1. CALL TO ORDER

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:30 AM.

2. ROLL CALL

PRESENT: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley
ABSENT:

3. PUBLIC COMMENT

Citizen Sheila Rutledge spoke about an experience last month when her elderly deaf dog got out of the house. The dog was picked up by West Chicago Police Department and brought to DuPage County Animal Services (DCAS). Due to a miscommunication between the PD and Ms. Rutledge, she was unaware that the dog was brought here until the following day. Ms. Rutledge wanted to let the Committee know that it would be beneficial if DCAS posted their stray animals online. If that would have occurred in her case, she and her dog would have been reunited sooner. Chairman Krajewski and Laura Flamion, Operations Manager, stated that the shelter is currently in an RFP process for a new database that will automatically post stray animals to the website.

4. CHAIRMAN'S REMARKS

Chairman Krajewski piggy-backed off of Public Comment stating that some of the PDs also post their strays if they have a holding facility. Member Puchalski asked if all the PDs hold their own animals for the same amount of time. Ms. Flamion stated that every Department is different. Some do not hold at all and bring strays directly to the shelter. Chairman Krajewski also added that Kane County uses one of the software programs included in our bid. Because of that system automatically adding stray animals to their website, this weekend a special needs dog was reunited with their family quickly.

5. MINUTES APPROVAL

A. Animal Services Committee - Regular Meeting - May 1, 2018 10:30 AM
6. **PROCUREMENT REQUISITIONS**

   A. FM-P-0164-18 Recommendation for the approval of a contract purchase order to ComEd, for electric utility distribution services for the connected County facilities, for Facilities Management, for the three-year period April 1, 2018 through March 31, 2021, $1,705,948.81 for Facilities Management, $8,517.66 for Animal Services, $428,130.83 for the Care Center, $70,837.54 for the Division of Transportation, $2,874.52 for ETSB, $138,690.64 for the Health Department and $100,000 for DU-COMM, for a total contract amount not to exceed $2,455,000.00. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) Not suitable for competitive bids – Public Utility

   **RESULT:** APPROVED [UNANIMOUS]
   **MOVER:** Donald Puchalski, District 1
   **SECONDER:** Kevin Wiley, District 6
   **AYES:** Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

7. **OTHER ACTION ITEMS**

   A. Change Order -- Amendment to Purchase Order 2969-0001-SERV issued to Lombard Veterinary Hospital to increase the encumbrance by $13,320.00 resulting in an amended contract total not to exceed $22,800.00 an increase of 140.51% for the reimbursement of no cost spay/neuter by DuPage County Animal Services per the State of IL restricted Pet Population Fund.

   **RESULT:** APPROVED [UNANIMOUS]
   **MOVER:** Janice Anderson, District 5
   **SECONDER:** Kevin Wiley, District 6
   **AYES:** Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley
B. Change Order -- AMENDMENT to County Contract #3228-0001 SERV issued to MP2 Energy NE, for electric utility supply and management services for the County Campus, Stormwater and Public Works, for Facilities Management, to decrease Facilities Management by $1,705,948.81, Animal Services by $8,517.66, the Care Center by $428,130.83, the Division of Transportation by $70,837.54, ETSB by $2,874.52, the Health Department by $138,690.64 and DU-COMM by $100,000.00, for a total decrease amount of $2,455,000.00, taking the original contract amount of $12,626,410.00, and resulting in an amended contract total amount not to exceed $10,171,410.00, a decrease of -19.44%.

RESULT: APPROVED [UNANIMOUS]
MOVER: Janice Anderson, District 5
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

8. ADMINISTRATIVE UPDATE
Ms. Flamion stated that the shelter has seen a steep increase in intakes. Dr. Barbara Hanek, Administrator Veterinarian, stated that we currently have 315 animals in the shelter. Year to date there have been 852 intakes.

Dr. Hanek let the Committee know that the veterinary vehicle will be delivered tomorrow. Dr. Hanek reminded the committee that the vehicle ribbon cutting ceremony is next Tuesday and all are invited. Dr. Hanek was the trainer recently for CERT FEMA 1 and 2. The shelter also helped Aurora Animal Care & Control when they were faced with a mandatory evacuation due to a train derailment.

A. Discussion -- ACO On-Call Compensation
   Discussion Only - No Vote Needed
Ms. Flamion worked with Tom Cuculich, Chief of Staff, and Margaret Ewing to update Policy 4.2 - Special Compensation, Section D - On-Call Pay (see page 20 in packet). These changes were determined based on comparisons to collar Counties (see page 17 in packet). Member Wiley asked if this will have an impact on the budget. Ms. Flamion and Dr. Hanek stated that due to service changes in 2017 and more recently in 2018 which eliminated many unnecessary calls, there will be no budget impact. The changes to the Policy are County wide.

9. OLD BUSINESS
No Old Business

10. NEW BUSINESS
A. Budget Discussion
   Discussion Only - No Vote Needed
Chairman Krajewski kicked off the 2019 budget discussions by reviewing the final 2017 numbers. The dollars in the enterprise fund includes the restricted Pet Population Funds. We have learned that DCAS can reimburse themselves for the spay/neuter of shelter animals going back to 2007. Staff are compiling accurate numbers regarding surgeries and reimbursement rates. On the 2018 budget, $400,000.00 was allocated for Phase 2 architect services. The current spend for 2018 should be around $50,000.00. The Phase 2 project is estimated to cost 12-13 million. A captain campaign feasibility study would be very beneficial to determine how attainable it will be to raise those funds and include a high level marketing plan. Staff are currently working on the RFP for this service and would like to allocate the unused architect services dollars for the study. Member Anderson also brought up the importance of including the increase in utility and upkeep of a new facility. Ms. Flamion stated that they are working on those numbers.

11. **ADJOURNMENT**

Chairman Krajewski adjourned the meeting at 11:00 AM.
1. CALL TO ORDER

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:31 AM.

2. ROLL CALL

PRESENT: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley
ABSENT:

3. PUBLIC COMMENT

No Public Comment

4. CHAIRMAN'S REMARKS

Chairman Krajewski informed the Committee that we received a call yesterday from a rescue organization that would take two Chow dogs that have been at the shelter for over six weeks. The rescue is located in Canada and is willing to meet an Animal Services staff member in North Michigan today. The staff member will stay at a friend's house and the county will incur no lodging costs. Because of the short notice, Chairman Krajewski approved and discharged the Committee approval for the overnight travel. The travel request will be on the County Board next week.

5. MINUTES APPROVAL

A. Animal Services Committee - Regular Meeting - Apr 17, 2018 10:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

6. PROCUREMENT REQUISITIONS
A. 2018-127 Recommendation for the approval of a contract purchase order to Zoetis Inc., to provide veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments for the Animal Care & Control, for the period May 2, 2018 through May 1, 2019, for a contract total amount not to exceed $15,000.00. (Request Waiver of County Bid Rules)

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Donald Puchalski, District 1
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

7. OTHER ACTION ITEMS

A. Consent Item -- Amendment to County contract 1709-0001-SERV issued to IDEXX for outside laboratory services to DuPage Animal Care & Control to extend contract term to 8/14/2018.

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

B. Change Order -- Amendment to Purchase Order 2588-0001-SERV issued to IDEXX for SNAP testing kits to DuPage Animal Care & Control to increase the encumbrance $3,500.00 resulting in an amended contract total not to exceed $7,500.00, an increase of 87.50%.

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

8. ADMINISTRATIVE UPDATE

Laura Flamion, Operations Manager, stated that due to the fundraising for the DuPage Human Race, DuPage Animal Friends (DAF) raised over $35,000.00 for supplies for the veterinary vehicle. The year to date live release rate is currently just over 87%, however we have not gotten into kitten season and our busy time of year so that number may lower. The Department name change to Animal Services has been completed and the new logo will be finalized shortly. Also, the volunteer appreciation luncheon took place on April 22nd. We had a hundred volunteers attend.
A. American Pets Alive Conference 2018 Report

Committee members were given a hand out outlining the programs and ideas that staff have already implemented or plan to implement from the American Pets Alive Conference.

RESULT: HAND OUT

9. OLD BUSINESS
No Old Business

10. NEW BUSINESS
A. ACO After-Hours Compensation

Discussion Only - No Vote
The Committee members along with Ms. Flamion and Margaret Ewing, Human Resources Director, engaged in a discussion regarding the Animal Control Officer (ACO) on-call pay process. Currently, the ACOs do not receive emergency pay (time and a half) when they are called out after hours. In addition, the official start time does not begin until the officer either arrives on the scene or arrives at the shelter to pick up a van. The ACOs receive many calls that are cancelled when the officer is rerouted or that are closer to their home location than the shelter. In the latter instance, they must go to the shelter to pick up their vehicle and then travel back to the call out location which could mean over an hour travel time that they would not be compensated for. It was brought up that Police Officer pay begins when the Officer receives the call with a minimum time of 2 hours to be claimed. After much discussion, it was decided that the compensation policy related to ACO on-call needed to be reviewed. Ms. Flamion will work with Ms. Ewing to come up with a draft policy and Ms. Flamion will run additional reports/gather additional details. This will be discussed and voted on at the next Committee Meeting.

11. ADJOURNMENT
Chairman Krajewski adjourned the meeting at 11:11am.
Requisition 25k and over

FM-P-0164-18

AWARDING RESOLUTION
ISSUED TO COM ED
FOR ELECTRIC UTILITY DISTRIBUTION SERVICES
FOR THE CONNECTED COUNTY FACILITIES
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT: $2,455,000)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract purchase order to ComEd, for electric utility distribution services, for the connected County facilities, for the three-year period April 1, 2018 through March 31, 2021, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for electric utility distribution services, for the connected County facilities, for the three-year period April 1, 2018 through March 31, 2021, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, ComEd, PO Box 6111, Carol Stream, IL 60197, $1,705,948.81 for Facilities Management, $8,517.66 for Animal Services, $428,130.83 for the Care Center, $70,837.54 for the Division of Transportation, $2,874.52 for ETSB, $138,690.64 for the Health Department and $100,000 for DU-COMM, for a total contract amount not to exceed $2,455,000.00. Public Utility

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Kevin Wiley, District 6
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley
# PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

## NEW PURCHASE ORDER REQUEST

<table>
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<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
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## SOLICITATION METHOD FOR SOURCE SELECTION

**No Decision Memo Required**

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### Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

**Vendor:** ComEd  
**Vendor #:** 10023  
**Contract Term:** 4/1/18 - 3/31/21  
**Contract Total:** $2,455,000.00

**Dept:** Facilities Management  
**Contact:** Laura Grobe  
**Phone:** 407-5665  
**Assigned Committee:** ETSB, CB 6/12/18

**Description of Procurement/Scope of Work/Background:**
Recommendation for the approval of a contract purchase order to ComEd, for electric utility distribution services for the connected County facilities, for Facilities Management, for the three-year period April 1, 2018 through March 31, 2021, $1,705,948.81 for Facilities Management, $8,517.66 for Animal Services, $426,130.83 for the Care Center, $70,837.54 for the Division of Transportation, $2,874.52 for ETSB, $138,690.64 for the Health Department and $100,000 for DU-COMM, for a total contract amount not to exceed $2,455,000.00. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) Not suitable for competitive bids -- Public Utility

**Reason for Procurement:**
Electric utility services are required to maintain the operations of the County Facilities.

**FUNDING SOURCE**

- [x] Procurement budgeted for (FY and budget code(s)): See Requisition
- 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
- [x] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:
  - [ ] Public Utility

**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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**REVIEWED BY (Initials Only)**

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<th>Date</th>
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Chief Financial Officer  
(Decision Memos Over $25,000)
**Send Purchase Order To:**
Vendor: ComEd  
Vendor #: 10023  
Dept: Facilities Management  
Division:  
Attn:  
Email:  
Address: 2100 Swift Road  
City: Oak Brook  
State: IL  
Zip: 60523  
Phone:  
Fax:  

**Send Invoices To:**
Vendor: ComEd  
Vendor #: 10023  
Dept: Facilities Management  
Division:  
Attn: Tim Harbaugh  
Email: katrina.boffa@dupageco.org  
Address: 421 N. County Farm Road  
City: Wheaton  
State: IL  
Zip: 60187  
Phone: 630-407-5700  
Fax: 630-407-5701  

**Send Payments To:**
Vendor: ComEd  
Vendor #: 10023  
Dept: Facilities Management  
Division:  
Attn:  
Email:  
Address: PO Box 6111  
City: Carol Stream  
State: IL  
Zip: 60197  
Phone:  
Fax:  

**Ship To:**
Vendor: ComEd  
Vendor #: 10023  
Dept: Facilities Management  
Division:  
Attn: Tim Harbaugh  
Email: katrina.boffa@dupageco.org  
Address: 421 N. County Farm Road  
City: Wheaton  
State: IL  
Zip: 60187  
Phone: 630-407-5700  
Fax: 630-407-5701  

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**Requisition Total** $2,455,000

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

Electric utility distribution services for the connected County facilities, for the three year period 4/1/18 through 3/31/21.

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

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

PW, DOT, HHS, AS, 6/5/18, ETSB 6/12/18, CB 6/12/18
Decision Memo
Procurement Services Division
This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

Date: May 3, 2018
MinuteTraq (IQM2) ID #: 12675
Department Requisition #: ______________

Requesting Department: Animal Services
Department Contact: Amanda Talsma
Contact Email: amanda.talsma@dupageco.org
Contact Phone: x2819
Vendor Name: Lombard Veterinary Hospital
Vendor #: 10375

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

Please approve the increase of $13,320.00 PO 2969-0001-SERV
New contract total: $22,800.00

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

Animal Care & Control incurs the cost of offering no cost spay/neuter to DuPage County residents with a Link card. Per the State of IL, we have a restricted Pet Population Fund (PPF) that can only be used for this service. A citizen is given a voucher for a no cost spay/neuter and chooses from a list of partner veterinarians. Lombard Veterinary Hospital is one of our partners. There is no way for us to predetermine the volume any one vet will have in a given year as it is the decision of the pet owner. As such, the Lombard Veterinary Hospital PO is maxed out and additional funds need to be added in order to pay invoices for the reminder of FY 2018.

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.

Providing services to DuPage citizens enrolled in the Link spay/neuter program.

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

We do not bid out our PPF partners. They come to us and agree to charge preset fees for spay/neuter services. Participation is open to any DuPage County veterinary hospital/clinic.

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

1. Approve the increase as requested.
2. Do not approve the increase.

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.

This will be out of Process Lev 120, 1100 1300 53075 and 53070, FY 2017.
Current Total PO: $9,480.00
Requested Total PO: $13,320.00
Increase: Line 1 by $9300.00 to 53075 and Line2 by $4,020.00 to 53070

Attachment: Lombard Veterinary Hospital - Decision Memo (17-18-628 : Lombard Veterinary Hospital PO # 2969-0001-SERV)
Required Vendor Ethics Disclosure Statement
Failure to complete and return this form may result in delay or cancellation of the County’s Contractual Obligation.

Company Name: LOMBARD VETERINARY HOSPITAL
Contact Phone: 630-622-7090

Company Contact: GEORGIANNE LUDWIG DVM
Contact Email: info@lombardvet.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

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<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 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

Printed Name: GEORGIANNE LUDWIG DVM
Title: Owner
Date: 11/29/17

SIGNATURE ON FILE

Attach additional sheets if necessary. Sign each sheet and number each page. Page _____ of _____ (total number of pages)
### Request for Change Order
**Procurement Services Division**
Attach copies of all prior Change Orders

**Purchase Order #:** 2969-0001-SERV  
**Original Purchase Order Date:** Oct 1, 2017  
**Change Order #:** 1  
**Department:** Animal Services

**Vendor Name:** Lombard Veterinary Hospital  
**Vendor #:** 10375  
**Dept Contact:** Amanda Talsma

**Background and/or Reason for Change Order Request:**
Requesting additional funds be transferred into Lombard Veterinary Hospital PO 2969-0001-SERV. Increase Line 1 by $9300.00 (53075) and Line 2 by $4,020.00 (53070). Total increase calculated by taking the approximate average spend per month ($1,900.00) x 7 months.

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

<table>
<thead>
<tr>
<th>INCREASE/DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
</tr>
</tbody>
</table>

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

- ☐ Increase (greater than 29 days) contract expiration from:  
- ☒ Increase ≥ $2,500.00, or > 10%, of current contract amount  
- ☐ Funding Source:

**OTHER - explain below:**

---

**Reviewed By (Initials Only)**

**AMT**  
**Prepared By (Initials):**  
**Phone Ext:**  
**Date:** 5/3/18  
**Recommended for Approval (Initials):**  
**Phone Ext:**  
**Date:** 5/7/18

**Reviewed by:**

**Date:** 5/10/18  
**Procurement Officer:**

**Chief Financial Officer**  
(Decision Memos Over $25,000)  
**Date:** 5/15/18  
**Chairman's Office**  
(Decision Memos Over $25,000)  
**Date:** 5/15/18

---

**Packet Pg. 14**
## Request for Change Order

**Procurement Services Division**

Attach copies of all prior Change Orders

### Purchase Order #3228-0001 SERV

- **Original Purchase Order Date:** Apr 1, 2018
- **Change Order #: 1**

### Vendor Information

- **Vendor Name:** MP2 Energy NE
- **Vendor #: 28847
- **Dept Contact:** Laura Grobe

### Background and/or Reason for Change Order Request:

- Change order to decrease line 1 1000-1100-53210 by $1,705,948.81, line 2 1100-1300-53210 by $8,517.66, line 3 1200-2045-53210 by $428,130.83, line 4 1500-3510-53210 by $70,837.54, line 5 4000-5820-53210 by $2,874.52, (as informational; decrease the Health Department by $138,690.64 and DU-COMM by $100,000); to allow for electric utility distribution services to be billed directly to DuPage County by CornEd.

### IN ACCORDANCE WITH 720 ILCS 5/33E-9

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

<p>| | | |</p>
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<tr>
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<td>A</td>
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<td>Net $ change for previous Change Orders</td>
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<td>C</td>
<td>Current contract amount (A + B)</td>
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<td>D</td>
<td>Amount of this Change Order</td>
<td>$2,455,000.00</td>
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<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$10,171,410.00</td>
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</table>

### DECISION MEMO NOT REQUIRED

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [ ] Consent Only
- [ ] Change budget code from:  

### DECISION MEMO REQUIRED

- [ ] Increase (greater than 29 days) contract expiration from:  

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### REVIEWED BY (Initials Only)

- [ ] Buyer 
- [ ] Procurement Officer
- [ ] Chairman's Office

**Date**

- [ ] 5-24-18
- [ ] 5-24-18
- [ ] 5-25-18

**Date**

- [ ] 5-24-18

**Date**

- [ ] 3-16-18

**Date**

- [ ] 10-14-18

**Rev. 1.6**

**Packet Pg. 15**
# Appendix C - After Hours Incident Report
**July 1, 2017 - April 30, 2018***

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</table>
# Appendix C - After Hours Incident Report

**July 1, 2017 - April 30, 2018***

<table>
<thead>
<tr>
<th>Transaction ID</th>
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<th>Agency to Assist</th>
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## Appendix C - After Hours Incident Report
### July 1, 2017 - April 30, 2018*

<table>
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<th>Transaction ID</th>
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<th>Agency to Assist</th>
<th>Incident</th>
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</tr>
<tr>
<td>12236860</td>
<td>4/26/2018</td>
<td>Lombard</td>
<td>Phone Consult</td>
</tr>
</tbody>
</table>

* Effective July 2017, the Animal Services Department reduced the scope of situations that an Animal Control Officer will respond to. The department no longer responds to sick/injured wildlife after hours with the exception of continuing to respond to all bat pick-ups due to rabies exposure risk.

** Effective May 2018, the Animal Services Department implemented a one (1) hour hold policy for friendly, confined strays before responding. This policy was developed to reduce the number of calls the department responds to where the call is cancelled en-route due to the animal being reunited with the owner.
## Appendix A - Animal Control Officer - After Hours Comparison

<table>
<thead>
<tr>
<th>Policy Detail</th>
<th>DuPage County</th>
<th>City of Naperville</th>
<th>Kane County</th>
<th>Will County</th>
<th>Lake County</th>
<th>Kendall County</th>
<th>City of Aurora</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On Call Compensation</strong></td>
<td>3 hrs/week at 1.5 straight time</td>
<td>Varies: Weeknight 2 Hrs straight, Weekend 8 Hrs straights, Partial Weekend 1 Hr straight per 8 hours stand-by, Holiday 3 Hours straight</td>
<td>Varies: Minumum $150/week Winter, additional stipend for Spring,Summer, Fall is 1 Hr at 1.5 straight time per day</td>
<td>Varies: Weekday 2 Hr straight, Sat/Sun/Holiday 3 Hrs straight</td>
<td>$15/day minimum, additional for weekend and holiday.</td>
<td>1 Hr at 1.5 straight time per day</td>
<td>1 Hr at 1.5 straight time for every 8 hours</td>
</tr>
<tr>
<td><strong>Call Out Weekday Compensation</strong></td>
<td>Follows Reg and then OT compensation policy</td>
<td>2 Hr minimum at applicable rate per pay policy</td>
<td>2 Hr minimum at 1.5 straight time</td>
<td>3 Hr minimum at 1.5 straight time</td>
<td>2 Hr minimum at 1.5 straight time</td>
<td>No guarantee minimum, paid at 1.5 straight time</td>
<td>2 Hr minimum at 1.5 straight time Paid in 2 hours blocks.</td>
</tr>
<tr>
<td><strong>Call Out Weekend Compensation</strong></td>
<td>Follows Reg and then OT compensation policy</td>
<td>2 Hr minimum at applicable rate per pay policy</td>
<td>2 Hr minimum at 1.5 straight time</td>
<td>3 Hr minimum at 1.5 straight time</td>
<td>2 Hr minimum at 1.5 straight time</td>
<td>No guarantee minimum, paid at 1.5 straight time</td>
<td>2 Hr minimum at 1.5 straight time Paid in 2 hours blocks.</td>
</tr>
<tr>
<td><strong>Call Out Holiday Compensation</strong></td>
<td>Follows Reg and then OT and Holiday compensation policy</td>
<td>2 Hr minimum at applicable rate per pay policy</td>
<td>2 Hr minimum at 1.5 straight time</td>
<td>3 Hr minimum at 1.5 straight time</td>
<td>2 Hr minimum at 1.5 straight time</td>
<td>No guarantee minimum, paid at 1.5 straight time</td>
<td>2 Hr minimum at 1.5 straight time Paid in 2 hours blocks.</td>
</tr>
<tr>
<td><strong>Compensation Start/End Time</strong></td>
<td>Arrival at work</td>
<td>Arrival at work</td>
<td>Departure and Arrival of personal destination</td>
<td>Departure and Arrival of personal destination</td>
<td>Departure and Arrival of personal destination</td>
<td>Departure and Arrival of personal destination</td>
<td>Unknown</td>
</tr>
<tr>
<td><strong>Call-Out Situations</strong></td>
<td>No wildlife except exposure (including bats), aggressive at large dogs, HBC/injured domestic animals, animals on the scene at arrests, deaths, policy activity. Confined strays after 1 hour wait period.</td>
<td>City Animal Control - unknown</td>
<td>Emergency Only, No wildlife except bats, No response to contained owned biting dogs. No animal pick up after Midnight unless emergency.</td>
<td>Emergency Only: No wildlife except bats, aggressive at large dogs, HBC dogs, animals on the scene at arrests, deaths, policy activity</td>
<td>Emergency Only: No wildlife except bats, aggressive at large dogs, HBC dogs, animals on the scene at arrests, deaths, policy activity</td>
<td>Emergency Only: No wildlife, NO BATS, aggressive at large dogs, HBC dogs, animals on the scene at arrests, deaths, policy activity</td>
<td>City Animal Control - unknown</td>
</tr>
</tbody>
</table>

Data effective as of April 2018
It is the policy of DuPage County to develop special pay policies and procedures in order to provide all employees equitable compensation and adhere to the regulations set forth by the Fair Labor Standards Act.

**ELIGIBILITY**

- All employees under County Board Jurisdiction who have been designated by the Human Resources Department to receive special compensation.

**GUIDELINES**

**A. Overtime**

1. Overtime is defined as compensation for all actual hours worked over forty (40) hours per week (hours worked between 37.5 and 40 hours per week are not overtime, but are paid at straight time). For certain positions within the Care Center, overtime is defined as compensation for all actual hours worked over eight (8) hours per day or eighty (80) hours per pay period. Overtime pays at one and one-half an employee’s rate of pay. Training time will be included as actual hours worked for purposes of all overtime. Sick days, vacation days, personal days, designated holidays, jury duty, bereavement time, and compensatory time will not be included in calculating actual hours worked for purposes of overtime except as designated below with unscheduled overtime hours.

2. Unscheduled overtime hours are hours of actual performed work that are outside of an employee’s normal work schedule and are not scheduled in advance by the Department Head or designee. All unscheduled overtime hours must be approved by the Department Head or designee. When an employee has worked unscheduled overtime hours during a week, or during the pay period for the Care Center, the calculation of actual hours worked during the week may include vacation days, personal days, designated holidays, jury duty, bereavement time, training time and compensatory time. Sick time is not counted toward the calculation of actual hours.
worked for weeks with unscheduled overtime hours worked by an employee.

3. In accordance with the Fair Labor Standards Act, an employee who works in two (2) non-exempt County positions must be paid overtime for hours worked beyond forty (40) hours in a workweek, regardless of which position the hours were worked. Additionally, if an employee holds one exempt and one non-exempt position, only the hours worked in the non-exempt position will be considered as a basis for overtime. When there are two (2) rates of pay, the average rate of pay will be used to calculate the overtime rate of pay.

B. **Compensatory Time**

1. Compensatory time is defined as time off granted to a non-exempt employee as compensation for hours worked in excess of that employee’s regularly scheduled workday or workweek. Exempt employees may be granted compensatory time, on a limited basis, at the discretion of the employees Department Head or County Administrator.

2. An employee may request compensatory time off in lieu of overtime pay, provided that the use of the compensatory time does not unduly disrupt the operations of the department and if approved by the Department Head or designee, said request will be granted.

3. At the discretion of the supervisor, an eligible employee may be permitted to accrue up to a maximum of one hundred (100) hours of compensatory time at any time, and earn no more than one hundred (100) cumulative hours in any calendar year. Effective the beginning of the 2013 fiscal year, compensatory time accrued must be used by the end of the next calendar year after it is accrued. At the discretion of the Department Head, compensatory time earned may be paid prior to the effective date of any position change.

4. Exempt employees will not receive overtime pay unless outlined specifically within this policy.

C. **Emergency Call-Out**

1. Emergency Call-Out is defined as a situation (where the life and/or safety of the general public is at risk, natural disasters, or major equipment failures that could impact the continuity of operations) in which an employee is called back to work or held over beyond their normal work hours in order to respond to an emergency as requested and approved by their Supervisor or Department Head.

2. Non-exempt and Exempt level employees at a grade of 315 or lower will be eligible for Emergency Call-Out compensation at time and one-half of the employee's regular rate of pay or at a minimum of two and one-half (2 ½) hours pay. This will start at the point the employee arrives at the designated site to work on the emergency call-out situation. The payment of Emergency Call-Out pay to any exempt level employee must be approved by the Department Head.
3. On a holiday in an emergency call-out situation, an employee will be paid their normal holiday pay plus emergency call out pay.

4. If the employee works in excess of their normally scheduled hours in an emergency call-out situation on a holiday, they will be paid at double time or two (2) times their regular pay.

D. On-Call Pay

1. On-Call pay is defined as compensation for carrying a beeper or cell phone in order to be available to respond to a bona fide emergency situation or to cover off hour operational needs which significantly limits the employee’s activities outside the workplace.

2. For each week, that an employee is assigned a beeper or cell phone and required to be available to return to work on short notice, the employee shall be guaranteed a minimum of three (3) hours of pay at one and one half (1 ½) his regular rate of pay.

3. On-Call pay may not be banked as compensatory time.

3.4. Animal Services – Animal Control Officers

For each week that an employee is assigned a beeper or cell phone and required to be available to return to work on short notice, the employee shall be guaranteed a minimum of three (3) hours of pay at one and one half (1½) of his regular rate of pay. In addition, an employee will receive a minimum of two (2) hours of pay when they receive a call out while on call. Compensation will start at the point the employee is enroute to respond to the call out.

Should an employee be called out within the same two hours of an on-call emergency period of time, they are not eligible to receive an additional two hours of on-call pay (i.e. the employee will not receive multiple instances of on-call pay within the same period of time).

E. Shift Differential

1. Shift differential is assigned to designated job classifications working within the Care Center.

2. The hourly amount of shift differential and hours to be designated as a scheduled “shift” will be determined by the Department Head and the Director of Human Resources.

F. Certification Compensation

1. Employees requiring certification in a specific field as a requirement of the position must be able to present documentation verifying certification or licensure. It is the employee’s responsibility to maintain the certification or license while working in the
position.

2. In certain instances, the County may pay additional stipends to employees holding specific certifications as outlined in third party agreements or within these policies.

3. It is the employee’s responsibility to notify his Supervisor or Department when any license or certification required to perform the position has expired or been revoked.

4. Failure to maintain required licensing may result in disciplinary action not to exclude termination.

PROCEDURES

1. All employees will have a work schedule established by their supervisor. Any straight time hours, or overtime hours worked, outside the employees normally established work schedule, must be pre-approved by their supervisor prior to working those hours.

2. The payment of any Overtime, Compensatory Time, Emergency Call-Out and On-Call compensation must be scheduled and approved in advance by the employee’s Supervisor or Department Head.

3. For Overtime/Compensatory Time Off, the employee and Supervisor must agree prior to completion of payroll time documents, as to which option the employee will receive.

4. Employees are responsible for accurately recording Overtime, Compensatory Time, Emergency Call-Out and On-Call pay in the appropriate payroll time document and submitting to their supervisor in accordance with payroll deadlines. The supervisor is responsible for ensuring the employee’s compliance with accurately recording Overtime, Compensatory Time, Emergency Call-Out and On-Call pay in the appropriate payroll time documents.

5. Upon termination of employment, the employee will receive monetary compensation for accumulated compensatory time at the appropriate rate of pay.

EXCEPTIONS

- If a temporary position is not within an established job classification, it shall be considered non-exempt.