010 Ford Explorer) meets policy requirements.

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.
The Security Division provides safety and security throughout the DuPage County Campus twenty-four (24) hours a day, seven (7) days a week. The vehicles are used to patrol and respond to various incidents that occur on the campus property.

Source Selection/Vetting Information - Describe method used to select source.
The Procurement department investigated pricing from multiple sources including other cooperative purchasing agreements, with the SPC Contract #152 being the lowest responsible bid for the new Ford Interceptor.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
Staff recommends securing a contract to purchase the Police Ford Interceptor through the SPC Contract #152. Recommended due to this price being the lowest over all other sources.

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.
$28,204.00 will be expensed from line 1000-1160-54120-1130 for this FY2018 purchase.
2018 Ford Utility Police Interceptor AWD
Contract # 152

Currie Motors Fleet
“Nice People To Do Business With”
Your Full-Line Municipal Dealer
www.CurrieFleet.com

ORDER CUTOFF 06/08/2018
2018 Ford Utility Police Interceptor AWD
Contract # 152
$26,456.00

3.7 Ti-VCT V6 FFV
6-Speed Automatic
Rear recovery hooks
Independent front/rear suspension
Engine Oil Cooler
18.6 gallon fuel tank
Engine Hour Meter
220 Amp Alternator
78 Amp Hour Battery
Lower black body side cladding
Dual Exhaust
Black spoiler
Electric Power Assist Steering
Acoustic laminated windshield
18" Tires and Wheels
Fixed glass lift gate
Full Size Spare
AM/FM/CD
Roll curtain airbag
Safety Canopy W/Roll Over Sensor
Anti-Lock Brakes With Advanced Trac and traction control
LED tail lamps
2nd/3rd Row Privacy Glass
My Ford police cluster
Black Grill
Headlamps-LED Low Beam
Halogen Hi Beam
Lift Gate Release Switch - 45 Second Time out

Rearview Camera with Washer
All-Wheel Drive
Manual folding power mirror
Fold flat 60/40 rear vinyl bench
Single Zone Manual Climate Control
Power Windows - 1 Touch Up/Down
Power Locks
Cruise Control/Tilt Wheel
Calibrated Speedometer
Column Shift
Work Task Light red/white
Simple fleet key
Power Adjustable Pedals
Two-Way Radio Pre-Wire
Particulate air filter
Power Pig tail
Delivery within 30 Miles
Locking Glove Box

Standard Warranty:
Basic: 3 Years/ 36,000 Miles
Drivetrain: 5 Years/100,000 Miles
Corrosion: 5 Years/ Unlimited Miles
Emissions: 8 Years/80,000 Miles
Roadside Assistance:
5 Years/60,000 Miles

Order Cutoff 06/08/2018
Currie Motors Frankfort Inc
9423 W Lincoln Hwy, Frankfort, Illinois, 604231388
Office: 708-479-1100

Customer Proposal

Prepared for: County Of Du Page

Prepared by: THOMAS SULLIVAN
Office: 708-479-1100

Date: 02/20/2018
Vehicle: 2018 Police Interceptor Utility Base AWD
Quote ID: dupageutil
### Major Equipment

(Based on selected options, shown at right)

- 3.7L V-6 DOHC w/SMPI 304hp
- 6 speed automatic w/OD
- 4-wheel ABS
- Traction control
- Advance Trac w/Roll Stability Control
- Tinted glass
- Daytime running
- Rear child safety locks
- Variable intermittent speed-sensitive wipers
- Dual front airbags
- Airbag occupancy sensor
- Tachometer
- Underseat ducts
- 50-40 folding rear split-bench
- Axle to end of frame: 46.5"

**Exterior:** Oxford White  
**Interior:** Charcoal Black  
- Brake assistance  
- P 245/55R18 BSW AS W-rated tires  
- Air conditioning  
- AM/FM stereo with seek-scan, single in-dash CD player, MP3 decoder  
- LED brake lights  
- Dual power remote heated mirrors  
- 18 x 8 steel wheels  
- Driver and front passenger seat mounted side airbags  
- Rear window defroster  
- Message Center  
- Reclining front bucket seats  
- Audio control on steering wheel

### Selected Options

<table>
<thead>
<tr>
<th>Option</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD VEHICLE PRICE</td>
<td>$32,805.00</td>
</tr>
<tr>
<td>Order Code 500A</td>
<td>N/C</td>
</tr>
<tr>
<td>Engine: 3.7L V6 Ti-VCT FFV</td>
<td>Included</td>
</tr>
<tr>
<td>Transmission: 6-Speed Automatic</td>
<td>Included</td>
</tr>
<tr>
<td>3.65 Axle Ratio</td>
<td>Included</td>
</tr>
<tr>
<td>GVWR: 6,300 lbs</td>
<td>Included</td>
</tr>
<tr>
<td>Tires: P245/55R18 AS BSW</td>
<td>Included</td>
</tr>
<tr>
<td>Wheels: 19&quot; x 8&quot; 5-Spoke Painted Black Steel</td>
<td>Included</td>
</tr>
<tr>
<td>Unique HD Cloth Front Bucket Seats w/Vinyl Rear</td>
<td>Included</td>
</tr>
<tr>
<td>113&quot; Wheelbase</td>
<td>STD</td>
</tr>
<tr>
<td>Monotone Paint Application</td>
<td>STD</td>
</tr>
<tr>
<td>Radio: MyFord AM/FM/CD/MP3 Capable</td>
<td>Included</td>
</tr>
<tr>
<td>Oxford White</td>
<td>N/C</td>
</tr>
<tr>
<td>Charcoal Black</td>
<td>N/C</td>
</tr>
<tr>
<td>Daytime Running Lamps</td>
<td>$45.00</td>
</tr>
<tr>
<td>Driver Only LED Spot Lamp (Whelen)</td>
<td>$420.00</td>
</tr>
<tr>
<td>2nd Row Only Solar Tint Glass</td>
<td>$85.00</td>
</tr>
<tr>
<td>Rear View Camera</td>
<td>N/C</td>
</tr>
<tr>
<td>Electrochromic Rear View Mirror</td>
<td>Included</td>
</tr>
<tr>
<td>Heated Sideview Mirrors</td>
<td></td>
</tr>
<tr>
<td>Remote Keyless Entry Key Fob w/o Key Pad</td>
<td>$340.00</td>
</tr>
</tbody>
</table>

**Fuel Economy**

- **City:** 16 mpg  
- **Hwy:** 21 mpg

---

**Packet Pg. 32**  
<table>
<thead>
<tr>
<th>Feature</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reverse Sensing</td>
<td>$275.00</td>
</tr>
<tr>
<td>Cargo Storage Vault</td>
<td>$245.00</td>
</tr>
<tr>
<td>Noise Suppression Bonds (Ground Straps)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Police Engine Idle Feature</td>
<td>$260.00</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>$34,635.00</strong></td>
</tr>
<tr>
<td>Destination Charge</td>
<td>$945.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$35,580.00</strong></td>
</tr>
</tbody>
</table>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability of pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: County Of Du Page
By: THOMAS SULLIVAN Date: 02/20/2018
### Selected Options

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Vehicle</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K8A</td>
<td>Base Vehicle Price (K8A)</td>
<td>$32,805.00</td>
</tr>
<tr>
<td><strong>Packages</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500A</td>
<td>Order Code 500A</td>
<td>N/C</td>
</tr>
<tr>
<td>99R</td>
<td>Engine: 3.7L V6 Ti-VCT FFV</td>
<td>Included</td>
</tr>
<tr>
<td>44C</td>
<td>Transmission: 6-Speed Automatic</td>
<td>Included</td>
</tr>
<tr>
<td>STOA</td>
<td>3.65 Axle Ratio</td>
<td>Included</td>
</tr>
<tr>
<td>STDG</td>
<td>GVWR: 6,300 lbs</td>
<td>Included</td>
</tr>
<tr>
<td><strong>Wheels &amp; Tires</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STDTR</td>
<td>Tires: P245/55R18 AS BSW</td>
<td>Included</td>
</tr>
<tr>
<td>STDW</td>
<td>Wheels: 16&quot; x 8&quot; 5-Spoke Painted Black Steel</td>
<td>Included</td>
</tr>
<tr>
<td><strong>Seats &amp; Seat Trim</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Unique HD Cloth Front Bucket Seats w/Vinyl Rear</td>
<td>Included</td>
</tr>
<tr>
<td><strong>Other Options</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>113WB</td>
<td>113&quot; Wheelbase</td>
<td>STD</td>
</tr>
<tr>
<td>PAINT</td>
<td>Monotone Paint Application</td>
<td>STD</td>
</tr>
<tr>
<td>STDRI</td>
<td>Radio: MyFord AM/FM/CD/MP3 Capable</td>
<td>Included</td>
</tr>
</tbody>
</table>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer’s computer system. See car manufacturer for the most current information.

Prepared for: County Of Du Page
By: THOMAS SULLIVAN Date: 02/20/2018
## Selected Options (cont'd)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>942</td>
<td>Daytime Running Lamps</td>
<td>$45.00</td>
</tr>
<tr>
<td>51T</td>
<td>Driver Only LED Spot Lamp (Whelen)</td>
<td>$420.00</td>
</tr>
<tr>
<td>92R</td>
<td>2nd Row Only Solar Tint Glass</td>
<td>$85.00</td>
</tr>
<tr>
<td></td>
<td>Includes privacy glass on rear quarter and liftgate window.</td>
<td></td>
</tr>
<tr>
<td>87R</td>
<td>Rear View Camera</td>
<td>N/C</td>
</tr>
</tbody>
</table>
|      | Note: This option would replace the camera that comes standard in the 4" center stack area. Camera can only be displayed in the 4" center stack (standard) OR the rear view mirror (87R). Includes:  
|      | - Electrochromic Rear View Mirror                                          |       |
|      | Video is displayed in rear view mirror.                                     |       |
| 549  | Heated Sideview Mirrors                                                     | $60.00|
| 47A  | Police Engine Idle Feature                                                  | $260.00|
|      | This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains idling. |       |
| 55F  | Remote Keyless Entry Key Fob w/o Key Pad                                    | $340.00|
|      | Does not include PATS.  Includes 4-key fobs.  Key fobs are not fobbed alike when ordered with Keyed-Alive. |       |
| 76R  | Reverse Sensing                                                             | $275.00|
| 63V  | Cargo Storage Vault                                                         | $245.00|
|      | Includes lockable door and compartment light.                               |       |
| 60R  | Noise Suppression Bonds (Ground Straps)                                     | $100.00|

### Interior Colors

- **9W_01** Charcoal Black N/C

### Primary Colors

- **YZ_02** Oxford White N/C

### Upfit Options

- **ES-01** Extended Warranty  
  6 Year 100,000 Powertrain Care $1,075.00
- **P-01** Municipal Plates/Title-Shipped $203.00
- **R-001** Rust Proofing and Sound Shield $395.00

### Subtotal $36,308.00

### Destination Charge $945.00
### Selected Options (cont'd)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
<td>$37,253.00</td>
</tr>
</tbody>
</table>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: County Of Du Page  
By: THOMAS SULLIVAN   Date: 02/20/2018
Warranty - Standard Equipment & Specs

<table>
<thead>
<tr>
<th>Warranty</th>
<th>Distance</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>36000 miles</td>
<td>36 months</td>
</tr>
<tr>
<td>Powertrain</td>
<td>100000 miles</td>
<td>60 months</td>
</tr>
<tr>
<td>Corrosion Perforation</td>
<td>Unlimited miles</td>
<td>60 months</td>
</tr>
<tr>
<td>Roadside Assistance</td>
<td>60000 miles</td>
<td>60 months</td>
</tr>
</tbody>
</table>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: County Of Du Page  
By: THOMAS SULLIVAN  Date: 02/20/2018
## Pricing - Single Vehicle

### Vehicle Pricing

<table>
<thead>
<tr>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Vehicle Price</td>
<td>$32,805.00</td>
</tr>
<tr>
<td>Options &amp; Colors</td>
<td>$1,830.00</td>
</tr>
<tr>
<td>Upfitting</td>
<td>$1,673.00</td>
</tr>
<tr>
<td>Destination Charge</td>
<td>$945.00</td>
</tr>
</tbody>
</table>

**Subtotal** $37,253.00

### Pre-Tax Adjustments

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-001</td>
<td>Municipal Discount thru the NWMC Contract 152</td>
<td>-$7,249.00</td>
</tr>
<tr>
<td>t-001</td>
<td>Trade In*</td>
<td>-$1,800.00</td>
</tr>
</tbody>
</table>

**Total** $28,204.00

---

*2010 Ford Explorer XLT 1FMEU6DE7AUA07634

---

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: County Of Du Page  
By: THOMAS SULLIVAN  Date: 02/22/2016
Please enter the following:

<table>
<thead>
<tr>
<th>Title Information</th>
<th>DuPage County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>421 N. County Farm Rd.</td>
</tr>
<tr>
<td></td>
<td>Wheaton, IL 60187</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Joe Bechtold</td>
</tr>
<tr>
<td>Phone Number</td>
<td>630-407-6931</td>
</tr>
<tr>
<td>Purchase Order Number</td>
<td></td>
</tr>
<tr>
<td>Fleet Identification Number</td>
<td>QB382</td>
</tr>
<tr>
<td>Tax Exempt Number</td>
<td>E9997-4551-07</td>
</tr>
<tr>
<td>Total Dollar Amount</td>
<td>$28,204.00</td>
</tr>
<tr>
<td>Total Number of Units</td>
<td>1</td>
</tr>
<tr>
<td>Delivery Address</td>
<td>180 N. County Farm Rd.</td>
</tr>
<tr>
<td></td>
<td>Wheaton, IL 60187</td>
</tr>
</tbody>
</table>

*Orders Require Signed Original Purchase Order and Tax Exempt Letter

Currie Motors Fleet
10125 W. Laraway
Frankfort, IL 60423
PHONE: (815)464-9200
Tom Sullivan Curriefleet@gmail.com
Kristen De La Riva Fleetcurrie@gmail.com

*Fleet Status is accessible by registering at www.fleet.ford.com. Please provide FIN Code at time of order
Required Vendor Ethics Disclosure Statement

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

Bid/Contract/PO #: 

| Company Name: CURRIE MOTORS FRANKFORT | Company Contact: THOMAS SULLIVAN |
| Contact Phone: (815) 464-9200 | Contact Email: CURRIEFLEET@GMAIL.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 contractor 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.dupageco.org/CountyBoard/Policies/

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

Authorized Signature: 

SIGNATURE ON FILE

Printed Name: THOMAS SULLIVAN
Title: CAM
Date: Jan 23, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 40 of 40 (total number of pages)
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.

Requesting Department: 18th Judicial Circuit Court
Contact Email: Lisa.Herpel@18thjudicial.org
Vendor Name: Law Office of John P. McTigue

Department Contact: Lisa Herpel
Contact Phone: (630) 407-8901
Vendor #: 13827

Date: May 9, 2018
MinuteTraq (IQM2) ID #: 12682
Department Requisition #: _______________

Action Requested
Approval of a contract with John P. McTigue to provide hearing officer services, regarding paternity and child support cases, to the 18th Judicial Circuit Court. Contract is: 1) based on a fixed half-day rate of $275 per session; 2) shall not exceed 78 sessions in FY 2018; 3) shall not exceed 157 sessions in FY 2019; and 4) contract cost shall not exceed $64,625.00 (SIXTY-FOUR THOUSAND SIX HUNDRED TWENTY-FIVE AND NO/100 DOLLARS), with no reimbursement for expenses.

Summary Explanation/Background
For decades, the Illinois Department of Healthcare and Family Services provided grant funding for this position. The department informed the 18th Judicial Circuit Court that grant funding would no longer be available (Program Year ends June 30, 2018). To ensure continuity and quality of services, County Board members desire to fund this position from July 1, 2018 through November 30, 2019. The hearing officer is responsible for approximately 650 new case filings per year.

Strategic Impact
1.2.3 - Provide connections between those in need and the resources to support them.
Providing professional determinations and recommendations, regarding paternity and child support cases, emphasizes the central role that safe and secure families have in DuPage County. This contract assists County efforts in providing services to residents that help maintain the quality of life that makes DuPage County a great place to live, work and raise a family.

Source Selection/Vetting Information
In consultation with the Finance Department, this action is a continuation of the prior service contract with the Law Office of John P. McTigue.

Recommendations/Alternatives
1) Approve the contract for the specified term (Recommended); or
2) Do not approve the contract and have the 18th Circuit Court manage the additional case load internally with no additional increases to appropriated salary or headcount totals; or
3) Do not approve the contract. Create a Request for Proposal (RFP) for hearing officer services and test market availability.

Fiscal Impact/Cost Summary
The Fiscal Year 2018 Impact is $21,450.00 which will come 1000-5900-53090. The Fiscal Year 2019 Impact is $43,175.00 which will be added, as a line item, to the 18th Judicial Circuit Court's budget. Previously, grant funding came from account 5000-5970-53090 with an activity code of 2018-55009-K.
### Send Purchase Order To:
- **Vendor:** Law Office of John P. McTigue
- **Vendor #:** 13827
- **Attn:** John P. McTigue
- **Email:** jpmctigue@comcast.net
- **Address:** 20 Danada Square West, Unit 277
- **City:** Wheaton
- **State:** IL
- **Zip:** 60189
- **Phone:** (630) 606-0733
- **Fax:** (630) 225-5179

### Send Invoices To:
- **Dept:** 18th Judicial Circuit Court
- **Division:**
- **Vendor #:** 13827
- **Attn:** Accts Payable
- **Email:**
- **Address:** 505 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-606-0733
- **Fax:**

### Send Payments To:
- **Vendor:** Law Office of John P. McTigue
- **Vendor #:** 13827
- **Attn:** John P. McTigue
- **Email:** jpmctigue@comcast.net
- **Address:** 20 Danada Square West, Unit 277
- **City:** Wheaton
- **State:** IL
- **Zip:** 60189
- **Phone:** (630) 606-0733
- **Fax:** (630) 225-5179

### Ship To:
- **Dept:** Same as Above
- **Division:**
- **Vendor #:** 13827
- **Attn:**
- **Email:**
- **Address:** 505 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-606-0733
- **Fax:**

### Payment Terms
- **F.O.B.:** 505 N. County Farm Road
- **PO 20 Delivery Date:**
- **Requisitioner:**

### Use for PO25 only
- **Contract Administrator:**
- **Contract Start Date:** Jul 1, 2018
- **Contract End Date:** Nov 30, 2019

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension | Requisition Total | $64,625.00

| LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension | Requisition Total | $64,625.00

### Header Comments:
Hearing officer services regarding paternity and child support cases to the 18th Judicial Circuit Court.

### Special Instructions/Comments to Buyer or Approver:

### User Department Internal Notes:

---

**Packet Pg. 42**
Procurement Review Checklist

Procurement Services Division

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

Vendor: John P. McTigue, Attorney at Law
Vendor #: 13827

Contract: July 1, 2018 - November 30, 2019
Total: $64,625.00

Dept: 18th Judicial Circuit Court
Contact: Lisa Herpel
Phone: (630) 407-8901

Assigned Committee: Judicial Public Safety

Description of Procurement/Scope of Work/Background:
John P. McTigue will provide hearing officer services, regarding paternity and child support cases, to the 18th Judicial Circuit Court. Contract is: 1) based on a fixed half-day rate of $275 per session; 2) shall not exceed 78 sessions in FY 2018; 3) shall not exceed 157 sessions in FY 2019; and 4) contract cost shall not exceed $64,625.00 (SIXTY-FOUR THOUSAND SIX HUNDRED TWENTY-FIVE AND NO/100 DOLLARS), with no reimbursement for expenses.

Reason for Procurement:
The Illinois Department of Healthcare and Family Services informed the 18th Judicial Circuit Court that grant funding, for child support and paternity cases, would no longer be available (Program Year ends June 30, 2018). To ensure continuity and quality of services, County Board members desire to fund this position from July 1, 2018 through November 30, 2019.

FUNDING SOURCE:

- Procurement budgeted for (FY and budget code(s)): FY 18 - FY 19: 1000-5900-53090
- Budget Transfer (Date) ____________________ Add'l Information: Date to be decided. Grant program year ends June 30, 2018.

DECISION MEMO NOT REQUIRED:

☐ LOWEST RESPONSIBLE QUOTE # or BID # __________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # __________________________ 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 ☐ Public Utility
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED:

☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCSS25)
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________________________ (include Evaluation Summary if applicable)
☐ RENEWAL OF RFP # __________________________
☐ 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)

LH: May 9, 2018
Prepared By __________________________ Date __________________________ Recommended for Approval __________________________ Date __________________________ IT Approval, if required __________________________ Date __________________________

REVIEWED BY (Initials Only)

Buyer: 5-9-18 Procurement Officer: 5-10-18
Chief Financial Officer: (Decision Memos Over $25,000) 5-9-18 Chairman's Office: (Decision Memos Over $25,000) 5-10-18

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 $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.

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.

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.dupageco.org/CountyBoard/Policies/

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

Authorized Signature

SIGNATURE ON FILE

Printed Name

Title

Date

May 9, 2018

Vendor Ethics Disclosure Statement

Addendum to Item #1

Contributions to:               Donor:                     Type             Amount          Date
Citizens for Robert Berlin      John P. McTigue...Check #4086  ..$50....................June 14, 2017
Citizens for Robert Berlin      John P McTigue   Check #4101  ..$250                        July 23, 2017
Citizens to Elect Grant Eckhoff John P. McTigue...Check #4152  ..$150................February 1, 2018
Citizens to Elect Grant Eckhoff John P. McTigue...Check #4123  ..$75....................October 10, 2017

I hereby certify that I have received, have read, and understand these requirements

Signature on file

John P. McTigue
Administrative Hearing Officer
May 9, 2018
INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT ("Agreement") is effective as of the 1st day of July, 2018, and is entered into by and between the County of DuPage, a body politic and corporate ("County") and John P. McTigue, an Independent Contractor ("Individual") and attorney licensed to practice law in the State of Illinois.

RECITALS

WHEREAS, the County desires that the Individual render certain services more fully described herein; and

WHEREAS, the Individual has demonstrated expertise in providing such services, has represented that it has the requisite knowledge, skill, experience, and other resources necessary to perform such services and is desirous of providing such services for the County.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereby agree as follows:

1. Incorporation of Recitals: The matters recited above are hereby incorporated into and made a part of this Agreement.

2. Term: This Agreement is for a term commencing July 1, 2018, and continuing through November 30, 2019 ("Term"), unless terminated sooner as provided herein.

3. Termination

3.1 Except as otherwise set forth in this AGREEMENT, either party shall have the right to terminate this AGREEMENT for any cause or without cause thirty (30) days after having served written notice upon the other party, except in the event of INDIVIDUAL'S insolvency, bankruptcy, or receivership, in which case termination shall be effective immediately upon receipt of notice.

3.2 Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination, or to pay for deliverables tendered prior to termination. There shall be no termination expenses.

3.3 Upon termination of this AGREEMENT, all data, work products, reports and documents produced, because of this AGREEMENT shall become the property of the COUNTY. Further, INDIVIDUAL shall provide all deliverables within fourteen (14) days of termination in accordance with the other provisions of this AGREEMENT.

4. Scope of Services: Individual agrees to provide the services required and, if applicable, set forth on Exhibit “A” including the deliverables set forth thereon ("Services"), in accordance with the terms and conditions of this Agreement. The County may, from time to time, request changes in the scope of Services. Any such changes, including any increase or decrease in Individual's fees, shall be documented by an amendment to this Agreement in accordance with State and County laws.

5. Compensation and Payment: Compensation for Services during the term shall be: 1) based on a fixed half-day rate of $275 per session; 2) shall not exceed 78 sessions in FY 2018; 3) shall not exceed 157 sessions in FY 2019; and 4) shall not exceed Sixty-Four Thousand Six Hundred Twenty-Five Dollars, ($64,625.00), with no reimbursement for expenses. Compensation shall be based on actual Services performed during the Term of this Agreement and the County shall not be obligated to pay for any Services not in compliance with this Agreement. In the event of early termination of this Agreement, the County shall only be obligated to pay the fees incurred up to the date of termination. In no event...
shall the County be liable for any costs incurred or Services performed after the effective date of
termination as provided herein. Consultant shall submit invoices referencing this Agreement with such
supporting documentation as may be requested by the County. Payments shall be subject to 50 ILCS
505, “Local Government Prompt Payment Act”. Payment will not be made on invoices submitted later
than six-months (180 days) after delivery of goods and any statute of limitations to the contrary is
hereby waived.

6. **Non-appropriation:** Expenditures not appropriated in the current fiscal year budget are deemed to be
contingent liabilities only and are subject to appropriation in subsequent fiscal year budgets. In the
event sufficient funds are not appropriated in a subsequent fiscal year by the County for performance
under this Agreement, the County shall notify Individual and this Agreement shall terminate on the last
day of the fiscal period for which funds were appropriated. In no event shall the County be liable to the
Individual for any amount in excess of the cost of the services rendered up to and including the last day
of the fiscal period.

7. **Events of Default and Remedies**

7.1 **Events of Default.** Events of default include, but are not limited to, any of the following:
(i) Any material misrepresentation by Individual in the inducement of this Agreement or
the performance of Services; (ii) Breach of any agreement, representation or warranty made
by Individual in this Agreement; or (iii) Failure of Individual to perform in accordance
with or comply with the terms and conditions of this Agreement.

7.2 **Remedies.** In the event Individual defaults under this Agreement and such default is not
cured within fifteen (15) calendar days after written notice is given by the County, the
following actions may be taken by the County: (i) This Agreement may be terminated
immediately; and (ii) The County may deem Individual non-responsible for future contract
awards. The remedies stated herein are not intended to be exclusive and the County may
pursue any and all other remedies available at law or equity.

8. **Standards of Performance:** Individual agrees to devote such time, attention, skill, and knowledge
as is necessary to perform Services effectively and efficiently. Individual acknowledges and accepts
a relationship of trust and confidence with the County and agrees to cooperate with the County in
performing Services to further the best interests of the County.

9. **Assignment:** This Agreement shall be binding on the parties and their respective successors and
assigns, provided however, that neither party may assign this Agreement or any obligations
imposed hereunder without the prior written consent of the other party.

10. **Confidentiality and Ownership of Documents**

10.1 **Confidential Information.** In the performance of Services, Individual may have access to
certain information that is not generally known to others ("Confidential Information").
Individual agrees not to use or disclose to any third party, except in the performance of
Services, any Confidential Information or any records, reports or documents prepared or
generated as a result of this Agreement without the prior written consent of the County.
Individual shall not issue publicity news releases or grant press interviews, except as may
be required by law, during or after the performance of the Services, nor shall Individual
disseminate any information regarding Services without the prior written consent of the County.
Individual agrees to cause its personnel, staff and/or subcontractors, if any, to
undertake the same obligations of confidentiality agreed to by Individual under this
Agreement. The terms of this Paragraph 9.1 shall survive the expiration or termination of
this Agreement.
COUNTY OF DUPAGE, ILLINOIS

10.2 Ownership. All records, reports, documents, and other materials prepared by Individual in performing Services, as well as all records, reports, documents, and other materials containing Confidential Information prepared or generated as a result of this Agreement, shall at all times be and remain the property of the County. All of the foregoing items shall be delivered to the County upon demand at any time and in any event, shall be promptly delivered to the County upon expiration or termination of the Agreement. In the event any of the above items are lost or damaged while in Individual's possession, such items shall be restored or replaced at Individual's expense.

11. **Representations and Warranties of Individual:** Individual represents and warrants that the following shall be true and correct as of the effective date of this Agreement and shall continue to be true and correct during the Term of this Agreement.

11.1 Licensed Professionals. Services required to be performed by professionals shall be performed by professionals licensed to practice by the State of Illinois in the applicable professional discipline.

11.2 Compliance with Laws. Individual is and shall remain in compliance with all local, state and federal laws, County of DuPage ordinances, and regulations relating to this Agreement and the performance of Services. Further, Individual is and shall remain in compliance with all County policies and rules, including, but not limited to, criminal background checks.

11.3 Good Standing. Individual is not in default and has not been deemed by the County to be in default under any other Agreement with the County during the five (5) year period immediately preceding the effective date of this Agreement.

11.4 Authorization. In the event Individual is an entity other than a sole proprietorship, Individual represents that it has taken all action necessary for the approval and execution of this Agreement, and execution by the person signing on behalf of Individual is duly authorized by Individual and has been made with complete and full authority to commit Individual to all terms and conditions of this Agreement which shall constitute valid, binding obligations of Individual.

11.5 Gratuities. No payment, gratuity or offer of employment, except as permitted by the State Officials and Employees Ethics Act, was made by or to Individual in relation to this Agreement or as an inducement for award of this Agreement.

12. **Independent Contractor:** It is understood and agreed that the relationship of Individual to the County is and shall continue to be that of an independent contractor and neither Individual nor any of Individual's employees shall be entitled to receive County employee benefits. As an independent contractor, Individual agrees to be responsible for the payment of all taxes and withholdings specified by law, which may be due in regard to compensation paid by the County. Individual agrees that neither Individual nor its employees, staff or subcontractors shall represent themselves as employees or agents of the County. Individual hereby represents that Individual's valid taxpayer identification number as defined by the United States Internal Revenue Code (social security number or federal employer identification number) is 000-00-000.

13. **Indemnification:** Individual agrees to indemnify and hold harmless the County, its members, trustees, employees, agents, officers and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages and expenses of every kind, nature and character, including costs and attorney fees, arising out of, or relating to, any and all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature and character, in connection with or arising out of the acts or omissions of Individual or its employees or its subcontractors under this Agreement. This includes, but is not limited to, the unauthorized
use of any trade secrets, U.S. patent or copyright infringement. The indemnities set forth herein shall survive the expiration or termination of this Agreement. Notwithstanding the foregoing, the Individual and County shall not be deemed to have waived any rights, protections or immunities under 745 ILCS 10/1-101, et. seq. (Local Government and Governmental Employees Tort Immunity Act.

14. **Favored Nation:** Individual shall furnish Services to the County at the lowest price that the Individual charges to other similarly situated parties. If Individual overcharges, in addition to all other remedies, the County is entitled to a refund in the amount of the overcharge, plus interest at the rate of 1% per month from the date the overcharge was paid by the County until the date refund is made. The County has the right to offset any overcharge against any amounts due to Individual under this or any other Agreement between Individual and the County, and at the County’s sole option the right to declare Individual in default under this Agreement.

15. **Insurance:** At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

15.1 **Malpractice Insurance Coverage.** At all times during the term of this Agreement, the Individual shall maintain, at his/her own expense, malpractice insurance coverage for the Individual, its employees, officers, and independent contractors.

15.2 **Automobile Insurance.** If Individual will be driving a vehicle in the course of performing the Services, Individual shall attach a copy of its current automobile insurance card confirming that the vehicle is covered by insurance.

16. **Notices:** All notices required under this Agreement shall be in writing and sent to the addresses and persons set forth below, or to such other addresses as may be designated by a party in writing. All notices shall be deemed received when (i) delivered personally; (ii) sent by confirmed telex or facsimile (followed by the actual document); or (iii) one (1) day after deposit with a commercial express courier specifying next day delivery, with written verification of receipt.

**IF TO THE COUNTY:**

Paul Rafac, Chief Financial Officer  
DuPage County Finance Department  
421 North County Farm Road  
Wheaton, IL 60187-3978

**COPY TO:**  
James McGuire, Procurement Officer  
DuPage County Finance Department  
421 North County Farm Road  
Wheaton, IL 60187-3978

**COPY TO:**  
Paul Bruckner, Civil Bureau Deputy Chief  
DuPage County State's Attorney’s Office  
503 North County Farm Road  
Wheaton, Illinois 60187-3978

**IF TO INDIVIDUAL:**

John P. McTigue, Attorney at Law  
20 Danada Square West, Unit 277  
Wheaton, IL  60189
17. **Entire Agreement and Amendment:** This Agreement, including all exhibits and referenced documents, constitutes the entire agreement of the parties with respect to the matters contained herein. All attached exhibits are incorporated into and made a part of this agreement. No modification of or amendment to this Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement are of no force or effect.

18. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to any conflict of law or choice of law principles.

19. **Waiver:** No delay or omission by the County to exercise any right hereunder shall be construed as a waiver of any such right and the County reserves the right to exercise any such right from time to time as often and as may be deemed expedient.

20. **County Approval:** If applicable, This Agreement is subject to approval of the appropriate committee(s) and County Board of the County of DuPage.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

**COUNTY OF DUPAGE**

By: ____________________________

JAMES MCGUIRE

PROCUREMENT OFFICER

**JOHN P. MCTIGUE**

By: ____________________________

JOHN P. MCTIGUE

ATTORNEY AT LAW
## SCOPE OF SERVICES

<table>
<thead>
<tr>
<th>County’s Purchase Order #</th>
<th>County Resolution #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Name</td>
<td>Contract Date</td>
</tr>
<tr>
<td>County’s Contract Manager</td>
<td>Individual’s Contract Manager</td>
</tr>
</tbody>
</table>

1. **DESCRIPTION OF INDIVIDUAL’S SCOPE OF SERVICES**

   a) The hearing officer will be knowledgeable in domestic relations law including paternity determination and will be available for a minimum of three half-day hearing sessions per week. The total number of sessions to be conducted in fiscal year 2018 shall not exceed 78. The total number of sessions to be conducted in fiscal year 2019 shall not exceed 157.

   b) One half-day is hereby defined as any portion of a morning commencing at or after 8:30 a.m. and normally lasting not longer than 12:00 noon or any portion of an afternoon commencing at 1:30 p.m. and normally lasting not longer than 4:30 p.m. Sessions shall normally be scheduled on Mondays and Wednesdays. Mondays shall normally include a morning and afternoon session. Wednesdays shall normally include a morning session, except that there may be a limited number of weeks where both a morning and afternoon session could be scheduled.

   c) The hearing officer hereby acknowledges as an officer of the court that he has read and understands Supreme Court Rule 100.1-100.13 and possesses all the qualifications set forth therein and that he will be available to accommodate reasonable scheduling of cases.

   d) The hearing officer shall execute an oath of office administered by the Chief Judge of the 18th Judicial Circuit and shall comply with all terms of the oath and Supreme Court Rule 100.1-100.13.
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: Apr 25, 2018

Company Name: West Publishing Corporation
Contact Phone: 800-328-4880
Company Contact: customer service
Contact Email: customerservice@thomsonreuters.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 $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:

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

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

Authorized Signature

Printed Name: Cindy Hansen
Title: Manager
Date: Apr 25, 2018

SIGNATURE ON FILE

Attach additional sheets if necessary. Sign each sheet and number each page. Page ___ of ___ (total number of pages)
# JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
<th>Public Defender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thomson Reuters - West</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:

Legal books and monthly updates to legal book collection for the attorneys.

### THIS IS A SOLE SOURCE BECAUSE VENDOR IS:

- [x] sole provider of a licensed or patented good or service
- [ ] sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- [ ] sole provider of factory-authorized warranty service
- [ ] sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts) (Please attach letter from the manufacturer)
- [ ] the manufacturer (please detail below or attach information regarding why only this manufacturer’s product can be used)
- [ ] the software manufacturer (and sole maintenance/update provider)
- [ ] other – (please detail below or in an attachment)

### REQUESTED SOURCE

<table>
<thead>
<tr>
<th>Thomson Reuters - West</th>
<th>CONTACT</th>
<th>Brandon Mazur</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE</td>
<td>WEBSITE</td>
<td>thomsonreuters.com</td>
</tr>
<tr>
<td>651-244-6490</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### WHAT NECESSARY AND UNIQUE FEATURES DOES THIS VENDOR’S PRODUCT OR SERVICE PROVIDE WHICH ARE NOT AVAILABLE FROM OTHER VENDORS? (Please be specific)

Only producer of Westlaw Legal Research material.

### HAS THE MARKET BEEN TESTED LATELY (LAST 12 MONTHS) ON THE APPLICABILITY OF SOLE SOURCE? (If not, why not?)

The issue is who has publishing rights to update current book collections. Not all vendors have the same publishing rights to update information.

### WHAT STEPS WERE TAKEN TO VERIFY THAT THESE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS/MANUFACTURERS EXAMINED? (Please list other products or services examined – include names & phone numbers of people contacted)

Currently there are two vendors that provide legal research materials, West and LexisNexis, because of publishing rights to some of the material needed, you cannot access certain materials if the vendor does not possess the rights to those legal materials.
## Purchase Requisition

**Procurement Services Division**

### Send Purchase Order To:

- **Vendor:** Thomson Reuters-West
- **Vendor #:** 11169
- **Attn:** Brandon Mazur
- **Email:** Brandon.Mazur@thomsonreuters.com
- **Address:** 610 Opperman Drive (D2.N985)
- **City:** Eagan
- **State:** MN
- **Zip:** 55123
- **Phone:** 651-244-6490

### Send Payments To:

- **Vendor:** Thomson Reuters-West
- **Vendor #:** 11169
- **Attn:** Payment Center
- **Address:** P.O. Box 6292
- **City:** Carol Stream
- **State:** IL
- **Zip:** 60197-6292
- **Phone:** 651-244-6490

### Send Invoices To:

- **Dept:** Public Defender’s Office
- **Division:**
- **Attn:** Melissa Buckardt
- **Email:** Melissa.Buckardt@dupageco.org
- **Address:** 503 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-8300
- **Fax:** 630-407-8310

### Ship To:

- **Dept:** Public Defender’s Office
- **Division:**
- **Attn:** Jeffrey York
- **Email:**
- **Address:** 503 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-8300
- **Fax:** 630-407-8310

### Payment Terms:

- **F.O.B.**
- **PO 20 Delivery Date:**
- **Requisitioner:** Jeff York
- **Use for:** Contract Administrator
- **Contract Start Date:** May 1, 2018
- **Contract End Date:** Apr 30, 2021

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
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**Requisition Total:** $12,542

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

**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):
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<td><strong>$ 12,542.16</strong></td>
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</table>
Order Form

Order ID: Q-00224871

Contact your representative brandon.mazur@thomsonreuters.com with any questions. Thank you.

Account Address
Account #: 1000576297
DUPAGE COUNTY PUBLIC DEFENDER
MELISSA BUCKARDT
503 N COUNTY FARM RD
WHEATON
IL, 60187-3942
US

Shipping Address
Account #: 1000576297
DUPAGE COUNTY PUBLIC DEFENDER
MELISSA BUCKARDT
503 N COUNTY FARM RD
WHEATON
IL, 60187-3942
US

Billing Address
Account #: 1000576297
DUPAGE COUNTY PUBLIC DEFENDER
MELISSA BUCKARDT
503 N COUNTY FARM RD
WHEATON
IL, 60187-3942
US

This Order Form is a legal document between West Publishing Corporation and Subscriber. West Publishing Corporation also means "West", "we" or "our" and Subscriber means "you", or "I". Subscription terms, if any, follow the ordering grids below.

<table>
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<th>Service Material</th>
<th>Product</th>
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Subscription Services for Print/ProView eBook Programs

During your subscription term, for Print products, you will receive subscription services consisting of automatic shipments of updates and supplements to the print products, including but not limited to pocket parts, pamphlets, replacement volumes, or loose-leaf pages, as available. The license for ProView eBooks includes updates to the most current version of each edition of the eBooks which are available during your subscription terms.

Your West sales representative will provide frequency of updates upon request. Transportation charges, return and refund information is in the "Miscellaneous" section below.

West Complete Term

During your West Complete subscription term, you will receive subscription services consisting of automatic shipments of updates and supplements to the print product, including but not limited to pocket parts, pamphlets, replacement volumes, or loose-leaf pages. If your West Complete subscription includes ProView eBook titles, you will receive subscription services for eBook products you will receive updates to the most current version of each edition of the eBooks which are available during your subscription terms.

During your subscription term, for Print products, you will receive subscription services consisting of automatic shipments of updates and supplements to the print products, including but not limited to pocket parts, pamphlets, replacement volumes, or loose-leaf pages. The license for ProView eBooks includes updates to the most current version of each edition of the eBooks which are available during your subscription terms.

Your West sales representative will provide frequency of updates upon request. Transportation charges, return and refund information is in the "Miscellaneous" section below.

Minimum Terms

For Print Program Products: Monthly Charges begin on the date West Publishing Corporation ("West", "we", or "our") processes Subscriber’s ("you" or "I") order and will be prorated for the number of days remaining, if any. Your Monthly Charges will continue for the number of complete calendar months in the Minimum Term column above. The percent increases for multi-year orders appear in the Term increases column above.

Post Minimum Terms

Initial for Automatic Renewal Term. I request West to continue subscription services for the products designated above after the Minimum Term. Each Automatic Renewal Term will be 12 months in length ("Automatic Renewal Term") and include a 7% price increase unless we notify you of a different rate at least 60 days before each Automatic Renewal Term begins. Either of us may cancel in writing at least 30 days before an Automatic Renewal Term starts. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803.

Miscellaneous
Charges, Payments & Taxes. You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government subscriber and fail to pay your invoiced charges, you are responsible for collection costs including attorneys’ fees.

Credit Verification. If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

Auto Charge Credit Card/Electronic Funds Transfer Election Payment Terms. You may authorize us to automatically charge a credit card, debit card or electronic fund transfer to pay charges due. Contact Customer Service at 1-800-328-4880 for authorization procedures. If you have previously authorized us to bill a credit card, debit card or make electronic fund transfers for West subscriptions on an ongoing basis, or authorizing the same as part of this order, no further action is needed.

Returns and Refunds. You may return a print product to us within 45 days of the original shipment date if you are not completely satisfied. Assured Print Pricing, Library Savings Plan, West Complete, Library Maintenance Agreements, ePack, WestPack, Westlaw, CLEAR, Monitor Suite, ProView eBook, Software, West LegalEdcenter, Practice Solutions, TREWS and Serengeti charges are not refundable. Please see http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

Applicable Law. This Order Form will be interpreted under Minnesota state law. Any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a state or local governmental entity, your state’s law will apply and any claim may be brought in the state or federal courts located in your state. If you are a United States Federal Government subscriber, United States federal law will apply and any claim may be brought in any federal court.

Product Specific Terms. The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at http://static.legalsolutions.thomsonreuters.com/static/product-specific-terms.pdf. If the product is not part of your order, the product specific terms do not apply. If there is a conflict between product specific terms and the Order Form, the product specific terms control.

- Campus Research
- Contract Express
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- Westlaw Doc & Form Builder
- West km Software
- West LegalEdcenter
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

ACKNOWLEDGEMENT

I have read all pages and attachments to this Order Form and I accept the terms on behalf of Subscriber. I warrant that I am authorized to sign this Order Form on behalf of the Subscriber.

[Signature on File]

Signature of Authorized Representative for order

Jeffrey York

Printed Name

Public Defender

Title

4/26/18

Date

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This Order Form will expire and will not be accepted after 6/15/2018.
Attachment
Order ID: Q-00224871
Contact your representative brandon.mazur@thomsonreuters.com with any questions. Thank you.

Order ID: Q-00224871

Payment, Shipping, and Contact Information

Payment Method:
Payment Method: Bill to Account
Account Number: 1000576297

Shipping Information:
Shipping Method: Ground Shipping - U.S. Only

Order Confirmation Contact (#28)
Contact Name: Melissa Buckardt
Email: melissa.buckardt@dupageco.org

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West Complete Products

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## Procurement Review Checklist

**Procurement Services Division**

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

<table>
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<th>Vendor: Thomson Reuters-West</th>
<th>Vendor #: 11169</th>
<th>Contract Term: 5/1/18-4/30/21</th>
<th>Contract Total: $12,542.16</th>
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<tbody>
<tr>
<td>Dept: Public Defender</td>
<td>Contact: Jeffrey York</td>
<td>Phone: 630-407-8300</td>
<td>Assigned Committee: JPS</td>
</tr>
</tbody>
</table>

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

To purchase legal books and updates for the book collections for the attorneys for legal research - $12,542.16

### Reason for Procurement

Book collections and updates are used by attorneys for legal research.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1000-6300-52200
- 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 # __________________________
- 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
- Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________________________ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # __________________________
- 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)

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<th>Date</th>
<th>Recommended for Approval</th>
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