1. Call to Order

8:45 AM meeting was called to order by Chair Amy L Grant at 8:46 AM.

2. Roll Call

Present: Gavanes, Grant, Krajewski, Noonan, Wiley, Healy
Absent:

3. Chairman's Remarks

None

4. Public Comment

None

5. Approval of Minutes

A. Environmental Committee - Regular Meeting - Oct 2, 2018 8:45 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Brian J Krajewski, Vice Chairman
SECONDER: Sean T Noonan, District 2
AYES: Gavanes, Grant, Krajewski, Noonan, Wiley, Healy

6. Action Items

A. EN-P-0311-18 Recommendation for the approval of a contract purchase order to SCARCE, for environmental education services, for the Department of Building & Zoning, for the period 12/1/18 - 11/30/19 for contract total amount of $136,500. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).
RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, District 5
SECONDER: Kevin Wiley, District 6
AYES: Gavanes, Grant, Krajewski, Noonan, Wiley, Healy

7. STAFF REPORTS

A. Staff Reports -- IL Recycling Task Force Messaging

Ms. Hinz, DuPage County's Environmental Specialist informed the committee that local
governments are meeting to discuss a statewide effort to cleanup the recycling stream.

On November 15th there will be a press release, signage, flyers and other media to
inform the public regarding proper recycling practices, stated Ms. Hinz.

B. Staff Reports -- Cool DuPage Update

Ms. Hinz announced that the City of Aurora is the tenth partner to join Cool DuPage's
Program. Cool DuPage is in the process of developing a commercial entity recognition
program and the Green Government Council is finalizing the requirements which will be
brought to the committee for consideration, added Ms. Hinz.

Ms. Hinz went on to report that the solar conference was a great success where more than
125 attendees where provided with information on future energy opportunities, additional
information regarding a case study from electrical contractors and Commonwealth
Edison's role in solar energy.

C. Staff Reports -- 2018 Document Shredding Program Summary

Ms. Hinz informed the committee that the cost share shredding program supported twelve
communities this past year.

Please see the packet for a complete break down of which township received funding for
document shredding.

D. Staff Reports -- Carol Stream/CoreCentric Recycling Event

The Village of Carol Stream, CoreCentric, SCARCE and DuPage County jointly hosted a
recycling event that was held on October 13th, which was very well attended by
approximately 250 residents, reported Ms. Hinz.

8. PRESENTATIONS
A. Educational Partners - SCARCE DuPage County Projects

Kay McKeen of SCARCE presented a power point presentation to the committee members and that presentation will be made a part of these minutes.

9. **OLD BUSINESS**
   None

10. **NEW BUSINESS**
    None

11. **ADJOURNMENT**
1. **CALL TO ORDER**

8:45 AM meeting was called to order by Chair Amy L Grant at 8:45 AM.

2. **ROLL CALL**

**PRESENT:** Gavanes, Grant, Krajewski, Noonan, Wiley, Healy  
**ABSENT:**

3. **CHAIRMAN'S REMARKS**

4. **PUBLIC COMMENT**

5. **APPROVAL OF MINUTES**

   A. Environmental Committee - Regular Meeting - Sep 4, 2018 8:45 AM

   | RESULT:   | ACCEPTED [UNANIMOUS] |
   | MOVER:    | James Healy, District 5 |
   | SECONDER: | Kevin Wiley, District 6 |
   | AYES:     | Gavanes, Grant, Krajewski, Noonan, Wiley, Healy |

6. **SCHEDULE OF CLAIMS**

   A. Payment of Claims -- Schedule of Claims

   | RESULT:   | APPROVED [UNANIMOUS] |
   | MOVER:    | James Healy, District 5 |
   | SECONDER: | Kevin Wiley, District 6 |
   | AYES:     | Gavanes, Grant, Krajewski, Noonan, Wiley, Healy |
7. DISCUSSION

2019 Budget Discussion

A. 2019 Budget Discussion

Nick Kottmeyer, The Director of Public Works Operations and Building and Zoning provided the 2019 Budget Handout to all the committee members.

Please find a copy of that handout now attached and made part of these minutes.

Discussion ensued.

B. 2019 Budget Discussion

8. PRESENTATIONS

A. SCARCE DuPage County Projects

Kay McKeen of SCARCE provided a power point presentation informing the committee members of past and upcoming events.

A copy of the power-point presented will be attached and made a part of these minutes.

B. SCARCE Power Point Presentation October 2018

9. OLD BUSINESS

Last month, Member Chaplin asked if the Environmental Committee would ask our legislators to ban the use of Ethylene Oxide, however we are not home rule, so we are unable to act on the banning of this chemical stated Member Chaplin.

This month, Member Chaplin inquired if the Environmental Committee would consider crafting a correspondence addressed to the Toxic Chemical Agency to add Ethylene Oxide to the list of banned chemicals.

Nick Kottmeyer informed the committee that the County is still researching this issue, however today at the Health and Human Service Committee Meeting there will be a discussion regarding this chemical.

10. NEW BUSINESS

11. ADJOURNMENT
AGREEMENT BETWEEN THE COUNTY OF DUPAGE, ILLINOIS AND S.C.A.R.C.E. FOR PROFESSIONAL ENVIRONMENTAL EDUCATIONAL SERVICES

WHEREAS, the Illinois General Assembly has granted the County of DuPage (“COUNTY”) authority to enter into agreements and do all other acts in relation to the concerns of the County necessary to the exercise of its corporate powers (55 ILCS 5/5-1005); and

WHEREAS, the COUNTY, under Resolution EN-R-0667-16, entered into an agreement with SCARCE, (“CONSULTANT”), for that organization to provide community outreach and teacher environmental education training services as part of the education program; and

WHEREAS, the above-referenced AGREEMENT with the CONSULTANT is due to expire on November 30, 2018; and

WHEREAS, the CONSULTANT has experience and expertise in providing environmental educational services, is a 501(c)3 non-profit and is willing to provide the described services for an amount not to exceed $136,500.00; and

WHEREAS, the aforementioned amount is subject to annual appropriation by the DuPage County Board; and

WHEREAS, the COUNTY selected the CONSULTANT in accordance with the Professional Services Selection Process found in Section 4-108(b) of the DuPage County Purchasing Procedures and Guidelines, and the CONSULTANT remains qualified to perform such services; and

WHEREAS, the Environmental Committee has reviewed and recommended approval of the attached AGREEMENT at the specified amount.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the attached AGREEMENT between the COUNTY and CONSULTANT is hereby accepted and approved in an amount not to exceed $136,500.00 for the term December 1, 2018 to November 30, 2019 and that the Chairman of the DuPage County Board is hereby authorized and directed to execute the AGREEMENT on behalf of the COUNTY.
BE IT FURTHER RESOLVED that the DuPage County Clerk be directed to transmit certified copies of this Resolution and the attached AGREEMENT to SCARCE, Attn: Kay McKeen, 0N374 Papworth Street, Wheaton, Illinois 60187

Enacted and approved this 13th day of November, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, District 5
SECONDER: Kevin Wiley, District 6
AYES: Gavanes, Grant, Krajewski, Noonan, Wiley, Healy
## PROCUREMENT REVIEW CHECKLIST
### REQUISITION
This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 24, 2018</td>
<td>$136,500</td>
<td>12/1/18 - 11/30/19</td>
<td>ENVIRONMENTAL COMMITTEE</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**  Other Professional Services - Detailed Vetting Process Required

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lillian Washington</td>
<td>Completed</td>
<td>10/24/2018 10:21 AM</td>
</tr>
<tr>
<td>Joy Hinz</td>
<td>Completed</td>
<td>10/25/2018 3:43 PM</td>
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<td>Kathy Ostrowski</td>
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<tr>
<td>James McGuire</td>
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<td>Paul Rafac</td>
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<tr>
<td>Tom Cuculich</td>
<td>Completed</td>
<td>10/30/2018 9:28 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/01/2018 8:12 AM</td>
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<tr>
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<td>Completed</td>
<td>11/06/2018 8:45 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>11/13/2018 8:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>11/13/2018 10:00 AM</td>
</tr>
</tbody>
</table>
## Purchase Requisition
### Procurement Services Division

**Send Purchase Order To:**
- **Vendor:** SCARCE  
  - Vendor #: 10922
- **Attn:** Kay McKeen  
  - Email: scrapkay@aol.com
- **Address:** 0N374 Papworth St
- **City:** Wheaton  
  - **State:** IL  
  - **Zip:** 60187
- **Phone:** 630-545-9710

**Send Invoices To:**
- **Dept:** DuPage County  
- **Division:** Building & Zoning
- **Attn:** Joy Hinz  
  - Email: joy.hinz@dupageco.org
- **Address:** 421 N County Farm Rd
- **City:** Wheaton  
  - **State:** IL  
  - **Zip:** 60187
- **Phone:** 630-407-6700

**Send Payments To:**
- **Vendor:** SCARCE  
  - Vendor #: 10922
- **Attn:** Kay McKeen  
  - Email: scrapkay@aol.com
- **Address:** 0N374 Papworth St
- **City:** Wheaton  
  - **State:** IL  
  - **Zip:** 60187
- **Phone:** 630-545-9710

**Ship To:**
- **Dept:**  
- **Division:**  
- **Attn:**  
  - Email:  
- **Address:**  
- **City:**  
  - **State:** IL  
  - **Zip:**  
- **Phone:**  
- **Fax:**

**Payment Terms:**
- F.O.B. PO 20 Delivery Date  
- Requisitioner

**Destination:**
- Use for Contract Administrator
  - Contract Start Date: December 1, 2018
  - Contract End Date: November 30, 2019
  - Use for PO25 only

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
1 | 1 | EA | Professional Environmental Education Services for the period of December 1, 2018 through November 30, 2019 | 19 | 1000 | 1180 | 53830 | | | 136,500.00 | 136,500.00 |

**Requisition Total:** $136,500.00

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

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

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

Environmental Committee 11/6/2018

---

**Date:** Oct 17, 2018
**MinuteTraq (IQM2) ID #:** 1376
**Department Req #:**
**RFP, Bid or Quote #:**

---

**FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER**
AGREEMENT BETWEEN THE COUNTY OF DUPAGE, ILLINOIS AND S.C.A.R.C.E. FOR PROFESSIONAL ENVIRONMENTAL EDUCATIONAL SERVICES

AGREEMENT, made this November 27, 2018 between COUNTY OF DUPAGE, a body politic and corporate, with offices at 421 North County Farm Road, Wheaton, Illinois 60187 (hereinafter referred to as the “COUNTY”) and SCARCE, a not-for-profit organization licensed to do business in the State of Illinois, with offices at 0N374 Papworth Street, Wheaton, Illinois 60187 (hereinafter referred to as the “CONSULTANT”).

RECITALS

WHEREAS, the Illinois General Assembly has granted the County of DuPage (“COUNTY”) authority to enter into agreements and do all other acts in relation to the concerns of the County necessary to the exercise of its corporate powers (55 ILCS 5/5-1005); and

WHEREAS, the COUNTY, under Resolution EN-P-0428-17, entered into an agreement with SCARCE, (“CONSULTANT”), for that organization to provide community outreach and teacher environmental education training services as part of the education program; and

WHEREAS, the above-referenced AGREEMENT with the CONSULTANT is due to expire on November 30, 2018; and

WHEREAS, the CONSULTANT has experience and expertise in providing environmental educational services, is a 501(c)3 non-profit and is willing to provide the described services for an amount not to exceed One Hundred Thirty Six Thousand Five Hundred Dollars ($136,500.00); and

WHEREAS, the aforementioned amount is subject to annual appropriation by the DuPage County Board; and

WHEREAS, the COUNTY selected the CONSULTANT in accordance with the Professional Services Selection Process found in Section 4-108(b) of the DuPage County Purchasing Procedures and Guidelines, and the CONSULTANT remains qualified to perform such services; and

WHEREAS, the Environmental Committee has reviewed and recommended approval of the attached AGREEMENT at the specified amount.

NOW THEREFORE, in consideration of the premises, mutual covenants, terms, and conditions herein set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:
2.6 Duplication of existing COUNTY programs and other COUNTY vendor's programs shall be avoided. CONSULTANT shall not invoice COUNTY for such.

2.7 When CONSULTANT awards an Earth or Ecology flag as part of this AGREEMENT, the CONSULTANT shall provide a written report of activities resulting from services delivered as part of this AGREEMENT. Such report shall be submitted to COUNTY no less than 30 days prior to the Earth Flag ceremony and shall include the address, accomplishments, County Board District and any other pertinent information.

3.0 NOTICE TO PROCEED.

3.1 Authorization to proceed with tasks described in Exhibit "A" shall be given on behalf of the COUNTY by the Director of Public Works and Operations, (hereinafter referred to as the "Director"), in the form of a written notice to proceed following execution of the AGREEMENT by the appropriate County official.

3.2 In addition to the Notice to Proceed, the Director, or his/her designee, may, on behalf of the COUNTY, approve, deny, receive, accept or reject any submission, notices or invoices from or by CONSULTANT, as provided for in this AGREEMENT.

3.3 The CONSULTANT shall not perform additional work related to a submittal made to the COUNTY until the COUNTY has completed its review of the submittal unless otherwise directed by the Director or his designee. The CONSULTANT may continue to work on items unrelated to the submittal under review by the COUNTY.

4.0 TECHNICAL SUBCONSULTANTS AND VENDORS.

4.1 The CONSULTANT shall supervise all vendors hired by the CONSULTANT, and the CONSULTANT shall be solely responsible for any and all work performed by said vendors in the same manner and with the same liability as if the vendors' work was performed by the CONSULTANT.

4.2 The CONSULTANT shall require any vendor hired for the performance of any work or activity in connection to this AGREEMENT to agree and covenant that said vendor also meets the terms of Sections 8.0 and 13.0 of this AGREEMENT and shall fully comply therewith while engaged by CONSULTANT in COUNTY-ordered tasks or work. The CONSULTANT shall further require every vendor hired for the performance of any work or activity in connection to this AGREEMENT to agree and covenant to indemnify, and hold harmless the COUNTY (and the COUNTY'S officials, officers, employees, and agents) to the
services and/or materials provided under this AGREEMENT, this AGREEMENT may be terminated by the COUNTY at the end of the period for which funds are available. The COUNTY will endeavor to notify the CONSULTANT in the event that continued service will or may be affected by non-appropriation. No penalty shall accrue to the COUNTY in the event this provision is exercised, and the COUNTY shall not be obligated or liable for any future payments due or for any damages as a result of termination under this paragraph.

8.0 AUDITS

8.1 The Parties shall keep on file for five (5) years documentation of all costs which CONSULTANT received compensation, reimbursement or a contribution from the COUNTY, which documentation should include copies of all invoices, bills, CONSULTANT shall allow the COUNTY’s Auditor, and any outside auditor hired by either Party, reasonable access to such materials for auditing purposes.

9.0 CONSULTANT’S INSURANCE

9.1 The CONSULTANT shall maintain throughout the term of this AGREEMENT, at its sole expense, insurance coverage including:

9.1.a Worker's Compensation Insurance in the statutory amounts.

9.1.b Employer's Liability Insurance in an amount not less than one million ($1,000,000) dollars each accident/injury and one million ($1,000,000) dollars each employee/disease.

9.1.c Commercial (Comprehensive) General Liability Insurance, (including contractual liability) with a limit of not less than three million ($3,000,000) dollars total; including limits of not less than one million ($1,000,000) dollars per occurrence, and two million ($2,000,000) dollars excess liability in the annual aggregate injury/property damage combined single limit.

9.1.d Commercial (Comprehensive) Automobile Liability Insurance with minimum limits of at least one million ($1,000,000) dollars for any one person and one million ($1,000,000) dollars for any one occurrence of bodily injury or property damage in the aggregate annually.

9.2 It shall be the duty of the CONSULTANT to provide to the COUNTY, copies of the CONSULTANT’S Certificates of Insurance and additional insured policy upon execution of this AGREEMENT.

9.3 The insurance required to be purchased and maintained by CONSULTANT shall be provided by an insurance company acceptable to the COUNTY; licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater; and shall contain a provision
11.0 SATISFACTORY PERFORMANCE

11.1 The COUNTY is engaging this CONSULTANT because the CONSULTANT professes to the COUNTY that it will employ the standard of care within its profession in the performance of the services herein contracted. Accordingly, the CONSULTANT'S and sub-consultant(s) standard of performance under the terms of this AGREEMENT shall be that which is to the satisfaction of the COUNTY and meets the quality and standards commonly provided by similar professional firms practicing in DuPage County.

11.2 The CONSULTANT'S services shall be performed in a manner consistent with the customary skill and care of its profession.

11.3 If any errors, omissions, or acts, intentional or negligent, are made by the CONSULTANT, or sub-consultant(s), in any phase of the work, the correction of which requires additional field or office work, the CONSULTANT shall be required to perform such additional work as may be necessary to remedy same without undue delay and without charge to the COUNTY.

11.4 Acceptance of the work shall not relieve the CONSULTANT of the responsibility for the quality of its work, nor its liability for loss or damage resulting therefrom.

12.0 CONFLICT OF INTEREST

12.1 The CONSULTANT covenants that it has no conflicting public or private interest and shall not acquire directly or indirectly any such interest which would conflict in any manner with the performance of CONSULTANT'S services under this AGREEMENT.

13.0 OWNERSHIP OF DOCUMENTS

13.1 The CONSULTANT agrees that all deliverables prepared for the COUNTY under the terms of this AGREEMENT shall be properly arranged, indexed and delivered to the COUNTY as provided in Exhibit B. An electronic copy of all applicable deliverables, in a format designated by the COUNTY’S representative, shall be provided to the COUNTY.

13.2 The documents and materials made or maintained under this AGREEMENT shall be and will remain the property of the COUNTY which shall have the right to use same without restriction or limitation and without compensation to the CONSULTANT other than as provided in this AGREEMENT. The CONSULTANT waives any copyright interest in said deliverables.
15.2 The CONSULTANT acknowledges receipt of a copy of the COUNTY’S Purchasing Procedures and Guidelines Ordinance, which is hereby incorporated in this AGREEMENT, and has had an opportunity to review it. CONSULTANT agrees to submit changes in accordance with said Ordinance.

16.0 TERM OF THIS AGREEMENT

16.1 The term of this AGREEMENT shall begin on December 1, 2018 and shall continue in full force and effect until November 30, 2019 unless the termination of this AGREEMENT is completed in accordance with the terms of Section 17.0.

16.2 The CONSULTANT shall not perform any work under this AGREEMENT after the expiration date set forth in Paragraph 16.1, above. The COUNTY is not liable and will not pay the CONSULTANT for any work performed after the AGREEMENT’S expiration or termination.

17.0 TERMINATION

17.1 Except as otherwise set forth in this AGREEMENT, either party shall have the right to terminate this AGREEMENT for any cause upon serving thirty (30) days’ prior written notice upon the other party, except in the event of CONSULTANT’S insolvency, bankruptcy or receivership, in which case termination shall be effective immediately upon receipt of notice.

17.2 Upon such termination, except for CONSULTANT’S obligation under Section 8.0, the liabilities of the parties to this AGREEMENT shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination, or to pay for services rendered prior to termination. There shall be no termination expenses.

17.3 Upon termination of this AGREEMENT, all data, work products, reports and documents produced under this AGREEMENT and all prior agreements with the COUNTY shall become and remain the property of the COUNTY. Further, CONSULTANT shall provide all deliverables within fourteen (14) days of termination in accordance with the other provisions of this AGREEMENT.

18.0 ENTIRE AGREEMENT

18.1 This AGREEMENT, including matters incorporated herein, contains the entire agreement between the parties.

18.2 There are no other covenants, warranties, representations, promises, conditions or understandings, either oral or written, other than those contained herein.

18.3 In event of a conflict between the terms or conditions or this AGREEMENT and any term or condition found in any exhibit or attachment, the terms and conditions of this AGREEMENT shall prevail.
23.0 WAIVER OF/FAILURE TO ENFORCE BREACH

23.1 The parties agree that the waiver of, or failure to enforce, any breach of this AGREEMENT by the remaining party shall not be construed, or otherwise operate, as a waiver of any future breach of this AGREEMENT. Further, the failure to enforce any particular breach shall not bar or prevent the remaining party from enforcing this AGREEMENT with respect to a different breach.

24.0 FORCE MAJEURE

24.1 Neither party shall be liable for any delay or non-performance of their obligations caused by any contingency beyond their control including but not limited to Acts of God, war, civil unrest, strikes, walkouts, fires or natural disasters.

THE PARTIES TO THIS AGREEMENT by their signatures acknowledge they have read and understand this AGREEMENT and intend to be bound by its term.

COUNTY OF DU PAGE

S.C.A.R.C.E.

______________________________
DANIEL J. CRONIN
CHAIRMAN
DU PAGE COUNTY BOARD

______________________________
KAY MCKEEN
EXECUTIVE DIRECTOR

ATTEST:

______________________________
PAUL HINDS
COUNTY CLERK

NAME:

TITLE:
Community Outreach Programs
The CONSULTANT will plan and provide presentations on environmental issues as related to solid waste to community groups through public speaking requests, public event booths, one-day recycling or workshops for organizations within DuPage County. Opportunities for email communication sign-up for Cool DuPage will be included at all COUNTY funded presentations, booths and workshops.

Task 4: Community Outreach Programs:
Provide twenty (20) or more programs. Community outreach programs will be provided to organizations within DuPage County. These programs may cover environmental topics such as recycling, sustainability, air quality, energy conservation, household hazardous waste, pollution prevention or renewable energy. Presentation requests provided to CONSULTANT from COUNTY should receive priority scheduling.

Task 5: Environmental Newsletters:
Complete twenty (20) or more newsletters. These, Green Bulletin & Ripples, newsletters will communicate a wide variety of environmental subjects and information as CONSULTANT views as relevant to their specific audiences. COUNTY shall review newsletters prior to distribution.

Task 6: Environmental Recognition Awards:
Provide assistance to organizations to achieve environmental recognition awards. Recognition may be through an Earth Flag, Re-Certification Earth Flag or an Ecology Flag. Criteria for achieving an award should be verified and documented with applicable statistics where possible and provided when appropriate to the COUNTY. Awards can be earned by completing tasks in the following areas: recycling, audits for waste or energy, composting, and education regarding waste and energy reduction.

Task 7: Public Assistance:
CONSULTANT will provide phone and email assistance to the public. CONSULTANT may, at the request of an organization, assist with planning events or programs related to the objects of this contract. COUNTY shall be made aware of any program planning provided to an organization under the terms of this contract.

Task 8: Additional COUNTY Program Assistance:
CONSULTANT shall provide outreach and information on various COUNTY programs as requested by the COUNTY. Promotional material shall not be replicated by CONSULTANT unless written permission has been given by the COUNTY. CONSULTANT shall work on other environmentally related tasks as requested by the COUNTY or through written request by CONSULTANT at the express authorization of the COUNTY.
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: Building & Zoning
Contact Email: joy.hinz@dupageco.org
Vendor Name: SCARCE

Department Contact: Joy Hinz
Contact Phone: 630-407-6753
Vendor #: 10922

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

Approval of new contract in the amount of $136,500 for Professional Environmental Education Services for the period of 12/1/18 - 11/30/19.

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

The DuPage County Solid Waste Plan, adopted by the County Board, states that the County should continue to plan for environmental education activities including waste reduction, reuse and recycling including providing education to the public. The proposed agreement is for 12 months expiring 11/30/19. The County has contracted with SCARCE for these services since 1990.

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.

SCARCE provides environmental education to the community, students and teachers. The organization works to improve and increase recycling while reducing the generation of waste. The organization assists the County conducting outreach on special programs like Cool DuPage which is a Quality of Life initiative.

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

The environmental education program has consistently been determined to fit into a professional service agreement with SCARCE having the capacity to provide education services in multiple categories of sustainability. Staff has consulted with the State's Attorneys office and Procurement staff in making this determination.

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

Staff recommends approval of the agreement in an amount not to exceed $136,500. The County has a long standing history providing environmental education and outreach through the SCARCE organization.
Option (a) Cease the program at the expiration of the existing agreement.
Option (b) Scale back the program and subsequent contract amount.
Option (c) Hire additional County employees to conduct teacher training and outreach by increasing headcount & budget.
Option (d) Seek other vendors in specific categories of existing scope of work.

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.

The services will cost $136,500, which are appropriated from the general fund. Staff does not anticipate any additional funding requirements. Funding is appropriated in 1000-1180-53830.
Procurement Review Checklist  
Procurement Services Division

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

<table>
<thead>
<tr>
<th>Vendor: SCARCE</th>
<th>Vendor #: 10922</th>
<th>Contract Term: 12/1/18-11/30/19</th>
<th>Contract Total: $136,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Building &amp; Zoning - Environmental</td>
<td>Contact: Joy Hinz</td>
<td>Phone: 630-407-6753</td>
<td>Assigned Committee: Environmental</td>
</tr>
</tbody>
</table>

Description of Procurement/Scope of Work/Background: Environmental Education Services to communities, non-profit groups, schools and others to promote waste reduction recycling and other sustainability topics.

Reason for Procurement: To continue the services provided by SCARCE as a benefit to residents, teachers, schools and community organizations in DuPage County.

FUNDING SOURCE:
- [ ] Procurement budgeted for (FY and budget code(s)): FY19 1000-1180-53830
- [ ] Budget Transfer (Date) ________________________________ Add'l Information ________________________________

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

DECISION MEMO REQUIRED:
- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # ________________________________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # ________________________________
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCs 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # ________________________________

PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Oct 17, 2018</th>
<th>Recommended for Approval</th>
<th>10/23/18</th>
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<tbody>
<tr>
<td>Date</td>
<td>IT Approval, if required</td>
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REVIEWED BY (Initials Only)

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<tr>
<th>Buyer</th>
<th>10-26-18</th>
<th>Procurement Officer</th>
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<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>10-30-18</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
<th>10-30-18</th>
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Attachment: SCARCE - Checklist (EN-P-0311-18: SCARCE FY19)
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

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

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the 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.dupageco.org/CountyBoard/Policies/

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

Authorized Signature

Printed Name
Kay Meleen

Position
Executive Director

Date
10/22/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page ___ of ___ (total number of pages)
To: Environmental Committee
From: Joy Hinz,
Subject: IL Recycling Task Force Messaging
Date: October 31st, 2018

A collective of local governments, solid waste agencies, recycling industry representatives, waste haulers and the Illinois Environmental Protection Agency have been meeting to discuss a statewide effort to cleanup the recycling stream.

The task force is developing press releases, signage, flyers and other media for an anticipated release on November 15th, America Recycles Day. The County has been asked to participate in the coordinated communication blitz by sharing the press release and posting the press release on social media sites. Additionally, the Illinois EPA ("Agency") has developed a statewide recycling webpage that is designed to aid in the standardization effort. County staff is talking with the Agency about how to incorporate the webpage into the County's recycling pages.
Memorandum

To: Environmental Committee
From: Joy Hinz,
Subject: Cool DuPage Update
Date: 

On October 23, 2018, the City of Aurora adopted Resolution R18-283 in support of the goals set forth by the Cool DuPage program. The City is the tenth partner. Another Cool DuPage effort is the development of a commercial entity recognition program. The Green Government Council is finalizing the requirements which will be brought to Committee for consideration.

The solar conference that was held with Choose DuPage and PowerForward DuPage was a success. More than 125 attendees were provided with information on the Future Energy Jobs Act, ComEd's role in the influx of solar and a case study from Clarke's electrical contractor, Continental Electric. The Environmental Division will continue to provide assistance to those involved in implementing and those interested in energy efficiency and solar installations. The presentations are available on the County's solar webpage www.dupageco.org/solar.
To: Environmental Committee  
From: Joy Hinz,  
Subject: 2018 Document Shredding Program Summary  
Date: November 1st, 2018  

The document shredding cost share program was able to support 12 cost share requests that were received. The communities were a mix between townships (four) and municipalities (9). The funding was distributed between 5 fall events and 7 spring events throughout the County. Additionally four Cool DuPage partner communities took advantage of the $250 incentive that funded those events for a total of $750. Cool DuPage gained one new partner community through the use of this incentive, Aurora.

The following communities received funding: City of Elmhurst in partnership with Elmhurst College, Village of Lisle, City of Wheaton, Village of Glen Ellyn, Wayne Township, Village of Itasca, City of Aurora, Lisle Township, Village of Woodridge, Winfield Township, Village of Bensenville, and Addison Township.
To: Environmental Committee
From: Joy Hinz,
Subject: Carol Stream/CoreCentric Recycling Event
Date: November 1st, 2018

The recycling event that was held October 13th with the Village of Carol Stream, CoreCentric, SCARCE and DuPage County was attended by approximately 250 residents. The event collected more than 10,000 pounds of paper from on-site document shredding, 30 cubic yards of recycling, 121 gallons of latex paint and 37 gallons of oil-based paint, approximately 11 bicycles and many miscellaneous items were collected by SCARCE.