1. CALL TO ORDER

10:15 AM meeting was called to order by Chair Greg Hart at 10:17 AM.

2. ROLL CALL

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

3. PUBLIC COMMENT

No public comments were received at this meeting.

4. CHAIRMAN'S REPORT - CHAIR HART

Chairman Hart gave an update on Sterigenics and DuPage County’s efforts to conduct water testing effectively. There is no standard in place to test these levels of ethylene oxide (EtO) in the water, especially when the chemical has been emitted into the air. Moving forward with the effort to test the water, DuPage County will continue to work with the Illinois EPA as required, since they set the standards. Additionally, the testing may include the incorporated water supply which may be affected, and not just the private wells.

Chairman Cronin will send a letter to the Illinois EPA asking for the immediate establishment of the following:

1) Water standard to test EtO, especially the EtO that is airborne
2) The immediate conduction of water testing in the impacted area once the said standard has been developed
3) Drafting an execution of a plan for long term continuous monitoring

Senators Duckworth and Durbin sent a letter to the U.S. EPA asking for an update on the ambient air testing and insuring a standard be developed for ambient air testing to be completed expeditiously. A copy of the letter was forwarded to Chairman Cronin and the County. The County is asking the U.S. EPA to provide a date, hopefully this month, to come out to the community and provide an update on their efforts, and to subsequently hold regular bi-weekly or weekly meetings to answer questions from residents.

Member Larsen paid tribute to Linda Kurzawa, a longtime County Board member and previous Chairman of the Health and Human Services Committee, who passed away on Sunday, October 14.
5. APPROVAL OF MINUTES

Health & Human Services - Regular Meeting - Oct 2, 2018 10:15 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Robert L Larsen, District 6
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

6. COMMUNITY SERVICES - MARY KEATING

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

FI-R-0909-18 RESOLUTION -- Acceptance And Appropriation of the Aging Case Coordination Unit Fund PY19 $5,731,412.00, Company 5000 Accounting Units 1660 and 1720

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Robert L Larsen, District 6
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

7. DUPAGE CARE CENTER - JANELLE CHADWICK

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

1. HHS-R-0910-18 RESOLUTION -- DuPage Care Center Rate Increase to increase the per patient day charges last fixed by Resolution HHS-R-418-17 from $304.00 per day to $310.00 per day for Standard Custodial Care, from $328.00 per day to $335.00 per day for Alzheimer’s Special Care, and from $522.00 per day to $532.00 per day for Post-Acute care, effective December 1, 2018.

Ken Jepsen, Financial Services Manager for the DuPage Care Center, stated a market study is done annually to ensure the Care Center remains competitive in the market place. The study is part of the Centers overall budgeting process. In previous years room and board rates have been increased by 4%, but to remain competitive in the market place, the Care Center is requesting approval to increase rates by 2%.
2. HHS-P-0269-18 Recommendation for the approval of a contract purchase order to AirGas USA, LLC, to furnish and deliver liquid portable oxygen for the residents at the DuPage Care Center, for the period December 1, 2018 through November 30, 2019, for a contract total not to exceed $25,800.00, per lowest responsible bid #18-185-CARE.

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, District 6
SECONDER: Sam Tornatore, Vice Chair
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

3. HHS-P-0270-18 Recommendation for the approval of a contract purchase order to Laport, Inc., for hard roll towels, facial tissue and paper towels, for the DuPage Care Center (group 2), for the period December 1, 2018 through November 30, 2019, for a contract total amount not to exceed $55,500.00, per renewal option under bid award 16-225-JM, second optional one-year renewal.

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

4. Change Order -- HHS-P-0091A-18 Amendment to Resolution HHS-P-0091-18 (3131-0001), issued to Maxim Staffing Solutions, for supplemental staffing of CNA's, LPN's and RN's, for the DuPage Care Center, for the period April 10, 2018 through April 9, 2019, to increase County Contract in the amount of $117,000.00, resulting in an amended contract total amount not to exceed $287,000.00. Contract 3132-0001 issued to Brightstar Care of Central Dupage is to be decreased $117,000.00 via the Consent Agenda on October 23, 2018. Therefore there is no change to the budgeted amount.

Ken Jepsen answered questions from the committee, explaining the increase in this contract will be offset by a reduction in the current contract with Brightstar care.
Care, which is also a nursing agency contract. The decrease in the Brightstar Care contract is included on the Consent Agenda. The DuPage Care Center normally has more than one staffing agency under contract allowing for flexibility when the need for temporary staffing is required.

The committee members requested an explanation within the contract summary on the agenda to justify exceptions, such as offsets to increases and five-year contracts over three years contracts. Tom Cuculich, Chief of Staff, stated he will have Procurement send out a general memo to all department heads and elected officials to include additional verbiage in the decision memos to explain the exceptions.

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

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

8.  BUDGET TRANSFERS

Budget Transfers -- DuPage Care Center - To transfer budgeted funds, allowing for sufficient budget to be available for repairs and fuel for the Care Center's transportation vehicle - $4,900.00

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

9.  TRAVEL REQUESTS - OVERNIGHT - REQUIRE COUNTY BOARD APPROVAL

Items 9.A. and 9.B. were combined and approved.
RESULT: APPROVED [UNANIMOUS]  
MOVER: Sam Tornatore, Vice Chair  
SECONDER: Elizabeth Chaplin, District 2  
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore  
ABSENT: Grant  

A. Authorization for Overnight Travel -- Community Services Director to attend meetings with HUD Headquarters staff and meetings of the Executive Board of the National Association for County Community And Economic Development (NACCED) in Washington D. C., from November 14, 2018 through November 16, 2018. Expenses to include transportation, lodging, and per diem for approximate total of $1,232.50. Community Development Block Grants funded 5000-1440.  

B. Authorization for Overnight Travel -- Community Services Manager to attend the Regional Ombudsman Quarterly Meeting in Springfield, Illinois from November 14, 2018 through November 15, 2018. Expenses to include transportation, lodging, and per diem for approximate total of $390.00. Senior Services Grant funded 5000-1720.  

10. CONSENT ITEMS  
Items 10. A. through 10. C. were combined and approved.  

RESULT: APPROVED [UNANIMOUS]  
MOVER: Sam Tornatore, Vice Chair  
SECONDER: Robert L Larsen, District 6  
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore  
ABSENT: Grant  

A. Consent Item -- Decrease Contract 3132-0001 SERV issued to JDF Services Inc., dba Brightstar Care of Central DuPage, for supplemental staffing of CNA's, LPN's and RN's, in the amount of $117,000.00, for the DuPage Care Center.  

B. Consent Item -- Extend contract 441-0001 SERV issued to CareVoyant, Inc. for professional services associated with the business analysis and implementation of Nursing clinical functions, through November 30, 2020 to complete clinical implementation including integration of Pharmacy, Therapies and Physicians.  

C. Consent Item -- Extend Contract 2902-0001 SERV issued to Washburn Machinery, Inc., for laundry equipment repair services and parts, as needed for the DuPage Care Center, through January 30, 2019 to allow for proper Procurement bidding procedure.  

11. RESIDENCY WAIVERS - JANELLE CHADWICK  
12. COMMUNITY SERVICES UPDATE - MARY KEATING  
13. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK  
14. OLD BUSINESS
15. NEW BUSINESS

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:28 AM.
1. **CALL TO ORDER**

10:15 AM meeting was called to order by Chair Greg Hart at 10:15 AM.

2. **ROLL CALL**

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

3. **PUBLIC COMMENT**

   No public comments were received at this meeting.

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

   **Sterigenics Update**

   Chairman Hart stated he took part in a meeting on Friday, September 28, with the United States Environmental Protection Agency (US EPA), Region 5, administrative and staff. Mr. Hart was informed that ambient air testing will be performed in the Willowbrook area, hopefully within the next two weeks. Stack testing has been completed, which measured the emissions coming from the chimney at the facility. The issue of water testing was also discussed at the meeting. The US EPA is hoping to have some information to share by the end of October. Chairman Cronin reiterated his concerns in a recent trip to Washington D.C., and plans to hold a public meeting when the results are in from the US EPA. The US EPA will participate, along with village officials from Burr Ridge and Willowbrook.

   Due to the efforts of Chairman Cronin and DuPage County reaching out to all levels of government, Governor Rauner will direct his Illinois EPA to work with Attorney General, Lisa Madigan, to shut down Sterigenics until further testing can be completed.

   Karen Ayala, Executive Director of the DuPage County Health Department (DCHD), stated they were contacted by Senator Curran’s office on August 25, 2018, to determine if they could provide any support to Mayor Trilla of Willowbrook regarding the Agency for Toxic Substance and Disease Registry Report that was recently published. The DCHD staff, working with the Village of Willowbrook, established an internal crisis management team, contacting representatives from state and federal agencies, including the Illinois Department...
of Public Health, the US EPA, the Center for Disease Control (CDC), and the Agency for Toxic Substances (ATSDR). The process of the Willowbrook response was launched. Since then, due to both statutory and regulatory perspective, the role of the HD has been one of support. The Illinois Environmental Protection Agency (IEPA) is the agency legally authorized to address air quality issues in Illinois, and is the agency that issues permits to Sterigenics. The Health Department will continue to coordinate to ensure that resources and expertise are available to the village and surrounding residents. In support of the residents, the Health Department will:

1. Continue to be the voice of the residents to federal and state public health partners, urging them to adopt a more helpful, pragmatic, and practical response to individuals’ requests.
2. Based on the high level of stress and anxiety, the Health Department has extended the crisis call center services, offering 24/7 no cost services, including crisis counselors trained to assist short term challenges, and linking individuals to appropriate resources.
3. Facilitate planning for a webinar to be available in early November which will link local health care providers and medical professionals to national health experts to more effectively deal with residents’ health concerns.
4. Communicable disease and epidemiology staff have fielded calls from concerned residents. The Health Department will work to assure that medical professionals will receive support and education, and will refer individuals to the appropriate medical professionals, which has been done through the Environmental Health Clinic in Chicago.
5. Continue to work with federal and state partners along with the County leaders to be sure ongoing monitoring and testing are in place.

The Public Health Department has been working with the Public Works Department in consultation with both the US EPA and the ATSDR to determine appropriate testing for water supplies, particularly well water. This research effort is ongoing. The county’s federal partners are researching the issue more thoroughly to provide expert guidance from national and international scientists. Once research is completed, the information will be shared with the community. In the meantime, both the Health Department and Public Works have dedicated resources to identify private wells in Willowbrook and are gathering the necessary information to move quickly once the recommendations are issued.

Responding to a request from Member Chaplin for the County to commit financial resources and proceed independently to test the wells, Karen Ayala stated the resources and testing for ethylene oxide is limited. Nick Kottmeyer from Public Works added that Public Works has their own chemist, and in conjunction with the two agencies in the US that test for this chemical, state the chemical would not show up in ground water.

Conversation continued, with staff insuring that all research is being done to ensure that there will be accurate and appropriate testing, and as expedient as possible. Senior staff concurred it would be detrimental to test and give residents false information before all research is complete.

Jim Zay, Chairman of the DuPage Water Commission, offered all resources from the Water Commission to assist.
Tim Halik, Village Administrator for Willowbrook, stated on August 22, they were advised from the US EPA that they would release the ATSDR report identifying the possibility of a public health hazard. The village mobilized quickly to inform the community and reached out to the County, State, and US elected officials to insure the US EPA, IL EPA, the ATSDR, and Sterigenics would be represented as a panel at a public forum meeting on August 29. Not many answers were provided, therefore a scientific task force was quickly formed, comprised of Renee Cipriano, former director of the Illinois Environmental Protection Agency (Illinois EPA), now at the environmental law firm Schiff Hardin and her associate, Attorney Frank Lyons, former regional administrator of region 5 of the US EPA. They were asked to identify the areas of expertise that needed to be represented. Added to the task force was Lucy Frazier, a toxicologist from Arkansas; GHD Services, industrial hygienist and chemical engineers; and Paul Farber, a local resident and emissions control expert with 35 years of experience. The task force has so far recommended the US EPA should perform follow up ambient air testing, originally performed in May of 2018. The May reading was taken prior to Sterigenics installing upgraded emissions systems on their emissions stacks in July. Sterigenics completed additional stack tests on September 20 and 21, paving the way for the US EPA to complete ambient air testing, hopefully including an expanded radius, to determine current ambient air levels. The results will be forwarded to the ATSDR. When the testing is complete, the National Air Toxic Association (NATA) will be asked to revise the 2014 map, which is based on model data and not tested data. Another recommendation is to test indoor air samples, which the US EPA will not test. On September 24, the village board accepted a proposal to test eight sample indoor locations, currently developing the test protocol with the task force, with a goal to complete testing in October.

5. **APPROVAL OF MINUTES**

Health & Human Services - Regular Meeting - Sep 18, 2018 10:15 AM

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<td>Elizabeth Chaplin, District 2</td>
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<tr>
<td>SECONDER:</td>
<td>Sam Tornatore, Vice Chair</td>
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<td>AYES:</td>
<td>Chaplin, Grant, Hart, Khouri, Larsen, Tornatore</td>
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6. **COMMUNITY SERVICES - MARY KEATING**

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

1. FI-R-0897-18 **RESOLUTION** -- Acceptance and Appropriation of additional funding for the Low Income Home Energy Assistance Program HHS Grant FY18 Inter-Governmental Agreement Number 18-224028 Company 5000 - Accounting Unit 1420 $1,362,852.00
RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, Vice Chair
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Grant, Hart, Khouri, Larsen, Tornatore

2. HHS-R-0898-18 RESOLUTION -- Approval of Issuance of Payments by DuPage County to Energy Assistance providers through the Low Income Home Energy Assistance Program HHS Grant FY18 No. 18-224028 in the amount of $1,212,938.00

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

3. HHS-P-0254-18 Recommendation for approval of a contract purchase order to Healthy Air Heating & Air, Inc., to provide architectural weatherization labor & materials for Community Services, for the period of October 1, 2018 through September 30, 2019, for a contract total amount not to exceed $340,946.00 per renewal option under bid award #17-129-GV. (First optional one year renewal)

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

4. HHS-P-0255-18 Recommendation for approval of a contract purchase order to Healthy Air Heating & Air, Inc., to provide mechanical (HVAC) weatherization labor and materials for Community Services Weatherization for the period of October 1, 2018 through September 30, 2019, for a contract total amount not to exceed $662,572.00, per renewal option under bid award #17-130-GV. (FY19 Weatherization and LIHEAP Program Grants)

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Sam Tornatore, Vice Chair
AYES: Chaplin, Grant, Hart, Khouri, Larsen, Tornatore
B. CS Requests for Parent Committee Final Approval

Items 6.B.1. through 6.B.6. were combined and approved.

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<tr>
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<td>SECONDER:</td>
<td>Robert L Larsen, District 6</td>
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<tr>
<td>AYES:</td>
<td>Chaplin, Grant, Hart, Khouri, Larsen, Tornatore</td>
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1. 2018-233 Recommendation for the approval of a contract purchase order to Appliance Carpet Parts, LLC d/b/a Custom Appliance Wholesalers, to furnish, deliver, and install energy star rated appliances with proper disposal for Community Services Weatherization, for the period of October 1, 2018 through September 30, 2019, for a contract total amount not to exceed $23,517.00, per renewal option under bid #17-131-GV. (Grant Funded)

2. 2018-234 Recommendation for the approval of a contract purchase order to Allsteel c/o Midwest Office Interiors, to furnish and deliver Allsteel chairs, for Senior Services, for a contract total amount not to exceed $20,548.71, per National IPA joint purchasing agreement pricing, in compliance with 30 ILCS 525/2 “Governmental Joint Purchasing Act” . Senior Services CCU Grant.

3. 2018-235 Recommendation for the approval of a contract purchase order to CDWG for the purchase of eight (8) HP EliteBook laptops and three (3) Surface Pros with keyboards for Community Services, for a contract total amount not to exceed $15,210.28. Contract pursuant to the Intergovernmental Cooperation Act (National IPA/TCPM). (Senior Services/CCU Grant)

4. 2018-236 Recommendation for the approval of a contact purchase order to enter into an Independent Contractor Agreement with Aida Beslagic to provide case management assistance to Senior Services. This contract covers the period of October 1, 2018 through September 30, 2019, for a contract total amount not to exceed $15,000.00. 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). Senior Services Grant Funded.

5. 2018-237 Recommendation for the approval of a contact purchase order to enter into an Independent Contractor Agreement with Imani Simmons to provide case management assistance to the Adult Protective Services unit of Senior Services. This contract covers the period of October 1, 2018 through September 30, 2019, for a contract total amount not to exceed $15,000.00. 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). Senior Services Grant Funded.
6. 2018-238 Recommendation for the approval of a contact purchase order to Kristie Haefner to enter into an Independent Contractor Agreement to provide case management assistance to Senior Services. This contract covers the period of October 1, 2018 through September 30, 2019, for a contract total amount not to exceed $15,000.00. 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). Senior Services Grant Funded.

7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING

Items 7.A. and 7.B. were combined and approved.

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<tr>
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<td>AYES:</td>
<td>Chaplin, Grant, Hart, Khouri, Larsen, Tornatore</td>
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CDC Requests for Parent Committee Final Approval

A. Action Item -- Recommendation for Approval of a 2nd Modification, 2nd Time Extension of a Community Development Block Grant-Disaster Recovery (CDBG-DR) Grant Agreement with the Village of Glendale Heights for Project CDBG-DR13 – Barbecue Demolition, Restoration & Detention Project - Extending the Project Completion Date through March 31, 2019.

B. Action Item -- Recommendation for Approval of a 2nd Modification, 2nd Time Extension of a Community Development Block Grant-Disaster Recovery (CDBG-DR) Agreement with the Village of Glendale Heights for Project CDBG-DR13 – Outfall and Dredging and Desilting of the East Branch DuPage River, Tributary 2 - Extending the Project Completion Date through March 31, 2019.

8. DUPAGE CARE CENTER - JANELLE CHADWICK

DuPage Care Center Requests for Parent Committee Final Approval

2018-239 Recommendation for the approval of a contract purchase order to Laport, Inc., for restroom tissue, for the DuPage Care Center, for the period December 1, 2018 through November 30, 2019, for a contract amount not to exceed $9,800.00, per optional renewal under bid award 16-226-JM, second optional one year renewal.

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9. TRAVEL REQUESTS - OVERNIGHT - REQUIRE COUNTY BOARD APPROVAL

Authorization for Overnight Travel -- Community Services - Senior Community Development Specialist to attend the Annual Housing Action Illinois Conference in Bloomington, Illinois from October 25, 2018 through October 26, 2018. Expenses to include registration, transportation, lodging, and per diem for approximate total of $540.00. CoC grant funded 5000-1510.

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

10. RESIDENCY WAIVERS - JANELLE CHADWICK

A. Out of County Residency Waiver

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

11. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, gave an update regarding Chairman Cronin’s budget report. Ms. Keating stated she received much of the savings realized from Psychological Services moving to the DuPage County Health Department. Community Services was granted the additional funding for the interpreters, funding for emergency devices for Adult Protective Services, an increase in the contract for Family Shelter Services, and half of the requested additional funding for Senior Services. The reserve that Senior Services has been drawing upon should last through 2019 but the allocation may have to be revisited for 2020. The request for the strategic enhancement for additional staff for mediation services through the Family Center, for families involved in Adult Protective Services, was not granted, but Ms. Keating stated they will still look at ways to integrate the units with education and consulting. The Human Services Grant Fund received a ten percent decrease. Ms. Keating stated the cutoff threshold may require eliminating awards to agencies that are receiving nominal amounts due to the administrative costs.

12. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Janelle Chadwick, Administrator of the DuPage Care Center, stated the Care Center submitted their Plans of Action for their Health Survey from the Illinois Department of Public Health as
well as their Life Safety Code Survey. The Health Survey has been approved so the Care Center is doing audits and preparing for a re-visit from the Illinois Department of Public Health.

13. OLD BUSINESS

14. NEW BUSINESS

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:55 AM.
Resolution
FI-R-0909-18

ACCEPTANCE AND APPROPRIATION OF THE AGING CASE
COORDINATION UNIT FUND PY19
IN THE AMOUNT OF $5,731,412
COMPANY 5000 ACCOUNTING UNITS 1660 AND 1720

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage has been notified by the Northeastern Illinois Area Agency on Aging that grant funds in the amount of $1,429,881 (ONE MILLION, FOUR HUNDRED TWENTY-NINE THOUSAND, EIGHT HUNDRED EIGHTY-ONE AND NO/100 DOLLARS) are available through the Region II Area Agency on Aging to be used to provide the Case Coordination Program; and

WHEREAS, the County Of DuPage will receive fees for services from the Illinois Department on Aging totaling approximately $2,965,000 (TWO MILLION, NINE HUNDRED SIXTY-FIVE THOUSAND AND NO/100 DOLLARS); and

WHEREAS, the County of DuPage matching cash contribution regarding the funding of the Case Coordination Unit will be $450,000 (FOUR HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS); and

WHEREAS, unspent program income in the amount of $886,531 (EIGHT HUNDRED EIGHTY-SIX THOUSAND FIVE HUNDRED THIRTY-ONE AND NO/100 DOLLARS) from the Case Coordination Unit Fund PY17 (Company 5000 Accounting Unit 1720) is allowed to be carried over to the Case Coordination Unit Fund PY19 (Company 5000 Accounting Unit 1720); and

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the additional appropriations on the attached sheets (Attachment I and II) be made to create the Aging Case Coordination Unit Fund PY19, Company 5000 Accounting Units 1660 and 1720, for period October 1, 2018 through November 30, 2019; and

BE IT FURTHER RESOLVED, that the personnel budget for the Community Services Department be revised to reflect the addition of:

Full Time
50000 (1) Case Manager Grade 110  $34,428 - $57,381; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County’s Authorized Representative; and
Resolution
FI-R-0909-18

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

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

Enacted and approved this 23rd day of October, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

| RESULT: | APPROVED [UNANIMOUS] |
| MOVER:  | Elizabeth Chaplin, District 2 |
| SECONDER: | Robert L Larsen, District 6 |
| AYES: | Chaplin, Hart, Khouri, Larsen, Tornatore |
| ABSENT: | Amy L Grant |
## ADDITIONAL APPROPRIATION TO ESTABLISH
### THE CASE COORDINATION UNIT FUND PY19
#### COMPANY 5000 ACCOUNTING UNIT 1660

**$763,247**

### REVENUE

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**TOTAL ANTICIPATED REVENUE**

**$763,247**

### EXPENDITURES

**PERSONNEL**

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<td>5,302</td>
</tr>
<tr>
<td>51030 Employer Share Social Security</td>
<td>1,978</td>
</tr>
<tr>
<td>51040 Employee Medical &amp; Hospital Insurance</td>
<td>2,601</td>
</tr>
<tr>
<td><strong>TOTAL PERSONNEL</strong></td>
<td>$543,463</td>
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</tbody>
</table>

**CONTRACTUAL**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>53090 Other Professional Services</td>
<td>$ 13,739</td>
</tr>
<tr>
<td>53610 Instruction &amp; Schooling</td>
<td>2,572</td>
</tr>
<tr>
<td>53815 Supportive Services</td>
<td>10,000</td>
</tr>
<tr>
<td>53815-0001 CCU Respite</td>
<td>75,502</td>
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<td>53815-0002 CCU Gap-filling</td>
<td>75,000</td>
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<td>53827 Para Transit Program Expense</td>
<td>42,971</td>
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<tr>
<td><strong>TOTAL CONTRACTUAL</strong></td>
<td>$219,784</td>
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</tbody>
</table>

**TOTAL ADDITIONAL APPROPRIATION**

**$763,247**
### ADDITIONAL APPROPRIATION TO ESTABLISH
### THE CASE COORDINATION UNIT FUND PY19
### COMPANY 5000 ACCOUNTING UNIT 1720
### $4,968,165

#### REVENUE

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>41400-0000</td>
<td>State Operating Grant</td>
<td>$666,634</td>
</tr>
<tr>
<td>41400-0007</td>
<td>State Operating Grant – IDOA</td>
<td>$3,851,531</td>
</tr>
<tr>
<td>46031-0000</td>
<td>Matching Contributions</td>
<td>$450,000</td>
</tr>
</tbody>
</table>

**TOTAL ANTICIPATED REVENUE** $4,968,165

#### EXPENDITURES

**PERSONNEL**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50000</td>
<td>Regular Salaries</td>
<td>$2,978,714</td>
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<tr>
<td>50010</td>
<td>Overtime</td>
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<td>50040</td>
<td>Part Time Help</td>
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<td>51000</td>
<td>Benefit Payments</td>
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<td>51030</td>
<td>Employer Share Social Security</td>
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<td>Employee Medical &amp; Hospital Insurance</td>
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<td>51050</td>
<td>Flexible Benefit Earnings</td>
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**TOTAL PERSONNEL** $4,716,751

**COMMODITIES**

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<thead>
<tr>
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<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>52000</td>
<td>Furn/Mach/Equipment – Small Value</td>
<td>$2,000</td>
</tr>
<tr>
<td>52100</td>
<td>I.T. Equipment – Small Value</td>
<td>5,000</td>
</tr>
<tr>
<td>52200</td>
<td>Operating Supplies &amp; Materials</td>
<td>8,000</td>
</tr>
<tr>
<td>52260</td>
<td>Fuel &amp; Lubricants</td>
<td>1,000</td>
</tr>
</tbody>
</table>

**TOTAL COMMODITIES** $16,000

**CONTRACTUAL**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>53090</td>
<td>Other Professional Services</td>
<td>$50,000</td>
</tr>
<tr>
<td>53140</td>
<td>Surety Bonds</td>
<td>299</td>
</tr>
<tr>
<td>53250</td>
<td>Wired Communications Services</td>
<td>1,368</td>
</tr>
<tr>
<td>53260</td>
<td>Wireless Communications Services</td>
<td>45,072</td>
</tr>
<tr>
<td>53380</td>
<td>Repair &amp; Maintenance Auto Equipment</td>
<td>500</td>
</tr>
<tr>
<td>53500</td>
<td>Mileage Expense</td>
<td>52,000</td>
</tr>
<tr>
<td>53510</td>
<td>Travel Expense</td>
<td>8,000</td>
</tr>
<tr>
<td>53600</td>
<td>Dues &amp; Memberships</td>
<td>2,200</td>
</tr>
<tr>
<td>53610</td>
<td>Instruction &amp; Schooling</td>
<td>2,428</td>
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<tr>
<td>53800</td>
<td>Printing</td>
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<tr>
<td>53803</td>
<td>Miscellaneous Meeting Expense</td>
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</tr>
<tr>
<td>53830</td>
<td>Other Contractual Expenses</td>
<td>1,000</td>
</tr>
<tr>
<td>53833</td>
<td>CCU-Early Intervention Services</td>
<td>15,000</td>
</tr>
<tr>
<td>53834</td>
<td>CCU-Flexible Community Services</td>
<td>34,846</td>
</tr>
</tbody>
</table>

**TOTAL CONTRACTUAL** $235,414

**TOTAL ADDITIONAL APPROPRIATION** $4,968,165
WHEREAS, the cost per person for care and services to residents at the DuPage Care Center has increased since the rates were last fixed by Resolution HHS-R-0418-17 approved October 10, 2017, and

WHEREAS, it is necessary that the charges per person for care and select services be changed to offset the costs.

NOW, THEREFORE BE IT RESOLVED by the DuPage County Board that, effective December 1, 2018, the charges per patient day at the DuPage Care Center will be changed; from $304.00 per day to $310.00 per day for Standard Custodial Care and from $328.00 per day to $335.00 per day for Alzheimer’s Special Care and from $522.00 per day to $532.00 per day for Post-Acute Care.

Enacted and approved this 23rd day of October, 2018 at Wheaton, Illinois.

____________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _______________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, District 6
SECONDER: Sam Tornatore, Vice Chair
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L Grant
AWARDING RESOLUTION
ISSUED TO AIRGAS USA, LLC,
TO FURNISH AND DELIVER LIQUID PORTABLE OXYGEN
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL $25,800.00)

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

WHEREAS, the Health and Human Service Committee recommends County Board approval for the issuance of a contract purchase order to AirGas USA, LLC, to furnish and deliver liquid portable oxygen, for the period December 1, 2018 through November 30, 2019, for the Care Center.

NOW, THEREFORE, BE IT RESOLVED that said contract to furnish and deliver liquid portable oxygen, for the period December 1, 2018 through November 30, 2019, for the Care Center, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to AirGas USA, LLC, Post Office Box 802576, Chicago, Illinois 60680-2576, for a total contract amount not to exceed $25,800.00, per lowest responsible bid #18-185-CARE

Enacted and approved this 23rd day of October, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Sam Tornatore, Vice Chair
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L Grant
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th><strong>NEW PURCHASE ORDER REQUEST</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
</tr>
<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

No Decision Memo Required  
Lowest Responsible Bidder - See attached tabulation

<table>
<thead>
<tr>
<th>Name</th>
<th>Completed Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Graczyk</td>
<td>10/02/2018</td>
<td>2:31 PM</td>
</tr>
<tr>
<td>Janelle Chadwick</td>
<td>10/03/2018</td>
<td>11:19 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>10/03/2018</td>
<td>11:34 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>10/05/2018</td>
<td>10:46 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>10/05/2018</td>
<td>12:01 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>10/09/2018</td>
<td>10:44 AM</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>10/16/2018</td>
<td>10:15 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>10/23/2018</td>
<td>8:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>10/23/2018</td>
<td>10:00 AM</td>
</tr>
</tbody>
</table>
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: AirGas USA, LLC
Vendor #: 12/01/18 - 11/30/19
Contract Total: $25,800.00

Dept: DuPage Care Center
Contact: Vinit Patel
Phone: 630-784-4273

Description of Procurement/
Scope of Work/
Background: Furnish and deliver liquid portable oxygen for the residents at the DuPage Care Center, for the period December 1, 2018 through November 30, 2019, for a contract total not to exceed $25,800.00, per bid #18-185-CARE.

Reason for Procurement: Residents of the DuPage Care Center, with compromised breathing abilities often times are confined to their rooms for breathing treatments. Through the use of portable liquid oxygen those residents are allowed greater independence and a greater quality of life.

FUNDING SOURCE
- Procurement budgeted for (FY and budget code(s)): 1200-2075-52320
- Budget Transfer (Date) __________ Add'l Information

DECISION MEMO NOT REQUIRED
- LOWEST RESPONSIBLE QUOTE # or BID # 18-185-CARE (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 (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)
cdk Sep 18, 2018
Prepared By  Recommended for Approval IT Approval, if required
Date Date Date

REVIEWED BY (Initials Only)

Procurement Officer
Date 10-5-18

Chairman’s Office
Date 10-5-18

Chief Financial Officer
(Decision Memos Over $25,000)
Date

Attachment: AirGas USA, LLC Checklist (HHS-P-0260-18: AirGas USA, LLC)
## Purchase Requisition

### Procurement Services Division

**Date:** Sep 18, 2018

**MinuteTraq (IQM2) ID #:** 13603

**Department Req #:** 7

**RFP, Bid or Quote #:** 18-185-CARE

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Airgas USA, LLC</th>
<th>Dept: DuPage Care Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Joel thoms</td>
<td>Email: <a href="mailto:joel.thoms@airgas.com">joel.thoms@airgas.com</a></td>
</tr>
<tr>
<td>Address: PO Box 802576</td>
<td>City: Chicago</td>
</tr>
<tr>
<td>State: IL</td>
<td>Zip: 60680-2576</td>
</tr>
<tr>
<td>Phone: 708-352-8533</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Send Invoices To:

<table>
<thead>
<tr>
<th>Vendor: Airgas USA, LLC</th>
<th>Dept: DuPage Care Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Vinit Patel</td>
<td>Email: <a href="mailto:vinit.patel@dupageco.org">vinit.patel@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 400 N. County Farm Road</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>State: IL</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 630-784-4273</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor: Airgas USA, LLC</th>
<th>Dept: DuPage Care Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Joel Thoms</td>
<td>Email: <a href="mailto:joel.thoms@airgas.com">joel.thoms@airgas.com</a></td>
</tr>
<tr>
<td>Address: 5235 9th Avenue</td>
<td>City: LaGrange</td>
</tr>
<tr>
<td>State: IL</td>
<td>Zip: 60525</td>
</tr>
<tr>
<td>Phone: 708-352-8533</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Payment Terms

- **F.O.B.:**
- **PO 20 Delivery Date:** Contract Administrator
- **Requisitioner:** Christine Kliebhan
- **Special Instructions/Comments to Buyer or Approver:**
  - Use for PO25 only
  - Use for PO25 only

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Liquid Portable Oxygen</td>
<td>1200</td>
<td>2075</td>
<td>52320</td>
<td>25,800.00</td>
<td></td>
<td></td>
<td>25,800.00</td>
<td>25,80C</td>
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</table>

### Requisition Total

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$25,800.00</strong></td>
</tr>
</tbody>
</table>

### Header Comments

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

- Furnish and deliver liquid portable oxygen for the residents at the DuPage Care Center, for the period December 1, 2018 through November 30, 2019, for a contract total not to exceed $25,800.00, per bid #18-185-CARE

### 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):

- 10/02/18   HHS Committee
- 10/09/18 County Board
## DuPage County Procurement Services Division
### Bid Tabulation
18-185-Care Liquid Portable Oxygen

<table>
<thead>
<tr>
<th>FIRM</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRGAS, INC D/B/A AIRGAS USA, LLC</td>
<td>$25,800.00</td>
</tr>
</tbody>
</table>

### Notes:
1) For no bid responses - one firm submitted a no bid response that they do not have home care equipment. One firm was contacted and did not provide a reason.

<table>
<thead>
<tr>
<th>Invitations Sent</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requesting Documents</td>
<td>7</td>
</tr>
<tr>
<td>Total Responses Received</td>
<td>1</td>
</tr>
<tr>
<td>Event Open Date</td>
<td>09/07/18 @ 1:00 P.M.</td>
</tr>
<tr>
<td>Attended</td>
<td>GV/JM</td>
</tr>
</tbody>
</table>
Required Vendor Ethics Disclosure Statement

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

Date: 
Bid/Contract/PO #: 

Company Name: Airgas
Company Contact: Joel Thomps
Contact Phone: 630-465-1935
Contact Email: Joel.Thomps@airgas.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>Add Line</th>
<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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>Add Line</th>
<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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Joel Thomps
Healthcare Sales Specialist

Date

4/30/16

Packet Pg. 25
AWARDING RESOLUTION
ISSUED TO LAPORT INCORPORATED
TO FURNISH AND DELIVER HARD ROLL TOWELS,
FACIAL TISSUE AND PAPER TOWELS
FOR THE DUPAGE CARE CENTER
(CONTRACT AMOUNT $55,500.00)

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

WHEREAS, the Health and Human Services Committee recommends County Board approval for the issuance of a contract purchase order to furnish and deliver hard roll towels, facial tissue and paper towels, for the period December 1, 2018 through November 30, 2019, for the Care Center.

NOW, THEREFORE BE IT RESOLVED, that said contract to furnish and deliver hard roll towels, facial tissue and paper towels, for the period December 1, 2018 through November 30, 2019, for the Care Center, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Laport Inc., 2443 West 16th Street, Chicago, Illinois 60608, for a total contract amount of $55,500.00, per renewal option under bid award #16-225-JM, second optional one year renewal.

Enacted and approved this 23rd day of October, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, Vice Chair
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Amy L Grant
## PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2, 2018</td>
<td>$55,500.00</td>
<td>DECEMBER 1, 2018 - NOVEMBER 30, 2019</td>
<td>DUPAGE CARE CENTER</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

- **Karen Graczyk**
  - Completed 10/02/2018 2:47 PM
- **Janelle Chadwick**
  - Completed 10/03/2018 11:20 AM
- **Kathy Ostrowski**
  - Completed 10/03/2018 11:34 AM
- **James McGuire**
  - Completed 10/05/2018 10:43 AM
- **Paul Rafac**
  - Completed 10/05/2018 12:02 PM
- **Kathy Ostrowski**
  - Completed 10/09/2018 10:33 AM
- **Health & Human Services**
  - Completed 10/16/2018 10:15 AM
- **Finance Committee**
  - Completed 10/23/2018 8:00 AM
- **County Board**
  - Completed 10/23/2018 10:00 AM
Procurement Review Checklist
Procurement Services Division

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

Vendor: Laport, Inc.  Vendor #: 12737
Dept: DuPage Care Center  Contact: Vinit Patel

Contract Term: 12/01/18 - 11/30/19  Contract Total: $55,500.00

Description of Procurement/Scope of Work/Background
Furnish and deliver hard roll towels, facial tissue and paper towels for the DuPage Care Center, for the period December 1, 2018 through November 30, 2019, per low bid #16-225-JM, second optional one year renewal.

Reason for Procurement
Paper towels and facial tissue are necessary supplies in providing care to the residents of the DPCC. The nurses keep a supply of these products on their medication carts to be used in the administration of medications. Residents are provided with facial tissues to keep at their bedside for personal use. Hard roll towels are necessary to be provided in all of the washrooms to meet IDPH Health and safety standards for infection.

FUNDING SOURCE

Procurement budgeted for (FY and budget code(s)): 1200-2035-52280 and 1200-2050-52200

LOWEST RESPONSIBLE QUOTE # or BID #  (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)

RENEWAL, Enter Bid # 16-225-JM  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)

cdk Sep 19, 2018  Recommended for Approval 9/19/18  IT Approval, if required

REVIEWED BY (Initials Only)

Procurement Officer  10-5-18
Chairman's Office  10-5-18

Chief Financial Officer (Decision Memos Over $25,000)  10-5-18

Date  Date  Date

Date  Date  Date

Date  Date

Date  Date

Date  Date

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

7.A.3.a
## Purchase Requisition

**Procurement Services Division**

**Date:** Sep 19, 2018

**MinuteTraq (IQM#):** 13604

**Department Req #:** 7

**RFP, Bid or Quote #:** 16-225

### Send Purchase Order To:
<table>
<thead>
<tr>
<th>Vendor: Laport Inc.</th>
<th>Dept: DuPage Care Center</th>
<th>Vendor #: 12737</th>
<th>Division: Environmental Concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Wayne Coleman</td>
<td>Attn: Nancy Palima</td>
<td>Email: <a href="mailto:wcoleman@laportinc.com">wcoleman@laportinc.com</a></td>
<td>Email: <a href="mailto:nancy.palima@dupageco.org">nancy.palima@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 2443 W. 16th Street</td>
<td>Address: 400 N. County Farm Road</td>
<td>City: Chicago</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>State: IL</td>
<td>State: IL</td>
<td>Zip: 60608</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 312-421-8881</td>
<td>Phone: 630-784-4422</td>
<td>Fax: 312-421-8884</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Send Invoices To:
<table>
<thead>
<tr>
<th>Vendor: Laport, Inc.</th>
<th>Dept: DuPage Care Center</th>
<th>Vendor #: 12737</th>
<th>Division: Environmental Concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Wayne Coleman</td>
<td>Attn: Vinit Patel</td>
<td>Email: <a href="mailto:wcoleman@laportinc.com">wcoleman@laportinc.com</a></td>
<td>Email: <a href="mailto:vinit.palima@dupageco.org">vinit.palima@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 2443 W. 16th Street</td>
<td>Address: 400 N. County Farm Road</td>
<td>City: Chicago</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>State: IL</td>
<td>State: IL</td>
<td>Zip: 60608</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 312-421-8881</td>
<td>Phone: 630-784-4273</td>
<td>Fax: 312-421-8884</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Send Payments To:
<table>
<thead>
<tr>
<th>Vendor: Laport, Inc.</th>
<th>Dept: DuPage Care Center</th>
<th>Vendor #: 12737</th>
<th>Division: Environmental Concerns</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Attn: Vinit Patel</td>
<td>Email: <a href="mailto:wcoleman@laportinc.com">wcoleman@laportinc.com</a></td>
<td>Email: <a href="mailto:vinit.palima@dupageco.org">vinit.palima@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 2443 W. 16th Street</td>
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<td>City: Chicago</td>
<td>City: Wheaton</td>
</tr>
<tr>
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<td>Zip: 60608</td>
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<td>Phone: 312-421-8881</td>
<td>Phone: 630-784-4273</td>
<td>Fax: 312-421-8884</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Payment Terms
- **F.O.B.**: Destination
- **PO 20 Delivery Date**: Requisitioner
- **Requisitioner**: Christine Kliebhan

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Krueger Hard Roll Towels</td>
<td>1200</td>
<td>2035</td>
<td>52280</td>
<td>48,000.00</td>
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<td>2</td>
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<td>EA</td>
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<td>1200</td>
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<td>52200</td>
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</tr>
</tbody>
</table>

**Requisition Total $**: 55,500

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

Hard roll towels, facial tissue and paper towels, for the DuPage Care Center (group 2), for the period December 1, 2018 through November 30, 2019, per low bid #16-225-JM, second optional one year renewal.

### 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):

10/02/18 HHS Committee 10/09/18 County Board
This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "County" and LaPort, Inc., 2443 W. 16th Street, Chicago, IL 60608, licensed to do business in the State of Illinois, hereinafter called the "Contractor", witnesseth;

The County and the Contractor have previously entered a Contract, pursuant to Bid #16-225-JM to Furnish and Deliver Paper Towels, Facial Tissue and Hard Roll Towels which became effective December 01, 2016 and which expires November 30, 2018. The contract is subject to an Second option to renew for a twelve (12) month period.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract that there is no change in the terms, conditions, specifications, and prices and if such renewals are mutually agreed to by both parties.

The contract renewal becomes effective December 01, 2018 and expires November 30, 2019, contingent upon Parent Committee and County Board approval.

LAPORT, INC.

Signature on File

Signature

Wayne Coleman

Printed Name

Sales Manager

Printed Title

COUNTY OF DU PAGE, ILLINOIS

Signature on File

Signature

Joan McAvoy

DuPage County Buyer

Printed Name

Printed Title

Packet Pg. 30
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:
- 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
Wayne Coleman
Title
Select Manager
Date
9-5-18

Signature on File

Attach additional sheets if necessary. Sign each sheet and number each page. Page_______ of_______(total number of pages)
WHEREAS, Resolution HHS-P-0091-18 was approved and adopted by the Health and Human Services Committee on March 27, 2018; and

WHEREAS, the Health and Human Services Committee recommends changes as stated in the Change Order Notice to increase contract purchase order 3131-0001 SERV, issued to Maxim Staffing Solutions, for supplemental staffing of CNA's, LPN's and RN's, for the period April 10, 2018 through April 9, 2019, for the DuPage Care Center, in the amount of $117,000.00.

NOW, THEREFORE BE IT RESOLVED, that County Board adopts Change Order Notice, dated October 2, 2018, to contract purchase order 3131-0001 SERV, issued to Maxim Staffing Solutions, for supplemental staffing of CNA's, LPN's and RN's, for the period April 10, 2018 through April 9, 2019, for the DuPage Care Center, to increase contract in the amount of $117,000.00, resulting in an amended contract total amount of $287,000.00.

Enacted and approved this 23rd day of October, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

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

Date: Oct 2, 2018
MinuteTraq (IQM2) ID #: 13607

Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

This contract purchase order is to provide supplemental staffing (cna, lpn & m's) to the DuPage Care Center for the period April 10, 2018 through April 9, 2019.

#1 Increase 1200-2050-53090 in the amount of $117,000.00 to cover for services through end of contract.

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

A Starting contract value $170,000.00
B Net $ change for previous Change Orders
C Current contract amount (A + B) $170,000.00
D Amount of this Change Order  
   Increase
   Decrease
E New contract amount (C + D) $117,000.00
F Percent of current contract value this Change Order represents (D / C) 68.82%
G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) 68.82%

DECISION MEMO NOT REQUIRED

☐ Cancel entire order  ☐ Close Contract  ☐ Contract Extension (29 days)  ☐ Consent Only
☐ Increase budget code from:  to:
☐ Decrease remaining encumbrance and close contract  ☐ Increase encumbrance and close contract
☐ Price shows: should be:
☐ Increase (greater than 29 days) contract expiration from:  to:
☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount  ☒ Funding Source moving money from brief

☐ OTHER - explain below:

REVIEWED BY (Initials Only)

Buyer  Date  Procurement Officer  Date
Chief Financial Officer  Date  Chairman's Office  Date

4208 Phone Ext  Date  Recommended for Approval (Initials)  Phone Ext  Date

CDK  Phone Ext  Date  Recomm for Approval Phone Ext  Date

10/2/18 10/5/18 10/8/18

Packet Pg. 33
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: DuPage Care Center

Department Contact: Clementine Nelson

Contact Email: clementine.nelson@dupageco.org

Vendor Name: Maxim Staffing Solutions

Contact Phone: 630-784-4251

Vendor #: 13962-P1

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

Increase contract in the amount of $117,000.00

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

This contract purchase order is to provide supplemental staffing (cna, lpn & rn's) to the DuPage Care Center for the period April 10, 2018 through April 9, 2019.

Strategic Impact

Quality of Life

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

Maxim Staffing Solutions is one of three companies that provide supplemental staffing to our Facility. Maxim has been the company that is providing the most staff during our recent increase of staffing needs. It is necessary to decrease monies from other staffing contracts and increase Maxim to cover the services that they have been providing.

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

P17-003-GV

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

DuPage Care Center recommends that this contract purchase order for supplemental staffing (cna, lpn & rn's) to the DuPage Care Center for the period April 10, 2018 through April 9, 2019 be increased in the amount of $117,000.00 to cover the supplemental staffing.

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.

FY18: 1200-2050-53090 - monies moving within line
Required Vendor Ethics Disclosure Statement

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

Date: 1/30/2018

Company Name: Maxim Healthcare Services Inc, d/b/a Maxim Staffing Solutions

Company Contact: Alexander Prior

Contact Phone: 410-916-1500

Company Name: Maxim Healthcare Services Inc, d/b/a Maxim Staffing Solutions

Company Contact: Alexander Prior

Attachment: Maxim Staffing Solutions, Inc. - Vendor Ethics (17-18-989 : Maxim Staffing Solutions)

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 of $25,000 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 contract 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.dupage CountyGovt/Policies/

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

Authorized Signature

Printed Name: Alexander Prior

Title: Controller

Date: 1/30/18

Signature on File

Attach additional sheets if necessary. Sign each sheet and number each page. Page of (total number of pages)
DuPage County, Illinois
BUDGET ADJUSTMENT
Effective March 1, 2016

Convalescent Center
Company/Accounting Unit Name

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
<th>Date of Balance</th>
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</thead>
<tbody>
<tr>
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<td>52250</td>
<td>AUTO/MACH/EQUIP PARTS</td>
<td>$2,400.00</td>
<td>12,420.80</td>
<td>10,020.80</td>
<td>10/5/18</td>
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<tr>
<td>2100</td>
<td>53808</td>
<td>STATUTORY &amp; FISCAL CHARGES</td>
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Total $4,900.00

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<tr>
<th>Accounting Unit</th>
<th>Account</th>
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<th>Amount</th>
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<tr>
<td>2035</td>
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<td>5171.88</td>
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</tr>
</tbody>
</table>

Total $4,900.00

Reason for Request:
To transfer budgeted funds, allowing for sufficient budget to be available to allow for repairs and fuel for the Care Center's transportation vehicle.

Signature on file
Date: 10/3/2018

Signature on file
Date: 10-9-18

Activity (optional)

****Please sign in blue ink on the original form****
Other Action Item
17-18-991

Request Date: 9/28/2018  |  Account Code: 5000-1440

Purpose of Trip: (explain fully the necessity of making the trip)
To attend meetings with HUD Headquarters staff and meetings of the Executive Board of the National Association for County Community and Economic Development (NACCED). Funded by Community Development Block Grants.

Destination: Washington DC

Date of Departure: 11/14/2018  |  Date of Return Arrival: 11/16/2018

(Please include a detailed explanation if different from official business dates)

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Registration</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Lodging</td>
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<tr>
<td>Rental Car</td>
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<td>Reference Materials</td>
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<td>Meals: (Per Diems)</td>
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<tr>
<td>Total</td>
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Enacted and approved this 23rd day of October, 2018 at Wheaton, Illinois.

__________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT:  APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:   Sam Tornatore, Vice Chair
SECONder: Elizabeth Chaplin, District 2
AYES:    Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT:  Amy L Grant
Other Action Item

17-18-992

Request Date: 10/10/2018  
Account Code: 5000-1720

Purpose of Trip: (explain fully the necessity of making the trip)
Regional Ombudsman Quarterly Meeting

Destination: Springfield, Illinois

Date of Departure: 11/14/2018  
Date of Return Arrival: 11/15/2018
(Please include a detailed explanation if different from official business dates)

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Total:</td>
<td>$390.00</td>
</tr>
</tbody>
</table>

Enacted and approved this 23rd day of October, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________  
PAUL HINDS, COUNTY CLERK

RESULT:  
MOVER: Sam Tornatore, Vice Chair 
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore 
ABSENT: Amy L Grant

Packet Pg. 38
**Request for Change Order**

**Procurement Services Division**

Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 3132-0001 SERV</th>
<th>Original Purchase Order Date: Apr 10, 2018</th>
<th>Change Order #: 1</th>
<th>Department: DuPage Care Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: JDF Services Inc. dba Brightstar Care of Central DuPage</td>
<td>Vendor #: 12992</td>
<td>Dept Contact: Clementine Nelson</td>
<td></td>
</tr>
</tbody>
</table>

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

This contract purchase order is to provide supplemental staffing (cna, lpn & rn's) to the DuPage Care Center for the period April 10, 2018 through April 9, 2019.

1. **#1** Decrease 1200-2050-53090 in the amount of $117,000.00 to cover for services provided by Maxim Staffing. (Maxim is providing more staffing during this time than Brightstar)

**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>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Starting contract value</td>
</tr>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
</tr>
<tr>
<td>G</td>
<td>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
- [ ] Change budget code from: to: Contract Extension (29 days) Consent Only
- [ ] Increase/Decrease quantity from: to: 
- [ ] Price shows: should be:
- [ ] Decrease remaining encumbrance and close contract

### DECISION MEMO REQUIRED

- [ ] Increase (greater than 29 days) contract expiration from: to: 
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount Funding Source
- [ ] OTHER - explain below:

<table>
<thead>
<tr>
<th>Prepared By (Initials)</th>
<th>Phone Ext</th>
<th>Date</th>
<th>Recommended for Approval (Initials)</th>
<th>Phone Ext</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>cdk 4208</td>
<td>Oct 2, 2018</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REVIEWS BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10-5-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>10-10-18</td>
<td>(Decision Memos Over $25,000)</td>
<td></td>
</tr>
</tbody>
</table>

**CONSENT AGENDA**

OCT 23, 2018

Packet Pg. 39
Required Vendor Ethics Disclosure Statement

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

Date: 1/26/18

Bid/Contract/PO #: P17-003-GV

Company Name: IDF Services Inc., dba BrightStar Care of Central DuPage
Company Contact: LEONARD SANCHEZ
Contact Phone: 630.260.5300
Contact Email: LEONARD.SANCHEZ@BRIGHTSTARSTARCARE.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 durmg 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, included 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>[ ] Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>630.260.5300</td>
<td><a href="mailto:LEONARD.SANCHEZ@BRIGHTSTARSTARCARE.COM">LEONARD.SANCHEZ@BRIGHTSTARSTARCARE.COM</a></td>
</tr>
<tr>
<td>630.260.5300</td>
<td><a href="mailto:LEONARD.SANCHEZ@BRIGHTSTARSTARCARE.COM">LEONARD.SANCHEZ@BRIGHTSTARSTARCARE.COM</a></td>
</tr>
</tbody>
</table>

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

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

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

The full text for the county's ethics and procurement policies and ordinances are available at:
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: LEONARD SANCHEZ
Title: VICE PRESIDENT OF BUSINESS DEVELOPMENT
Date: JANUARY 26, 2018

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

Purchase Order #: 441-0001 SERV
Original Purchase Order Date: Jul 10, 2013
Vendor Name: CareVoyant, Inc.
Vendor #: 13289
Department: DuPage care Center
Dept Contact: Shauna Berman

Background and/or Reason for Change Order Request: Extend contract through 11/30/2020 to complete clinical implementation including integration of Pharmacy, Therapies and Physicians. No change in contract total.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

INCREASE/DECREASE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$442,500.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td>$10,034.00</td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$452,534.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td></td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$452,534.00</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>0.00%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>2.27%</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED

[ ] Cancel entire order
[ ] Close Contract
[ ] Contract Extension (29 days)
[ ] Consent Only
[ ] Change budget code from: to:
[ ] Increase/Decrease quantity from: to:
[ ] Price shows: should be:
[ ] Decrease remaining encumbrance and close contract
[ ] Increase encumbrance and close contract
[ ] Decrease encumbrance
[ ] Increase encumbrance

DECISION MEMO REQUIRED

[ ] Increase (greater than 29 days) contract expiration from: Nov 30, 2018 to: Nov 30, 2020
[ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
[ ] Funding Source
[ ] OTHER - explain below:

Prepared By (Initials): 4208
Phone Ext: Sep 18, 2018
Date: 4208
Recommended for Approval (Initials): Phone Ext: Date:

REVIEWED BY (Initials Only):

Buyer: 10-1-18
Date: 10-1-18
Procurement Officer: Date: 10-5-18

Chief Financial Officer
(Decision Memos Over $25,000): Date: 10-8-18
Chairman's Office
(Decision Memos Over $25,000): Date: 10-8-18

Consent
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: Sep 18, 2018
MinuteTraq (IQM2) ID #: 13611
Department Requisition #: 441-0001serv

Requesting Department: DuPage Care Center
Contact Email: shauna.berman@dupageco.org
Vendor Name: CareVoyant, Inc.

Department Contact: Shauna Berman
Contact Phone: 630-784-4261
Vendor #: 13289

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
Extends contract through November 30, 2020

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
This contract is for Professional Services associated with the business analysis and implementation of Nursing clinical functions of the CareVoyant software system for the period 07/10/13 through 11/30/18.

Certain components of the CareVoyant clinical/financial software system was implemented in 2012 to replace an inadequate system used previously. The new system contains a Nursing module which offers opportunities for automating the manual process and the implementation of an electronic health record, which is expected to be mandated of healthcare providers in the near future.

The following phases that need to be completed with this time extension are the integration of Pharmacy, Therapies and Physicians.

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.

Economic Growth
Although, pre-implementation activities have been occurring over the course of this contract, it has become evident that full implementation has many phases. Each phase takes an enormous amount of time to review and determine which forms will be utilized on the electronic system and once determined, the forms will need to be built. That will extend beyond the most recent expiration of 11/30/18. Therefore, a time extension of this contract is needed to capture a more realistic goal.

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

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
1) Extend contract through November 30, 2020 to cover services provided during this contract period.
2) Do not extend contract through November 30, 2020; however, this project will still need to move forward to fully implement an electronic health record that is expected to be mandated.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.
No change in contract total.
Packet Pg. 44
# Request for Change Order

**Procurement Services Division**

Attach copies of all prior Change Orders

**Purchase Order #: 2902-0001 SERV**  
**Original Purchase Order Date:** Dec 2, 2018  
**Change Order #: 1**  
**Department:** DuPage Care Center

**Vendor Name:** Washburn Machinery Inc.  
**Vendor #: 11153**  
**Dept Contact:** Vinit Patel

**Background and/or Reason for Change Order Request:** Contract purchase order for laundry equipment repair services and parts, as needed for the DPCC, for the period 12/02/17 - 12/01/18.  
#1 Extend contract through January 30, 2019 (60 days) to allow for proper bidding procedure.

**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>
<table>
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<tr>
<td>G</td>
<td>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
- □ Decrease remaining encumbrance and close contract
- □ Increase remaining encumbrance and close contract
- □ Increase encumbrance
- □ Decrease encumbrance
- □ Increase encumbrance

## DECISION MEMO REQUIRED

- □ Increase (greater than 29 days) contract expiration from: Dec 2, 2018 to: Jan 30, 2019
- □ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- □ Funding Source
- □ OTHER - explain below:

**CDK**  
**Prepared By (Initials):**  
**Phone Ext:**  
**Date:** Oct 2, 2018

**REVIEWED BY (Initials Only):**

- **Buyer:**  
  **Date:** 10-4-18  
  **Procurement Officer:**  
  **Date:** 10-5-18

- **Chief Financial Officer**  
  **Date:** 10-5-18  
  **Chairman’s Office**  
  **Date:** 10-8-18

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**FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER**

**OCT. 23, 2018**

**Packet Pg. 45**
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: DuPage Care Center
Contact Email: vinit.patel@dupageco.org
Vendor Name: Washburn Machinery, Inc.

Department Contact: Vinit Patel
Contact Phone: 630-784-4273
Vendor #: 11153

Date: Oct 2, 2018
MinuteTraq (IQM2) ID #: 13612
Department Requisition #: 2902-0001

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

Extend Washburn Machinery, Inc. contract through January 30, 2019 to cover services or repairs during the Procurement bidding procedures.

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

This contract purchase order is for laundry equipment repair services and parts, as needed for the DuPage Care Center, for the period 12/02/17 through 12/01/18.

This contract needs to be extended to allow for proper Procurement bidding procedure.

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.

Customer Service

The DuPage Care Center has 4 large 160lb capacity and 1 smaller 75lb capacity washers and the same for the dryers, ironing and folding machine. The need for repair and replacement parts for the major machinery is very difficult to predict. Facilities Management performs preventative maintenance on all the machines. It is necessary to extend this contract to cover future repair services and replacement needs that are incurred during the contract period at the request through January 30, 2019, which will allow Procurement to put forth a new bid for these services through the bidding process.

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

2902-0001 SERV

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

DuPage Care Center recommends that this contract purchase order for Washburn Machinery, Inc. contract be extended through January 30, 2019 to cover services or repairs during the Procurement bidding procedures.

Do not extend through January 30, 2019 and this could result in the DuPage Care Center being unable to perform the necessary repairs and/or part replacements as needed, and subsequently, would prohibit the facility from operating laundry services at full capacity, which would ultimately result in customer dissatisfaction.

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.

there will be no change needed in the contract total during this extension
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

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

<table>
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<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>
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</table>

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

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

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

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

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

- If information changes, within five (5) days of change, or prior to 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: **Jeff Fox**

Title: **President**

Date: **10/3/18**

Attach additional sheets if necessary. Sign each sheet and number each page. Page **1** of **1** (total number of pages)