1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES
   A. Transportation Committee - Regular Meeting - Tuesday January 2nd, 2018

5. CONSENT ITEMS
   A. Consent Item -- Alfred Benesch & Company - 2178 SERV - Exhibit C

6. ACTION ITEMS
   A. 2018-38 Recommendation for the approval of a contract purchase order to K-Tech Specialty Coatings, Inc., to furnish and deliver Beet Heet liquid deicer, as needed for the Division of Transportation, for the period January 16, 2018 through May 31, 2018, for a contract total not to exceed $13,000.00; Per Request for Information (17-121-BF) Sole Source

   B. 2018-39 Recommendation for the approval of a contract purchase order to Midwest Paving Equipment, Inc., to furnish and deliver one (1) infrared asphalt heater for the Division of Transportation, for a contract total not to exceed $6,495.00; Per low quote 18-001-JM

   C. 2018-40 Recommendation for the approval of a contract purchase order to Lakeside International, LLC, to furnish and deliver Navistar/International Engine repair and replacement parts, as needed for the Division of Transportation, for the period February 1, 2018 through January 22, 2020, for a contract total not to exceed $9,000.00; Contract let pursuant to the Governmental Joint Purchasing Act (State of Illinois)

   D. 2018-22 Recommendation for the approval of a contract purchase order to PetroChoice Holdings, Inc., to furnish, deliver and install one (1) Lincoln Auto Lube Datalogger System for the Division of Transportation, for a contract total not to exceed $14,588.00; Per 55 ILCS-1022 “Competitive Bids” (c) not suitable for competitive bids
E. DT-P-0025-18 Recommendation for the approval of a contract purchase order to Aldridge Electric, to furnish, supply, install and repair guardrails, as needed for the Division of Transportation, for the period February 1, 2018 through January 31, 2019, for a contract total not to exceed $60,000.00; Per renewal option under bid award 15-006-LG, second and final option to renew

F. DT-CO-0002-18 Amendment to County contract 2747 SERV, issued to Priority Products, Inc., to furnish and deliver Weatherhead brand hydraulic fittings, hoses and connectors, as needed for the Division of Transportation, to increase the funding in the amount of $20,000.00, resulting in an amended contract total amount of $40,000.00, an increase of 100%

7. DISCUSSION - 2018 STRATEGIC INITIATIVE
8. PRESENTATION - COMED 2018 VEGETATIVE MANAGEMENT
9. REPORT FROM STATE'S ATTORNEY'S OFFICE
10. OLD BUSINESS
11. NEW BUSINESS
12. ADJOURNMENT
1. **CALL TO ORDER**

10:00 AM meeting was called to order by Chair Donald Puchalski at 10:00 AM.

2. **ROLL CALL**

   PRESENT: Elliott (10:03 AM), Healy, Krajewski, Noonan, Puchalski, Zay
   ABSENT: Elliott

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

   Motion to approve the minutes of December 5, 2017 as amended

   | RESULT: APPROVED [UNANIMOUS] |
   | MOVER: Brian J Krajewski, District 3 |
   | SECONDER: James Zay, District 6 |
   | AYES: Healy, Krajewski, Noonan, Puchalski, Zay |
   | ABSENT: Elliott |

A. Transportation Committee - Regular Meeting - Dec 5, 2017 10:00 AM

   As amended to include Vice Chairman Healy's votes during the December 5, 2017 Transportation Committee meeting
RESULT:    ACCEPTED [UNANIMOUS]  
MOVER:     Brian J Krajewski, District 3  
SECONDER:  James Zay, District 6  
AYES:      Healy, Krajewski, Noonan, Puchalski, Zay  
ABSENT:    Elliott

5. CONSENT ITEMS

RESULT:    APPROVED [UNANIMOUS]  
MOVER:     Brian J Krajewski, District 3  
SECONDER:  James Healy, Vice Chair  
AYES:      Healy, Krajewski, Noonan, Puchalski, Zay  
ABSENT:    Elliott

A. Consent Item -- Omega & Associates, Inc. - 1119 SERV - Decrease/Close

B. Consent Item -- Clark Hill PLC - 1189 SERV - Decrease/Close

6. ACTION ITEMS

A. Authorization to Travel -- Chief Highway Engineer to travel to Champaign, Illinois from February 26, 2018 through February 28, 2018 to attend the Illinois Transportation and Highway Engineering Conference. Expenses to include Registration, Transportation, Lodging and Meals, for an estimated County cost of $800.00

RESULT:    APPROVED [UNANIMOUS]  
MOVER:     James Healy, Vice Chair  
SECONDER:  Sean T Noonan, District 2  
AYES:      Healy, Krajewski, Noonan, Puchalski, Zay  
ABSENT:    Elliott

Member Elliot entered the room at 10:03 am

Motion to combine Items 6B through 6F

RESULT:    APPROVED [UNANIMOUS]  
MOVER:     Brian J Krajewski, District 3  
SECONDER:  James Healy, Vice Chair  
AYES:      Elliott, Healy, Krajewski, Noonan, Puchalski, Zay
Motion to approve Items 6B through 6F

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

B. Budget Transfers -- $2,329.00 from 1500-3510-52270 (AUTO/MACH/EQUIP PARTS) to 1500-3500/3510/3520-52220 (WEARING APPAREL) to cover deficit in Maintenance wearing apparel

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

C. Budget Transfers -- $1,200.00 from 1500-3500-52320 (MEDICAL/DENTAL/LAB SUPPLIES) and 1500-3520-52260 (AUTO/MACH/EQUIP PARTS) to 1500-3510/3520-52320 (MEDICAL/DENTAL/LAB SUPPLIES) to cover a deficit in Fleet and Highway Maintenance medical/dental/lab supplies

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

D. Budget Transfers -- $9,600.00 from 1500-3640-54199 (CAPITAL CONTINGENCY) to 1500-3649-54000 (LAND/RIGHT OF WAY); 55th Street, Dunham to Clarendon Hills Road, Section 11-00302-04-CH

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay
E. Budget Transfers -- $27,161.00 from 1500-3640-54199 (CAPITAL CONTINGENCY) to 1500-3644-54050 (TRANSPORTATION INFRASTRUCTURE); IL 56, from Westbrook Road/Herrick Road to Naperville Road, Section 10-00223-06-TL

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

F. Budget Transfers -- $1,580.00 from 1500-3640-54199 (CAPITAL CONTINGENCY) to 1500-3649-53830 (OTHER CONTRACTUAL EXPENSES); 55th Street, Dunham to Clarendon Hills Road, Section 11-00302-04-CH

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

G. 2018-20 Recommendation for the approval of a contract purchase order to HazChem Environmental Corporation, to provide hazardous waste testing, disposal and emergency services, as needed for the Division of Transportation, for the period January 2, 2018 through December 31, 2018, for a contract total not to exceed $8,899.00; Per low quote 17-229-BF

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

H. 2018-16 Recommendation for the approval of a contract purchase order to Safety Lane Inspections, Inc., to provide required IDOT vehicle safety inspections, as needed for the Division of Transportation, for the period February 1, 2018 through January 31, 2019, for a contract total not to exceed $7,858.00; Per low quote 17-232-BF

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay
I. Action Item -- Amendment to County contract 2426 SERV, issued to St. Francis Pet Crematory & Kennels, Inc., to provide crematory services for deceased animals on County Rights-of-Way, to increase the funding in the amount of $9,000.00, resulting in an amended contract total amount of $24,000.00, an increase of 60.00%

RESULT: APPROVED [UNANIMOUS]
MOVER: James Zay, District 6
SECONDER: James Healy, Vice Chair
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

J. 2018-21 Recommendation for the approval of a contract purchase order to State Materials Engineering, LLC, d/b/a S.T.A.T.E. Testing LLC, for Professional Materials Engineering Services for Consultation for Hot Mix Asphalt Mix Designs, as needed for the Division of Transportation, for a contract total not to exceed $24,500.00; Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/et. seq.

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Sean T Noonan, District 2
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

K. DT-P-0012-18 Recommendation for the approval of a contract purchase order to Huff & Huff, Inc., for Professional Environmental Screening Services, as needed for the Division of Transportation, Department of Public Works, and Facilities Management, Section 17-ENVMT-05-EG, for a contract total not to exceed $90,000.00 (Division of Transportation - $75,000.00 /Public Works - $7,500.00 /Facilities Management - $7,500.00); Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/et. seq.

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Sean T Noonan, District 2
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay
L. DT-P-0013-18 Recommendation for the approval of a contract purchase order to Marchese & Sons, Inc., to provide Professional Surveying Services, as needed for the Division of Transportation, Public Works and Facilities Management, Section 17-RSURV-05-EG, for a contract total not to exceed $90,000.00 (Division of Transportation - $75,000.00 /Public Works - $7,500.00) /Facilities Management - $7,500.00); Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/et. seq.

RESULT: APPROVED [UNANIMOUS]
MOVED: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

M. DT-R-0029-18 RESOLUTION -- Local Public Agency Agreement between the County of DuPage and the Illinois Department of Transportation, for improvements along CH 55/Great Western Trail, from Sassafras Drive to Prince Crossing Road, Section 15-00275-00-BT, for an estimated County cost of $87,632.00

RESULT: APPROVED [UNANIMOUS]
MOVED: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

N. Action Item -- DT-R-0249A-17 – Amendment to Resolution DT-R-0249-17, issued to Plote Construction, Inc., for the 2017 Winfield Township Road Resurfacing Program, Section 17-08000-01-GM, to decrease the funding in the amount of $42,908.06 and close, resulting in a final Township cost of $281,534.30, a decrease of 13.23%

RESULT: APPROVED [UNANIMOUS]
MOVED: James Zay, District 6
SECONDER: James Healy, Vice Chair
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

O. Action Item -- DT-R-0210A-17 – Amendment to Resolution DT-R-0210-17, issued to Plote Construction, Inc., for the 2017 Pavement Maintenance (North) Program, Section 17-PVMTC-07-GM, to decrease the funding in the amount of $748.68 and close, resulting in a final County cost of $1,642,115.16, a decrease of 0.05%
RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Sean T Noonan, District 2
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

P. Action Item -- DT-R-0211A-17 – Amendment to Resolution DT-R-0211-17, issued to K-Five Construction Corporation, for the 2017 Pavement Maintenance (South) Program, Section 17-PVMTC-08-GM, to decrease the funding in the amount of $27,787.23 and close, resulting in a final County cost of $3,788,209.44, a decrease of 0.73%

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: James Zay, District 6
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

Q. Action Item -- DT-0023B-11 – Amendment to Resolution DT-0023A-11, Intergovernmental Agreement between the County of DuPage and the Illinois Department of Transportation, for improvements along IL 56/Butterfield Road, from Wiesbrook Road/Herrick Road to Naperville Road, Section 10-00223-06-TL; Rescission of first Amendment and to decrease the funding in the amount of $21,268.90 and close, resulting in a final County cost of $91,431.10, a decrease of 18.87%

RESULT: APPROVED [UNANIMOUS]
MOVER: James Zay, District 6
SECONDER: James Healy, Vice Chair
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

R. Action Item -- DT-0022-11 – Amendment to Resolution DT-0022-11, Intergovernmental Agreement between the County of DuPage and the Illinois Department of Transportation, for improvements along IL 56/Butterfield Road, from west of Illinois 59 to east of CH 13/Winfield Road, Section 10-00223-06-TL, to decrease the funding in the amount of $96.53 and close, resulting in a final County cost of $32,103.47, a decrease of 0.30%

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: James Zay, District 6
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay
7. ORDINANCE

Motion to combine and approve Items 7.1 through 7.5

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

1. DT-O-0005-18 ORDINANCE -- Ordinance for the Alteration of Speed Limit from Statutory to 35 MPH along CH 60/North Thorndale Avenue, from Prospect Avenue to Arlington Heights Road

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

2. DT-O-0006-18 ORDINANCE -- Ordinance for the Alteration of Speed Limit from Statutory to 35 MPH along CH 60/North Thorndale Avenue, from Supreme Drive to Mittel Boulevard

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay

3. DT-O-0007-18 ORDINANCE -- Ordinance for the Alteration of Speed Limit from Statutory to 35 MPH along CH 61/South Thorndale Avenue, from Arlington Heights Road to Prospect Avenue

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, Vice Chair
SECONDER: Brian J Krajewski, District 3
AYES: Elliott, Healy, Krajewski, Noonan, Puchalski, Zay
4. DT-O-0008-18 ORDINANCE  -- Ordinance for the Alteration of Speed Limit from Statutory to 35 MPH along CH 61/South Thorndale Avenue, from Mittel Boulevard to Supreme Drive

| RESULT:  | APPROVED [UNANIMOUS] |
| MOVER:   | James Healy, Vice Chair |
| SECONDER:| Brian J Krajewski, District 3 |
| AYES:    | Elliott, Healy, Krajewski, Noonan, Puchalski, Zay |

5. DT-O-0009-18 ORDINANCE  -- Ordinance for the Alteration of Speed Limit from Statutory to 35 MPH along CH 61/South Thorndale Avenue, from Supreme Drive to York Road

| RESULT:  | APPROVED [UNANIMOUS] |
| MOVER:   | James Healy, Vice Chair |
| SECONDER:| Brian J Krajewski, District 3 |
| AYES:    | Elliott, Healy, Krajewski, Noonan, Puchalski, Zay |

8. INFORMATIONAL ONLY

1. Informational  -- Grant Proposal Notification 001-18: FY18 Illinois Transportation Enhancement Program (ITEP) - Division of Transportation - $498,220.00

Discussion Held

| RESULT:  | ACCEPTED AND PLACED ON FILE |

9. DISCUSSION - FY2018 COM ED VEGETATIVE MAINTENANCE PLAN

Director Snyder updated the Committee on ComEd's proposed 2018 and 2019-2022 Vegetative maintenance activities. At the request of the Committee members, DOT staff will arrange for a ComEd representative to attend a future Transportation Committee meeting to discuss planned activities in detail.

10. REPORT FROM STATE'S ATTORNEY'S OFFICE

11. OLD BUSINESS

Member Krajewski inquired as to the status of a regional overweight/overdimension permitting process. Director Snyder advised that such a process has been a strategic initiative of CMAP. It makes sense that the State would be a lead in this effort given their current process and recent integrations with the Tollway.
12. NEW BUSINESS

Vice Chairman Healy inquired about potential capital improvement projects that might benefit from passage of a new Federal Transportation Bill. Director Snyder advised the DOT has a number of projects already being processed as federally eligible that could be submitted if a funding source(s) were made available as part of a Federal bill.

Member Healy encouraged DOT to consider inclusion of right turn lanes when developing projects along the 75th Street corridor, especially westbound.

Director Snyder advised the Committee that the DOT has been awarded a federal grant of $1.5M for resurfacing Grand Avenue, from Lake Street to County Line Road and an additional $740K (Federal) for the 55th Street, Dunham Road to Clarendon Hills Road project.

13. ADJOURNMENT
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 2178 SERV</th>
<th>Original Purchase Order Date:</th>
<th>Change Order #: 1</th>
<th>Department: Division of Transportation</th>
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<tr>
<td>Vendor Name: Alfred Benesch &amp; Company</td>
<td>Vendor #: 10752</td>
<td>Dept Contact: Eva Hitchcock</td>
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</table>

**Background and/or Reason for Change Order Request:**
Professional Phase I Engineering Services for improvements along CH 27/Highlake Road at Sunset Avenue, Section 09-001 22-03-TL
Revision to Exhibit C

**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

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<th>A</th>
<th>Starting contract value</th>
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<td>Net $ change for previous Change Orders</td>
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<td>C</td>
<td>Current contract amount (A + B)</td>
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<td>D</td>
<td>Amount of this Change Order</td>
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<td>New contract amount (C + D)</td>
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<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
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<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
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### DECISION MEMO NOT REQUIRED

- Cancel entire order
- 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)/Decrease contract expiration from: to: 
- Increase equal to or greater than $2,500.00, or equal to or greater than 10%, of current contract amount

**OTHER** - explain below:
Revised Exhibit C

---

Prepared By (Initials): 6900 Dec 14, 2017 12-15-17
Phone Ext: Date Recommended for Approval (Initials): Phone Ext Date

**REVIEWED BY (Initials Only)**

Buyer: 12-21-17 89m 12-21-17
Date Procurament Officer

Chief Financial Officer (Decision Memos Over $25,000): 12-21-17
Date Chairman's Office (Decision Memos Over $25,000)

---

CONSENT AGENDA
JAN. 23, 2018
**EXHIBIT C**

**DUPAGE COUNTY DIVISION OF TRANSPORTATION**

**Consultant Employee Rate Listing**

**CONSULTANT:** Alfred Benesch & Company  
**PROJECT:** Preliminary /Design Engineering – Highlake Road & Sunset Avenue 09-00122-03-TL

<table>
<thead>
<tr>
<th>Classification</th>
<th>Rate Range</th>
<th>Reason for Adjustment/Addition/Deletion</th>
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<td>Intern</td>
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**Note:** Maximum rate shall not exceed $70.00 per hour.

*Signature on File*

Signature of Authorized Agent  
for CONSULTANT: ___________________________ Date: __12/27/2017__

Approved By COUNTY: ___________________________ Date: ________________

Page 1 of 1
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

Signature on File

Authorized Signature

Printed Name

Elizabeth Gallagher

Title

Senior Vice President

Date

Dec 27, 2017

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Requisition under 25k dollars

2018-38
## 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 TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/16/18-05/31/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
<th>TRANSPORTATION COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

- **Eva Hitchcock**
  - Completed
  - 01/03/2018 2:14 PM

- **Christopher Snyder**
  - Completed
  - 01/04/2018 9:42 AM

- **Kathy Ostrowski**
  - Completed
  - 01/04/2018 1:01 PM

- **James McGuire**
  - Completed
  - 01/05/2018 11:28 AM

- **Paul Rafac**
  - Completed
  - 01/08/2018 8:28 AM

- **Kathy Ostrowski**
  - Completed
  - 01/09/2018 9:59 AM

- **Transportation Committee**
  - Pending
  - 01/16/2018 10:00 AM
Purchase Requisition
Procurement Services Division

Send Purchase Order To:
Vendor: K-Tech Specialty Coatings, Inc.  Vendor #: 27558
Attn: Denver Preston  Email: dpreston@kttechcoatings.com
Address: PO Box 428
City: Ashley  State: IN  Zip: 46705
Phone: 260-587-3888  Fax: 260-587-3889

Send Invoices To:
Dept: Division of Transportation  Division: Highway Maintenance
Attn: Kathy Curcio  Email: kathy.black@dupageco.org
Address: 421 N. County Farm Road
City: Wheaton  State: IL  Zip: 60187
Phone: 630-407-6930  Fax: 630-407-6962

Send Payments To:
Vendor: K-Tech Specialty Coatings, Inc.  Vendor #: 27558
Attn:  Email:
Address: PO Box 428
City: Ashley  State: IN  Zip: 46705
Phone: 260-587-3888  Fax: 260-587-3889

Ship To:
PO 50 ILCS 505/1
F.O.B.
PO 20 Delivery Date: Requisitioner
Darcie Garza, CPPB

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>BEET HEET LIQUID DEICER</td>
<td></td>
<td>1500</td>
<td>3510</td>
<td>52270</td>
<td></td>
<td></td>
<td>13,000.00</td>
<td>13,000.00</td>
</tr>
</tbody>
</table>

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

THIS CONTRACT PURCHASE ORDER IS TO FURNISH AND DELIVER BEET HEET LIQUID DEICER FOR THE PERIOD JANUARY 16, 2018 THROUGH MAY 31, 2018.

$1.39/GALLON WHEN ORDERED IN FULL LOADS (4600+ GALLONS)
$1.40/GALLON WHEN ORDERED 4,400 - 4,599
$1.41/GALLON WHEN ORDERED 4,200 - 4,399
$1.42/GALLON WHEN ORDERED 4,000 - 4,199

RESPONSE TO RF117-121-BF
SOLE SOURCE PURCHASE

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

SEND COMPLETED APPROVED PO TO DENVER PRESTON

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

1500  3510  52270  $13,000.00

Packet Pg. 18
**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:</th>
<th>K-Tech Specialty Coatings, Inc.</th>
<th>Contract Term:</th>
<th>1/16/18 - 5/31/18</th>
<th>Contract Total:</th>
<th>$13,000.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dept:</th>
<th>Division of Transportation</th>
<th>Contact:</th>
<th>Darcie Garza, CPPB</th>
<th>Phone:</th>
<th>630-407-6906</th>
<th>Assigned Committee:</th>
<th>Transportation</th>
</tr>
</thead>
</table>

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

To furnish and deliver Beet Heet liquid deicer, for a contract total, not to exceed $13,000.00.

**Reason for Procurement**

DuPage County went out for a Request for Information 17-121-BF, to check the industry for low and non-Chloride products. Beet Heet was an item that was ordered and tested (PO #1500013). We are now setting up a blanket PO to continue to test Beet Heet and incorporate it into our winter liquid deicing program.

**FUNDING SOURCE**

- [x] Procurement budgeted for (FY and budget code(s)): 1500 3510 52270
- [ ] Budget Transfer (Date) ______________ Add'l Information

---

**DECISION MEMO NOT REQUIRED**

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # ______________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # ______________________ Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 IILCS 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00 [ ] Public Utility
- [ ] PER 55 IILCS 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 IILCS 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>DG, CPPB</th>
<th>Jan 2, 2018</th>
<th>1/3/18</th>
<th>1/4/18</th>
<th>1/4/18</th>
</tr>
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<tbody>
<tr>
<td>Prepared By</td>
<td>Date</td>
<td>Recommended for Approval</td>
<td>Date</td>
<td>IT Approval, if required</td>
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</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>1/4/18</th>
<th>Procurement Officer</th>
<th>1/4/18</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td>1/2/18</td>
<td>Chairman's Office</td>
<td>Date</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>1/2/18</td>
<td>(Decision Memos Over $25,000)</td>
<td>Date</td>
</tr>
</tbody>
</table>

---

**Packet Pg. 19**
# JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>18-1500-008</th>
<th>DEPARTMENT</th>
<th>Division of Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANUFACTURER</td>
<td>K-Tech Specialty Coatings, Inc.</td>
<td>PRODUCT #</td>
<td>Beet Heet Liquid Deicer</td>
</tr>
</tbody>
</table>

**DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:**

Beet Heet is an organic based, corrosion inhibited, liquid deicer containing a highly refined carbohydrate concentrate, two exothermic chlorides and two non-exothermic chlorides. Beet Heet is a ready to use salt pre-wetting agent and can also be blended with NaCl brine to create a lower cost, high performance, salt pre-wetting agent or direct application deicer/anti-icer.

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

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

**REQUESTED SOURCE**

<table>
<thead>
<tr>
<th>K-Tech Specialty Coatings, Inc.</th>
<th>CONTACT</th>
<th>Denver Preston</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE</td>
<td>280-587-3888</td>
<td>WEBSITE</td>
</tr>
</tbody>
</table>

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

Patent protected chemical composition deicers.

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

Yes

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

DuPage County went out for a Request for Information, last June, for Alternative Deicing Products. Contractors were encouraged to provide detailed specifications and lab results on items they would like considered for use/testing. We placed an order (15000153) for one tank of Beet Heet and utilized it in the last storm with good results. Asking for approval...
Date: 8-31-17

To: Ms. Darcie Garza
CPPB
DuPage County Division of Transportation
421 North County Farm Road
Wheaton, IL 60187
Office: (630) 407-6906
Fax: (260) 407-6921
Email: darcie.garza2@dupageco.org

From: Denver Preston
Sales Manager – Winter Products
K-Tech Specialty Coatings, Inc.
P.O.B. 428
Ashley, IN 46705
Office: (260) 587-3888
Fax: (260) 587-3889
Cell: (260) 585-0332
Email: dpreston@ktechcoatings.com

Re: Proprietary Product – RFI-17-121-BF

Ms. Garza:

BEET HEET® Concentrate is a proprietary product that is protected and licensed under U.S. Patent No. 6,582,622 and related patents owned by Sears Ecological Applications Co., LLC.

BEET HEET® Concentrate is also a sole source product solely developed, manufactured and distributed by K-Tech Specialty Coatings, Inc.

Sincerely,

Signature on File

Denver L. Preston
Date: 6-19-17

To: Mr. Bruce Flowers  
DuPage County Buyer  
DuPage County Procurement Services Division  
421 North County Farm Road, Room 3-400  
Wheaton, IL 60187-3978

From: Denver Preston  
Sales Manager – Winter Products  
K-Tech Specialty Coatings, Inc.  
P.O.B. 428  
Ashley, IN 46705  
Office (260) 587-3888  
Fax (260) 587-3889  
Cell (260) 585-0332  
Email dpreston@ktechcoatings.com

Re: Product Cost - Request for Information Invitation #17-121-BF

Mr. Flowers:

K-Tech Specialty Coatings, Inc. will sell and deliver BEET HEET® Concentrate to the DuPage County Division of Transportation for:

$1.39 per gallon when ordered in full loads. A "full load" is 4,600 gallons.

Less than "full load" pricing is as follows:

$1.40 per gallon for 4,400 to 4,599 gallon loads

$1.41 per gallon for 4,200 to 4,399 gallon loads

$1.42 per gallon for 4,000 to 4,199 gallon loads

Above price is to one destination per delivery.

K-Tech will extend above pricing to all other taxing bodies in DuPage County.

Thank you for inviting K-Tech to participate in this Request for Information.

Sincerely,

Signature on File

Denver Preston
REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

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

<table>
<thead>
<tr>
<th>Company Name: K-Tech Specialty Coatings, Inc.</th>
<th>Company Contact: Denver L. Preston</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: Denver L. Preston</td>
<td>Contact Email: <a href="mailto:dpreston@ktechcoatings.com">dpreston@ktechcoatings.com</a></td>
</tr>
</tbody>
</table>

Bid/Contract/PO: RF17-121-BF

Date: Jan 2, 2018

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

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

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

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

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

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

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

I hereby acknowledge that I have reviewed, understood, and met the disclosure requirements.

Signature on File

Authorized Signature

Printed Name: Denver L. Preston

Title: Winter Products Sales Manager

Date: Jan 2, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Requisition under 25k dollars

2018-39
### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>TRANSPORTATION COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONTRACT TOTAL AMOUNT</td>
<td>$6,495.00</td>
<td></td>
</tr>
</tbody>
</table>

#### SOLICITATION METHOD FOR SOURCE SELECTION

- Eva Hitchcock: Completed 01/03/2018 2:07 PM
- Christopher Snyder: Completed 01/04/2018 8:24 AM
- Kathy Ostrowski: Completed 01/04/2018 8:27 AM
- James McGuire: Completed 01/05/2018 11:35 AM
- Paul Rafac: Completed 01/08/2018 8:24 AM
- Kathy Ostrowski: Completed 01/08/2018 3:25 PM
- Transportation Committee: Pending 01/16/2018 10:00 AM
**Send Purchase Order To:**  
Vendor: Midwest Paving Equipment, Inc.  
Vendor #: 24703  
Attn: Matt Deutsch  
Email: matt@midwestpavingequipment.com  
Address: 757 DuPage Blvd. Suite 2387  
City: Glen Ellyn  
State: IL  
Zip: 60137  
Phone: 630-453-0772  
Fax:  
**Send Payments To:**  
Vendor: Midwest Paving Equipment, Inc.  
Vendor #: 24703  
Attn: Katie Deutsch  
Email: katie@midwestpavingequipment.com  
Address: 757 DuPage Blvd. Suite 2387  
City: Glen Ellyn  
State: IL  
Zip: 60137  
Phone: 630-453-0772  
Fax:  
**Send Invoices To:**  
Dept: Division of Transportation  
Division: Highway Maintenance  
Attn: Kathy Curcio  
Email: kathy.black@dupageco.org  
Address: 421 N. County Farm Road  
City: Wheaton  
State: IL  
Zip: 60187  
Phone: 630-407-6892  
Fax:  
**Ship To:**  
Dept: Division of Transportation  
Division: Highway Maintenance  
Attn: Joe Bechtold  
Email: Joseph.bechtold@dupageco.org  
Address: 180 N. County Farm Road  
City: Wheaton  
State: IL  
Zip: 60187  
Phone: 630-407-6931  
Fax:  
**PO 20 Delivery Date:**  
Feb 1, 2018  
**Requisitioner:**  
Darcie Garza, CPPB  
**Use for:**  
Contract Administrator  
Contract Start Date  
Contract End Date  
PO25 only

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>FA</td>
<td></td>
<td>Infared Asphalt Heater</td>
<td>1500</td>
<td>3510</td>
<td>54110</td>
<td></td>
<td></td>
<td>6,495.00</td>
<td>6,495.0</td>
</tr>
</tbody>
</table>

**Requisition Total:**  
$ 6,495.00

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

THIS CONTRACT PURCHASE ORDER IS FOR ONE (1) INFARED ASPHALT HEATER PER LOW QUOTE 18-001-JM.

**Lead Time:** 3 WEEKS

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

PLEASE EMAIL COMPLETED APPROVED PO TO MATT DEUTSCH

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

Transportation - 01/16/18
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: Midwest Paving Equipment, Inc.</th>
<th>Vendor #: 24703</th>
<th>Contract Term: One Time Delivery</th>
<th>Contract Total: $6,495.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Division of Transportation</td>
<td>Contact: Joe Bechtold</td>
<td>Phone: 630-407-6931</td>
<td>Assigned Committee: Transportation</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**
To furnish and deliver one (1) Infared Asphalt Heater, for a contract total, not to exceed $6,495.00.

**Reason for Procurement**
To recycle old asphalt into a new usable recycled hot mix patch.

**FUNDING SOURCE**
- Procurement budgeted for (FY and budget code(s)): 1500 3510 54110
- Budget Transfer (Date) Add'l Information

**DECISION MEMO NOT REQUIRED**
- LOWEST RESPONSIBLE QUOTE # or BID # 18-001-JM (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL Enter Bid # _____________ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

**DECISION MEMO REQUIRED**
- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- 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>DG, CPPB</th>
<th>Dec 26, 2017</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
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</table>

**REVIEWED BY (Initials Only)**
<table>
<thead>
<tr>
<th>Buyer</th>
<th>1-4-18</th>
<th>Procurement Officer</th>
<th>1-4-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer (Decision Memos Over $25,000)</td>
<td>1-8-18 Date</td>
<td>Chairman's Office (Decision Memos Over $25,000)</td>
<td>Date</td>
</tr>
</tbody>
</table>
# QUOTATION #18-001-JM
INFRARED ASPHALT HEATER
QUOTATION DUE DATE: 12/20/17

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>TOTAL QUOTE SUBMITTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midwest Paving Equipment, Inc.</td>
<td>$ 6,495.00</td>
</tr>
<tr>
<td>Asphalt Reheat Systems, Inc.</td>
<td>$ 6,780.00</td>
</tr>
<tr>
<td>Galva Road Equipment, LLC</td>
<td>$ 7,045.00</td>
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</table>

<table>
<thead>
<tr>
<th>INVITATIONS SENT</th>
<th>TOTAL QUOTES RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>3</td>
</tr>
</tbody>
</table>

Joan McAvoy
DuPage County Buyer
X8181
DuPage County Procurement Services Division

INFRARED ASPHALT HEATER

DuPage County Division of Transportation is seeking to purchase one (1) new and unused Infrared Asphalt Heater to be used for recycling old asphalt into a new useable recycled hot mix patch material.

Unit will be furnished and delivered, FOB, Freight prepaid and added to 180 N. County Farm Road, Wheaton, IL 60187

Please submit your written quote, completed on this form to this office no later than:

Wednesday, December 20, 2017

SPECIFICATIONS:

- Shall have a standard heating area of 16 square feet (4x4).
- Must be L=79" W=49" H=30" (Assembled).
- Shall have Split Channel heating a 2x4' areas with independent on/off controls.
- Shall have a weight equal to or less than 200 lbs, hot including tank.
- Must be stainless steel construction.
- Must be blanket style heating burner with a radiant blue-flame type of heat to warm the asphalt's surface.
- Shall have low fuel consumption, up to 3 hours of operation per 20 lb. tank.
- Must be able to physically hook to existing ARS 4x4 Split Channel unit, creating a 4x8' heating area.
- When two units are hooked together unit must be controlled by a single control panel.
- Must have option of Dual tank with "T" hose.
- Must have option of 2 tank holders on top of unit.
- Shall have an onboard 12-volt battery, with onboard 110-volt charger for overnight charging, and onboard Solar Charging Panel for maintaining the battery during daytime use.
- Shall have onboard independent 12-volt ignition source.
- Must have resettable circuit breaker electrical protection.

COUNTY OF DU PAGE, ILLINOIS

- Must have 3 revolving caster style wheels with ability to have multiple positions on outside of unit during use and transport.
- Must have a removable handle with control panel and storage location on unit.
- Must include heat gun style thermometer with unit.
- Must include spare wheel pin with unit.
- Must include operation manual, onsite operation and service training.
- Shall have a 1-year Manufacturer’s Warranty.
- Must have local support within a 50-mile radius.

Substitutes are not accepted for this item as this is working in conjunction with another unit to double the heating area.

PRICING

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT DETAIL (Manufacturer, Product, etc.)</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) Infrared Asphalt Heater</td>
<td>Make: Asphalt Reheat Systems Model: 4x4 Split Channel Portable Heater Optioned per above stated specs</td>
<td>$6,495.00</td>
</tr>
</tbody>
</table>

FREIGHT CHARGES (Faudy) $0.00

TOTAL LUMP SUM QUOTATION $6,495.00

LEAD TIME AFTER RECEIPT OF PURCHASE ORDER: 3 Weeks
COUNTY OF DU PAGE, ILLINOIS

TOTAL LUMP SUM QUOTATION: $6,495.00

Six thousand, four hundred ninety-five
Dollars and 00/100 Cents

Signature on File

President

(Signature and Title)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

<table>
<thead>
<tr>
<th>Full Business Name</th>
<th>Midwest Paving Equipment, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Business Address</td>
<td>757 DuPage Blvd., Suite #2387</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Glen Ellyn, IL 60137</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>630-463-0772</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:Matt@MidwestPavingEquipment.com">Matt@MidwestPavingEquipment.com</a></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td>Matt Daisch</td>
</tr>
</tbody>
</table>

QUOTE AWARD CRITERIA:

This quote will be awarded to the lowest responsive, responsible vendor meeting specifications based upon the Lowest Lump Sum Quotation.

Please include the attached forms:
1. Signed WA form
2. Signed Vendor Ethics Disclosure form

Scan and email quotes to Joan.McAvery@dupageco.org or FAX to (630) 407-8201.

Best Regards,

Joan McAvery

DU Page County Buyer II
Procurement Services Division
421 N. County Farm Rd.
Wheaton, IL 60187
630-407-8181

Q15-001-JM
Page 3 of 3
Required Vendor Ethics Disclosure Statement

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 or is seeking or has previously obtained a contract, change order, or contract with an aggregate value of $25,000 or more shall provide to the Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent county board member, county board chairperson, 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 the contract and all personnel and all employees of the contracting entity under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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 exclusion from future county contracts.
- Continuing disclosure is required, and it is a condition to update this disclosure format 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 contracts.
  - No disclosure required for contracts below $25,000.

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageountyil.us/Departments/Procurement/Procurement-Policies

I hereby acknowledge that these conditions have been met.

Authorized Signature:

Printed Name: Katherine M. Deutsch
Title: President
Date: Dec-20, 2017

Packet Pg. 32
Requisition under 25k dollars

2018-40
## PROCUREMENT REVIEW CHECKLIST
### REQUISITION
This form must accompany all County Purchase Requisitions.

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

### SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Solicitation Method</th>
<th>Completed</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Hitchcock</td>
<td>01/03/2018 2:17 PM</td>
<td></td>
</tr>
<tr>
<td>Christopher Snyder</td>
<td>01/04/2018 8:24 AM</td>
<td></td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>01/04/2018 8:33 AM</td>
<td></td>
</tr>
<tr>
<td>James McGuire</td>
<td>01/05/2018 11:23 AM</td>
<td></td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>01/08/2018 8:30 AM</td>
<td></td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>01/08/2018 3:51 PM</td>
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</tr>
<tr>
<td>Transportation Committee</td>
<td>Pending</td>
<td>01/16/2018 10:00 AM</td>
</tr>
</tbody>
</table>

Requisition under 25k dollars

2018-40
## Purchase Requisition
### Procurement Services Division

### Send Purchase Order To:
- **Vendor:** Lakeside International, LLC  
  **Vendor #:** 24397  
- **Attn:** John Litsheim  
  **Email:** jlitsheim@lakesidetrucks.com  
- **Address:** 1212 Asche Ave.  
- **City:** Rockford  
  **State:** IL  
  **Zip:** 61109-0601  
- **Phone:** 815-484-4000  
  **Fax:** 815-484-0031

### Send Invoices To:
- **Dept:** Division of Transportation  
  **Division:** Fleet Maintenance  
- **Attn:** Kathy Curcio  
  **Email:** kathy.black@dupageco.org  
- **Address:** 421 N. County Farm Road  
- **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
- **Phone:** 630-407-6892  
  **Fax:**

### Send Payments To:
- **Vendor:** Lakeside International, LLC  
  **Vendor #:** 24397  
- **Attn:**  
  **Email:**  
- **Address:** 1212 Asche Ave.  
- **City:** Rockford  
  **State:** IL  
  **Zip:** 61109-0601  
- **Phone:** 815-484-4000  
  **Fax:**

### Ship To:
- **Dept:** Division of Transportation  
  **Division:** Fleet Maintenance  
- **Attn:** Joe Bechtold  
  **Email:** joseph.bechtold@dupageco.org  
- **Address:** 180 N. County Farm Road  
- **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
- **Phone:** 630-407-6930  
  **Fax:** 630-407-6962

### Payment Terms:
- **F.O.B.:**  
- **PO 20 Delivery Date:**  
- **Requisitioner:** Darcie Garza, CPPB  
- **Use for PO25 only:** Contract Administrator  
  **Contract Start Date:** Feb 1, 2018  
  **Contract End Date:** Jan 22, 2020

### 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>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>NAVISTAR/INTERNATIONAL PARTS</td>
<td></td>
<td>1500</td>
<td>3520</td>
<td>52250</td>
<td></td>
<td></td>
<td>9,000.00</td>
<td>9,000.00</td>
</tr>
</tbody>
</table>

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

THIS CONTRACT PURCHASE ORDER IS TO FURNISH AND DELIVER NAVISTAR/INTERNATIONAL REPAIR AND REPLACEMENT PARTS, FOR THE PERIOD 2/1/2018 THROUGH 1/22/2020 PER STATE OF ILLINOIS CONTRACT PRICING PSD #4017640

ORDERS WILL BE PLACED ON AN "AS NEEDED" BASIS, WITH QUANTITIES SPECIFIED AT THE TIME ORDERS ARE PLACED.

**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):

<table>
<thead>
<tr>
<th>FY2018</th>
<th>1500</th>
<th>3520</th>
<th>52250</th>
<th>$4,000</th>
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<tbody>
<tr>
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<td>1500</td>
<td>3520</td>
<td>52250</td>
<td>$4,000</td>
</tr>
<tr>
<td>FY2020</td>
<td>1500</td>
<td>3520</td>
<td>52250</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Transportation - 01/16/18

---

Packet Pg. 35
**Procurement Review Checklist**

**Procurement Services Division**

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

---

**Vendor:** Lakeside International, LLC  
**Vendor #:** 24397  
**Contract Term:** 2/1/18 - 1/22/2020  
**Contract Total:** $9,000.00

**Dept:** Division of Transportation  
**Contact:** Joe Bechtold  
**Phone:** 630-407-6931  
**Assigned Committee:** Transportation

**Description of Procurement/Scope of Work/Background:**
To furnish and deliver Navistar/International Engine Repair and Replacement parts for a contract total of $9,000.00.

**Reason for Procurement:**
To provide a secondary vendor for Navistar/International Repair and Replacement Parts required for the maintenance and repair of County owned and operated vehicles and equipment to ensure availability of parts for critical snow and ice operations.

---

**FUNDING SOURCE**
- Procurement budgeted for (FY and budget code(s)): 1500 3520 52250
- Budget Transfer (Date)  
- Add'l Information

---

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

---

**DECISION MEMO REQUIRED**
- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCSS525)
- Under Government Joint Purchasing Act (30ILCSS525) select one below
  - State of Illinois - Master Contracts #
- 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>DG, CPPB</th>
<th>Dec 27, 2017</th>
<th>1/3/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By</td>
<td>Date</td>
<td>IT Approval, if required Date</td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>1/4/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Officer</td>
<td>1-4-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>1-8-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman's Office</td>
<td>Date</td>
</tr>
</tbody>
</table>

(Decision Memos Over $25,000)
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: Division of Transportation
Department Contact: Darcie Garza, CPPB
Contact Email: darcie.garza2@dupageco.org
Contact Phone: 630-407-6906
Vendor Name: Lakeside International, LLC
Vendor #: 24397

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

Requesting approval of a secondary contract for Navistar/International Repair and Replacement Parts for a contract total, not to exceed $9,000.00.

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

To repair and maintain our fleet of International Trucks, contracts (primary and secondary) were set up to provide for the purchase of International Repair and Replacement parts. This contract is coterminous with the primary contract (2302 SERV) and offers State of Illinois pricing on the purchase of International Repair and Replacement parts.

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.

During the winter snow season, it is imperative that trucks are operational to plow snow. Providing a primary and secondary vendor to supply International Repair and Replacement parts, will help to keep plows operational during the winter snow season.

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

This would be purchased under the competitively bid State of Illinois contract PSD #4016740

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

Division of Transportation recommends approval to set up a secondary International Repair and Replacement part contract with Lakeside International, LLC.
1. Operate with only the primary contract and risk delay in parts availability

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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Purchase Order</th>
<th>Contract Amount</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2018</td>
<td>1500 3520</td>
<td>52250</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>FY2019</td>
<td>1500 3520</td>
<td>52250</td>
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</tr>
<tr>
<td>FY2020</td>
<td>1500 3520</td>
<td>52250</td>
<td>$1,000.00</td>
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</table>
# Master Contract

## Identification

<table>
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<tr>
<th>Date Published:</th>
<th>11/22/2016</th>
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</thead>
<tbody>
<tr>
<td>Contract Number:</td>
<td>4017640</td>
</tr>
<tr>
<td>Contract Title:</td>
<td>PSD NAVISTAR OEM PARTS - DOV/TOLLWAY/JP</td>
</tr>
<tr>
<td>Category:</td>
<td>Commodities</td>
</tr>
<tr>
<td>T-Number:</td>
<td>T4940</td>
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<tr>
<td>T-Number Title:</td>
<td>NAVISTAR OEM PARTS</td>
</tr>
<tr>
<td>Start Date:</td>
<td>01/23/2014</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>01/22/2020</td>
</tr>
<tr>
<td>Renewals Remaining</td>
<td></td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>14</td>
</tr>
<tr>
<td>Joint Purchasing Indicator:</td>
<td>Yes</td>
</tr>
<tr>
<td>Green Contract:</td>
<td>No</td>
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<tr>
<td>Small Business Set-Aside:</td>
<td>No</td>
</tr>
<tr>
<td>Does this contract include a BEP Requirement:</td>
<td>No</td>
</tr>
</tbody>
</table>

## Agency

**Agency designation restricts who can purchase from this contract. R0 indicates purchasing is open statewide.**

<table>
<thead>
<tr>
<th>Agency:</th>
<th>SWC - Statewide Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Agency:</td>
<td>GRPDOV</td>
</tr>
<tr>
<td>Master Sub-Agency:</td>
<td></td>
</tr>
</tbody>
</table>

## Comments/Overview

Attachments Require Adobe® Acrobat® Reader to View.

[Contract File Attachment for 4017640](http://www.purchase.state.il.us/ipb/master.nsf/All/56465b18bab1d5b6862580740007490... Packet Pg. 38)
### TERMS AND CONDITIONS

<table>
<thead>
<tr>
<th>CONTRACT VENDORS</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT ITEMS/SERVICES BY LINE ITEM</td>
<td>00006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PAGE NUMBER</th>
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<tbody>
<tr>
<td>PL110, EFF. DATE: 10/28/13</td>
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<tr>
<td>DESCRIPTION: PARTS, NAVISTAR INTERNATIONAL OEM</td>
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<tr>
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<tr>
<td>PL22, EFF. DATE: 10/28/13</td>
<td>00007</td>
</tr>
</tbody>
</table>

**NOTICE OF AWARD**

**TABLE OF CONTENTS**

**Attachment:** Lakeside International LLC - State of Illinois (2018-40 : Lakeside International, LLC)
DISTRIBUTE TO: 416PSD : BUREAU OF STRATEGIC SOURCING

STATE OF ILLINOIS
DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

NOTICE OF AWARD

CONTRACT TITLE: PSD NAVISTAR OEM PARTS - DOV/TOLLWAY/JP

RECORD OF SOLICITATION #:27356

CONTRACT NO: VARIOUS

OPTIONS AVAILABLE: 01

JOINT PURCHASING: YES

VENDOR NAME AND ADDRESS

VENDOR NUMBER:

** SEE ATTACHED **

CONTACT THE FOLLOWING IN THE EVENT OF QUESTIONS PERTAINING TO THIS CONTRACT:

BUYER NAME AND PHONE
JACK ECT
(217) 557-4396

SOLICITATION: 227473

BID OPEN DATES: 11/26/13

CONTRACT NO: 4017640  4017641

A10128 : VENDOR PAYMENT PROGRAM:

DUE TO UNPRECEDENTED ECONOMIC RECESSION, ILLINOIS HAS EXPERIENCED
LOWER THAN EXPECTED REVENUES WHICH HAS LED TO A DELAYED PAYMENT CYCLE.
IN MANY CASES, VENDORS AND SERVICE PROVIDERS ARE WAITING SEVERAL
MONTHS TO RECEIVE PAYMENT FOR GOODS AND SERVICES PROVIDED TO THE
STATE. THE STATE OF ILLINOIS VENDOR PAYMENT PROGRAM IS INTENDED TO
PROVIDE RELIEF TO THOSE VENDORS AND SERVICE PROVIDERS.

FOR MORE INFORMATION PLEASE SEE OUR WEBSITE AT PAYMENTS.ILLINOIS.GOV.

CONTRACT NO: 4017640  4017641

G112A1 : SCOPE

THE STATE OF ILLINOIS, DEPARTMENT OF CENTRAL MANAGEMENT SERVICES,
BUREAU OF STRATEGIC SOURCING, IS SOLICITING BIDS FROM QUALIFIED
VENDORS TO ESTABLISH A CONTRACT TO ENABLE THE DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES DIVISION OF VEHICLES, THE ILLINOIS TOLL HIGHWAY
AUTHORITY AND ALL AUTHORIZED LOCAL GOVERNMENTAL UNITS TO PURCHASE
NAVISTAR INTERNATIONAL OEM PARTS AS MAY BE NEEDED DURING THE CONTRACT
PERIOD.

CONTRACT NO: 4017640  4017641

G112B1 : PERIOD OF CONTRACT

DELETE SECTION 2.1 & 2.2 OF THE STANDARD TERMS AND CONDITIONS AND
SUBSTITUTE THE FOLLOWING:

CONTRACT(S) RESULTING FROM THIS INVITATION FOR BID WILL COMMENCE UPON
DATE OF EXECUTION AND WILL EXPIRE THREE YEARS FROM DATE OF EXECUTION.

UPON MUTUAL AGREEMENT, THE PARTIES, MAY RENEW THE RESULTING CONTRACT
FOR A TOTAL OF THREE (3) YEARS IN ONE OF THE FOLLOWING MANNER:

A) ONE RENEWAL FOR THE ENTIRE RENEWAL ALLOWANCE,
B) INDIVIDUAL ONE-YEAR RENEWALS UP TO AND INCLUDING THE ENTIRE
RENEWAL ALLOWANCE, OR
C) ANY COMBINATION OF FULL OR PARTIAL-YEAR RENEWALS UP TO AND
INCLUDING THE ENTIRE RENEWAL ALLOWANCE.

CONTRACT NO: 4017640  4017641

G112C1 : QUOTED DISCOUNT & PRICE SHEETS

THE QUOTED DISCOUNT MUST REMAIN FIRM FOR THE ENTIRE CONTRACT PERIOD.
IF THE MANUFACTURER ISSUES A REVISED EDITION TO THE PRICE SHEET USED
IN THE QUOTE, THE AWARDED DISCOUNT WILL THEN BE APPLIED TO THE REVISED PRICE SHEET. IT SHALL BE THE RESPONSIBILITY OF THE VENDOR TO INFORM THE BUREAU OF STRATEGIC SOURCING OF ANY SUCH REVISIONS. ON ORDERS PLACED PRIOR TO THE PRICE SHEET REVISION, OR PRIOR TO THE BUREAU OF STRATEGIC SOURCING BEING INFORMED OF A REVISION, THE % DISCOUNT WILL BE TAKEN FROM THE PREVIOUS PRICE SHEET.

WITHIN SEVEN (7) DAYS AFTER THE CONTRACT WAS TAKEN EFFECT, THE VENDOR SHALL PROVIDE A COPY OF THE MOST CURRENT NATIONAL FLEET PRICE LIST TO THE ILLINOIS TOLL HIGHWAY AUTHORITY, EACH OTHER DIVISION OF VEHICLES GARAGES LISTED HEREIN, AND TO JACK ECK, 801 STRATTON OFFICE BUILDING, SPRINGFIELD, ILLINOIS 62706. ELECTRONIC COPIES ARE PREFERRED.

PRICE SHEET REVISIONS SHALL BE DISTRIBUTED IN THE SAME MANNER.

CONTRACT NO: 4017640 4017641
011201 : ORDERS

THE VENDOR SHALL MAKE SHIPMENTS UPON RECEIPT OF AN ORDER FOR DELIVERY (CPED) OR AN ORDER FOR RELEASE (OFIR) FROM THE TOLLWAY OR ANY STATE GARAGE LISTED HEREIN FOR WHICH AN AWARD HAS BEEN MADE. THE VENDOR SHALL ACCEPT TELEPHONE ORDERS WITH A CONFIRMING ORDER TO FOLLOW.

SHIPMENTS MADE IN RESPONSE TO A TELEPHONE ORDER SHALL BE FOR THE EXACT QUANTITY ORDERED. IF AN ORDER CANNOT BE COMPLETELY FILLED, SHIP WHAT IS POSSIBLE AND CANCEL THE BALANCE OF THE ORDER. ITEMS MAY NOT BE BACKORDERED.

MINIMUM ORDER P.O.B. DELIVERED:
THE MINIMUM ORDER DELIVERED P.O.B. DESTINATION, SHALL BE $100. FOR ORDERS LESS THAN $100, VENDOR SHALL PREPAY FREIGHT CHARGES AND ADD FREIGHT CHARGES TO THE INVOICE AS A SEPARATE LINE ITEM.

LOCAL GOVERNMENTAL UNITS SHALL SUBMIT THEIR ORDERS USING THEIR OWN PURCHASE ORDER DOCUMENT. LOCAL GOVERNMENTAL UNITS WILL BE RESPONSIBLE FOR SUPPLYING THE VENDOR WITH THE ORDER.

CONTRACT NO: 4017640 4017641
011201 : INVOICES

THE VENDOR SHALL PRESENT A DUPLICATE ITEMIZED INVOICE AT THE TIME OF DELIVERY OR NO LATER THAN FIVE (5) DAYS OF EACH DELIVERY. THESE INVOICES SHOULD BE SENT TO THE FACILITY THAT RECEIVED THE ORDER. INVOICES SHALL SHOW THE CONTRACT NUMBER, CORRESPONDING GARAGE ACQUISITION NUMBER (IF APPLICABLE), A DETAILED LIST OF ITEMS BY PART NUMBER, DESCRIPTION, QUANTITY, UNIT PRICE, EXTENDED PRICE AND TOTAL PRICE. IN THE EVENT THAT A CREDIT IS TO BE ISSUED AGAINST THIS CONTRACT, CREDITS SHALL BE ISSUED ON A SEPARATE INVOICE AND SUBMITTED TO THE APPROPRIATE LOCATION.

CONTRACT NO: 4017640 4017641
011201 : EXCHANGE OR CREDIT

THE VENDOR SHALL AGREE TO EXCHANGE OR CREDIT THE DIVISION OF VEHICLES OR THE TOLLWAY FOR ANY UNBROKEN PACKAGES OR PRODUCTS OBTAINED THROUGH THIS CONTRACT AT THE DISCRETION OF THE FACILITY FOR THE TERM OF THIS CONTRACT PLUS 12 MONTHS. SUCH UNBROKEN PACKAGES OR PRODUCTS WILL BE IN CLEAN, UNDAMAGED AND SALEABLE CONDITION. THE DIVISION OF VEHICLES AND THE TOLLWAY WILL BE RESPONSIBLE FOR ENSURING THAT PRODUCTS TO BE EXCHANGED OR CREDITED ARE RETURNED TO THE VENDOR. NO RE-STOCKING FEES SHALL BE ASSESSED DURING THIS PERIOD.

CONTRACT NO: 4017640 4017641
011201 : DELIVERIES

DELIVERIES SHALL BE MADE WITHIN TEN (10) WORKING DAYS OF RECEIPT OF AN ORDER UNLESS OTHERWISE AUTHORIZED BY THE ORDERING FACILITY.

MATERIALS FURNISHED UNDER THIS CONTRACT WILL BE DELIVERED IN MULTIPLE
DELIVERIES AS DETERMINED BY THE NEEDS OF USING AGENCIES. FOR A LIST OF DELIVERY ADDRESSES, SEE G112H1.

ALL SHIPPMENTS SHALL CONTAIN A PACKING SLIP SHOWING THE STATE PROVIDED ORDER NUMBER ALONG WITH A DESCRIPTION, UNIT PRICE AND EXTENDED PRICE FOR EACH ITEM, INCLUDING THE TOTAL ORDER AMOUNT. THE PACKING SLIP MUST BE SHOWN ON THE OUTSIDE OF EACH SHIPPING CONTAINER ALONG WITH THE VENDOR NAME AND CONTACT INFORMATION.

CONTRACT NO: 4017640  4017641
G112H1 : MAJOR STATE GARAGES AND TOLL HIGHWAY AUTHORITY

<table>
<thead>
<tr>
<th>REGION 1 (NORTHERN)</th>
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</thead>
<tbody>
<tr>
<td>SUBURBAN NORTH STATE GARAGE #49</td>
</tr>
<tr>
<td>JIM BLEVINS, SUPERVISOR</td>
</tr>
<tr>
<td>9511 HARRISON STREET, EAST END</td>
</tr>
<tr>
<td>DE S PLAINES, IL 60016-1566</td>
</tr>
<tr>
<td>(847) 294-4152 OR 4153</td>
</tr>
<tr>
<td>ELGIN STATE GARAGE #21</td>
</tr>
<tr>
<td>BILL KERLEY, SUPERVISOR</td>
</tr>
<tr>
<td>595 S. STATE STREET</td>
</tr>
<tr>
<td>ELGIN, IL 60123-7603</td>
</tr>
<tr>
<td>(847) 931-2473</td>
</tr>
<tr>
<td>DIXON STATE GARAGE #22</td>
</tr>
<tr>
<td>RON BOYER, SUPERVISOR</td>
</tr>
<tr>
<td>817 DEPOT AVENUE</td>
</tr>
<tr>
<td>DIXON, IL 61021-3500</td>
</tr>
<tr>
<td>(815) 284-1594; (815) 284-3049</td>
</tr>
<tr>
<td>PHOENIX STATE GARAGE #25</td>
</tr>
<tr>
<td>RALPH DAVIS, SUPERVISOR</td>
</tr>
<tr>
<td>6510 W. U.S. HIGHWAY 150</td>
</tr>
<tr>
<td>EDWARDS, IL 61528-9727</td>
</tr>
<tr>
<td>(309) 693-5162</td>
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<table>
<thead>
<tr>
<th>REGION 2 (CENTRAL)</th>
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<tr>
<td>CENTRAL STATE GARAGE #20</td>
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<td>TONY GOCHOFF, SUPERVISOR</td>
</tr>
<tr>
<td>200 EAST ASH STREET</td>
</tr>
<tr>
<td>SPRINGFIELD, IL 62704-4793</td>
</tr>
<tr>
<td>(217) 782-4684; (217) 782-4685</td>
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<th>REGION 3 (SOUTHERN)</th>
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<tr>
<td>HILLSBORO STATE GARAGE #42</td>
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<tr>
<td>BILL MARLEY, SUPERVISOR</td>
</tr>
<tr>
<td>P.O.B. 499 RTE 183 SOUTH</td>
</tr>
<tr>
<td>HILLSBORO, IL 62049-0499</td>
</tr>
<tr>
<td>(217) 532-6811</td>
</tr>
<tr>
<td>(217) 342-0296; (217) 782-6801</td>
</tr>
<tr>
<td>COLLINSVILLE STATE GARAGE #31</td>
</tr>
<tr>
<td>GARY KERRICK, SUPERVISOR</td>
</tr>
<tr>
<td>1104 EASTPORT PLAZA DRIVE</td>
</tr>
<tr>
<td>COLLINSVILLE, IL 62234-6102</td>
</tr>
<tr>
<td>(618) 346-5190; (618) 346-5192</td>
</tr>
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<thead>
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<th>REGION 4 (TOLL HIGHWAY AUTHORITY)</th>
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<tbody>
<tr>
<td>THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY</td>
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<tr>
<td>MS. LOREL BLAMEYUSER, PURCHASING MANAGER</td>
</tr>
<tr>
<td>4S 496 NAPERVILLE ROAD</td>
</tr>
<tr>
<td>NAPERVILLE, IL 60563</td>
</tr>
<tr>
<td>(630) 241-6800 EXT. 2619</td>
</tr>
</tbody>
</table>
THE STATE OF ILLINOIS REQUIRES THAT THE BIDDING VENDOR BE A FACTORY AUTHORIZED DEALER OF THE EQUIPMENT/COMMODITIES SPECIFIED HEREBIN AND THAT ALL STANDARD WARRANTIES SHALL BE HONORED UPON PURCHASE OF THIS EQUIPMENT/COMMODITIES.

THE USE OF BRAND NAME IS TO ENSURE COMATABILITY-WARRANTY COMPLIANCE WITH EXISTING MACHINERY.
VENDOR NAME AND ADDRESS

LAKESIDE INTL TRUCKS
1212 ASCHER AVE
ROCKFORD, IL 61109-0601

PRIME VENDOR: N
CONTRACT BEGIN DATE: 01/23/14

CONTACT NAME: JOHN LITESHEIM
CONTACT PHONE: (815) 484-4000
CONTACT E-MAIL: JLITESHEIM@LAKESIDE TRUCKS.COM

CONTRACT NO: 4017641
PYMT TERMS: NONE
DELIVERY: 7 DAYS ARO
VENDOR NO:
BUSINESS CLASS CODE: NNLEN
LEGAL STATUS: CORPORATION
CONTRACT END DATE: 01/22/20

CONTACT FAX: (815) 484-0031

RUSH TRUCK CENTERS OF ILLINOIS
D/B/A RUSH TRUCK CENTER SPRFLD
3441 GATLIN DRIVE
SPRINGFIELD, IL 62707-9730

PRIME VENDOR: N
CONTRACT BEGIN DATE: 01/23/14

CONTACT NAME: JODI WELLS
CONTACT PHONE: (800) 888-7857
CONTACT E-MAIL: WELLSJ1@RUSH ENTERPRISES.COM

CONTRACT NO: 4017640
PYMT TERMS: NONE
DELIVERY: SPECIFIED ELSEWHERE
VENDOR NO:
BUSINESS CLASS CODE: NNLEN
LEGAL STATUS: CORPORATION
CONTRACT END DATE: 01/22/20

CONTACT FAX: (217) 523-0797
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<th>UNIT</th>
<th>DISCOUNT</th>
<th>UNIT PRICE</th>
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</table>
| 00001 | COMMODITY CODE: 5013-112-0100  
PARTS, NAVISTAR INTERNATIONAL OEM,  
DISCOUNT FROM THE NATIONAL FLEET COLUMN  
AS SHOWN IN THE MOST CURRENT EDITION OF  
INTERNATIONAL PARTS PRICE BOOK.  

**DELIBERATION TO NORTHERN REGION GARAGES**  
**DELIBERATION TO NORTHERN REGION GARAGES**  

VENDOR: RUSH TRUCK CENTERS OF ILLINOIS  
D/A RUSH TRUCK CENTER SPFLD  
CONTRACT NO: 4017640  
BRAND: PL310  
MODEL: EFF. DATE: 10/28/13 | 1.000 | LOT | 13.10% | N/A |
| 00002 | COMMODITY CODE: 5013-112-0101  
PARTS, NAVISTAR INTERNATIONAL OEM  
SUPPLEMENTAL, DISCOUNT FROM THE NATIONAL  
FLEET COLUMN AS SHOWN IN THE MOST  
CURRENT EDITION OF THE INTERNATIONAL  
SUPPLEMENTAL/DIRECT SHIP PARTS PRICE  
BOOK.  

**DELIBERATION TO NORTHERN REGION GARAGES**  
**DELIBERATION TO NORTHERN REGION GARAGES**  

VENDOR: RUSH TRUCK CENTERS OF ILLINOIS  
D/A RUSH TRUCK CENTER SPFLD  
CONTRACT NO: 4017640  
BRAND: PL322  
MODEL: EFF. DATE: 10/28/13 | 1.000 | LOT | 13.10% | N/A |
| 00003 | COMMODITY CODE: 5013-112-0165  
PARTS, NAVISTAR INTERNATIONAL OEM,  
DISCOUNT FROM THE NATIONAL FLEET COLUMN  
AS SHOWN IN THE MOST CURRENT EDITION OF  
INTERNATIONAL PARTS PRICE BOOK.  

**DELIBERATION TO CENTRAL REGION GARAGES**  
**DELIBERATION TO CENTRAL REGION GARAGES**  

VENDOR: RUSH TRUCK CENTERS OF ILLINOIS  
D/A RUSH TRUCK CENTER SPFLD  
CONTRACT NO: 4017640  
BRAND: PL310  
MODEL: EFF. DATE: 10/28/13 | 1.000 | LOT | 13.10% | N/A |
| 00004 | COMMODITY CODE: 5013-112-0106  
PARTS, NAVISTAR INTERNATIONAL OEM  
SUPPLEMENTAL, DISCOUNT FROM THE NATIONAL  
FLEET COLUMN AS SHOWN IN THE MOST  
CURRENT EDITION OF THE INTERNATIONAL  
SUPPLEMENTAL/DIRECT SHIP PARTS PRICE  
BOOK.  

**DELIBERATION TO CENTRAL REGION GARAGES**  
**DELIBERATION TO CENTRAL REGION GARAGES**  

VENDOR: RUSH TRUCK CENTERS OF ILLINOIS  
D/A RUSH TRUCK CENTER SPFLD  
CONTRACT NO: 4017640  
BRAND: PL322  
MODEL: EFF. DATE: 10/28/13 | 1.000 | LOT | 13.10% | N/A |
| 00005 | COMMODITY CODE: 5013-112-0110  
PARTS, NAVISTAR INTERNATIONAL OEM,  
DISCOUNT FROM THE NATIONAL FLEET COLUMN  
AS SHOWN IN THE MOST CURRENT EDITION OF  
INTERNATIONAL PARTS PRICE BOOK. | 1.000 | LOT | 13.10% | N/A |
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<td>BRAND: PL322</td>
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<td><strong>DELIVERY TO TOLL HIGHWAY AUTHORITY</strong></td>
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<td>VENDOR: LAKESIDE INTL TRUCKS</td>
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</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: Dec 27, 2017
Bid/Contract/PO:

Company Name: Lakeside International, LLC
Company Contact: John Litsheim
Contact Phone: 815-484-4000
Contact Email: jlitsheim@lakesidecutrucks.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 $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>
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</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 read the above requirements and these requirements.

Authorized Signature

Printed Name: John Litsheim
Title: Director, Parts
Date: Dec 27, 2017

Signature on File

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Requisition under 25k dollars

2018-22
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

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

<table>
<thead>
<tr>
<th><strong>REQUESTING DEPT.</strong></th>
<th><strong>TRANSPORTATION COMMITTEE</strong></th>
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<tbody>
<tr>
<td>TRANSPORTATION COMMITTEE</td>
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</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

- Eva Hitchcock: Completed 12/19/2017 9:32 AM
- Christopher Snyder: Completed 12/19/2017 11:22 AM
- Kathy Ostrowski: Completed 12/19/2017 11:41 AM
- James McGuire: Completed 12/19/2017 11:55 AM
- Paul Rafac: Completed 12/27/2017 2:38 PM
- Kathy Ostrowski: Completed 01/09/2018 8:20 AM
- Transportation Committee: Pending 01/16/2018 10:00 AM
# Purchase Requisition

**Procurement Services Division**

**Send Purchase Order To:**
Vendor: PetroChoice Holdings, Inc.  
Vendor #: 26460  
Attn: Eric Hyser  
Email: ehyser@petrochoice.com  
Address: 1009 Schleffeln Rd.  
City: Apex  
State: NC  
Zip: 27502  
Phone: 224-806-3318

**Send Invoices To:**
Dept: Division of Transportation  
Division: Fleet Maintenance  
Attn: Kathy Curcio  
Email: kathy.black@dupageco.org  
Address: 421 N. County Farm Road  
City: Wheaton  
State: IL  
Zip: 60187  
Phone: 630-407-6892

**Send Payments To:**
Vendor: PetroChoice Holdings, Inc.  
Vendor #: 26460  
Attn:  
Email:  
Address: 1009 Schleffeln Rd.  
City: Apex  
State: NC  
Zip: 27502  
Phone: 224-806-3318

**Ship To:**
Dept: Division of Transportation  
Division: Fleet Maintenance  
Attn: Joe Bechtold  
Email: Joseph.bechtold@dupageco.org  
Address: 180 N. County Farm Road  
City: Wheaton  
State: IL  
Zip: 60187  
Phone: 630-407-6931

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Act #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Furnish, Deliver and Install a Lincoln Auto Lube Datalogger System - On site</td>
<td>18</td>
<td>1500</td>
<td>3510</td>
<td>53380</td>
<td></td>
<td></td>
<td>14,588.00</td>
<td>14,588.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** $14,588.00

---

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

THIS CONTRACT PURCHASE ORDER IS TO FURNISH, DELIVER AND INSTALL (ON SITE - 180 N. COUNTY FARM ROAD, WHEATON IL 60187) ONE LINCOLN LUBE AUTO WIRTGEN 8 LITER DATALOGGER SYSTEM FOR THE WIRTGEN COLD MILLING ASPHALT PROFILER (E202)

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

PLEASE SEND COMPLETED APPROVED PO TO ERIC HYSER

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

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

---

**Vendor:** PetroChoice Holdings, Inc.  
**Vendor #:** 26460  
**Contract Term:** One time Install  
**Contract Total:** $14,588.00

**Dept:** Division of Transportation  
**Contact:** Joe Bechtold  
**Phone:** 630-407-6931  
**Assigned Committee:** Transportation

**Description of Procurement/Scope of Work/Background:** Furnish, Deliver and install (on site) a Lincoln Auto Lube Datalogger System For the Wirtgen Grinder, for a contract total, not to exceed $14,588.00.

**Reason for Procurement:** To provide precise automatic lubrication of pins, bushings and all greaseable points.

---

**FUNDING SOURCE**

- [x] Procurement budgeted for (FY and budget code(s)): 1500 3510 53380
- [ ] 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
- [x] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) 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>DG, CPPB</th>
<th>Dec 14, 2017</th>
<th>[Initials]</th>
<th>[Initials]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By</td>
<td>Date</td>
<td>Recommended for ApprovalDate</td>
<td>IT Approval, if required Date</td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

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

---

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER
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: Division of Transportation
Contact Email: darcie.garza2@dupageco.org
Vendor Name: PetroChoice Holdings, Inc.

Department Contact: Darcie Garza, CPPB
Contact Phone: 630-407-6906
Vendor #: 26460

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

Requesting approval for a Purchase Order to Furnish, Deliver and Install (on site) a Lincoln Auto Lube Datalogger System for the Wirtgen Grinder, for a contract total, not to exceed $14,588.00.

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

Requesting approval to install an application specific grease system. This system provides a high quality pump and lines for precise controlled greasing. This unit will operate while equipment is in motion providing uniform and better grease intrusion to moving points and components, decreasing wear. Using Medallion Plus Automatic System Grease in conjunction with this system, extends the Lincoln published warranty to a full 2 years.

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

Implementing an auto grease system, as referenced above, will decrease wear on moving points and components. Uniformed precise controlled greasing maintenance will extend the life of the equipment. Utilizing the Medallion Plus grease, extends the Lincoln published warranty to a full 2 years.

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

This was a sole source purchase. PetroChoice is the sole authorized provider, installer and supplier of Lincoln Lube Systems.

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

Department recommends approval of a purchase order to Furnish, Deliver and Install a Lincoln Auto Lube Datalogger System for the Wirtgen Grinder, for a contract total, not to exceed $14,588.00. This system is the department standard. It is installed on all of our current loaders and we are specifying it to be installed on equipment going forward.
1. Do not go forward with the purchase. Set up a schedule to provide lubrication and Preventative Maintenance, manually.
2. Start research on an alternate system

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.

2018 1500 3510 53380 $14,588.00
JUSTIFICATION FOR SOLE SOURCE

REQUISITION #  18-1500-003  DEPARTMENT  Division of Transportation
MANUFACTURER  Lincoln/SKF  PRODUCT #  Wirtgen W120CFI Datalogger System

DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:
Wirtgen W120CFI Datalogger System

THIS IS A SOLE SOURCE BECAUSE VENDOR IS:

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

REQUESTED SOURCE  PetroChoice Holdings, Inc.  CONTACT  Eric Hyser
PHONE  224-806-3318  WEBSITE

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS VENDOR’S PRODUCT OR SERVICE PROVIDE WHICH ARE NOT AVAILABLE FROM OTHER VENDORS? (Please be specific)
Application specific grease system. High quality pump and lines for more precise and controlled greasing. Operates while equipment is in motion providing more uniformed and better grease intrusion to moving points and components, decreasing wear.

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

WHAT STEPS WERE TAKEN TO VERIFY THAT THESE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS/MANUFACTURERS EXAMINED? (Please list other products or services examined – include names & phone numbers of people contacted)
We have received written confirmation, via the attached letter, that PetroChoice is the sole authorized provider, installer and supplier of Lincoln Lube Systems. The contracted territory is north of Springfield, IL to the Wisconsin border and three counties in Northwestern Indiana.

Signature on File  1-8-18  Signature on File  12/19/17
DEPARTMENT APPROVAL  DATE  PURCHASING REVIEW  DATE

FORM #7607.009
Packet Pg. 53
December 13, 2017

Darcie Garza, CPPB
DuPage County Division of Transportation
Highway Maintenance Division
140 N. County Farm Road
Wheaton, IL 60187

(630)407-6906 – Phone
(630)407-6921 – Fax
Darcie.garza2@dupageco.org – Email

PetroChoice is a Lincoln/SKF authorized system service house / distributor for Lincoln Automatic Lubrication Systems equipment, parts and installations. PetroChoice is the only contracted provider/installer/supplier of Lincoln Auto Lube Systems authorized by Lincoln to sell/install on construction equipment in DuPage County. The contracted territory is north of Springfield, IL to Wisconsin border and three counties in northwestern Indiana.

Respectfully Submitted,

Eric Hyser
Territory Sales Manager
PetroChoice Lubrication Solutions
Elgin, IL Office
Cell: (224) 806-3318
ehyser@petrochoice.com
QUOTATION: Q5089

AUTOMATIC LUBRICATION SPECIALISTS

SERVICE AVAILABLE 24 HRS, EVERYDAY

Quoted to: Joe Bechtold
DuPage County
Phone: (630) 407-6930
Fax: (630) 407-6962
Email: joseph.bechtold@dupageco.org

Date: December 12, 2017
Quote is good for 30 days
Delivery: 2-3 Weeks

F.O.B.

Lincoln Auto Lube System

Qty (1) Wirtgen W120CFI 8 Liter Datalogger System

Datalogger System
- monitors lube events
- fault light / fault audible / manual lube button
- monitors grease reservoir level
- records system activity

Complete installation: $14,590

System contains a 12/24 volt Lincoln datalogger pump with an 8 liter (16lbs) grease reservoir. Pump will be assembled with gauge and 4800 psi relief back to tank. Lube system will use a total of 9 grease divider valves to cover all Grinder lube points less clutch. All hose ends are high pressure 1/8 npt reusable fittings matched with 10,000 psi burst grease line with spiral wrap for added protection. Grease lines will be routed and fastened with existing hyd line where possible. Independent grease line runs will be fastened to the machine with s.s. studs and p-clamps. Auto lube grease reservoir will be filled with our Medallion Plus: Automatic System Grease (ASG) and system is purged ready for operation. Auto Lube System is engineered specifically for DuPage County Wirtgen Grinder.

Complete system is specifically engineered to meet individual bearing’s lube requirements.

Quote covers all parts, labor, and travel for complete installation at DuPage County.

Machine is to be inside, clean, and ready for system installation upon arrival.

Install will require the machine for a period of (1 ½) day for completion of work.

Continued use of Medallion Plus Automatic System Grease will extend Lincoln published warranty to a full 2 years.

Eric Hyser
PetroChoice Lorenz Lubrication Systems
E-mail – ehyser@petrochoice.com
Cell (224) 806-3318

Quote covers installation during standard business hours Mon-Fri.
Tax not included. Standard Lincoln Warranty applies.
REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

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

<table>
<thead>
<tr>
<th>Company Name: PetroChoice Holdings Inc.</th>
<th>Company Contact: Chaz Stadler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: (952) 652-5200</td>
<td>Contact Email: <a href="mailto:cstadler@petrochoice.com">cstadler@petrochoice.com</a></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

Authorized Signature: [Redacted]

Printed Name: Eric Hyser

Title: Territory Sales Manager

Date: Jan 2, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
AWARDING RESOLUTION
ISSUED TO ALDRIDGE ELECTRIC
TO FURNISH, SUPPLY, INSTALL AND REPAIR GUARDRAILS
AS NEEDED FOR THE DIVISION OF TRANSPORTATION
(CONTRACT TOTAL NOT TO EXCEED $60,000.00)

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

WHEREAS, the lowest most responsible bidder has been designated and the Transportation Committee recommends County Board approval for the issuance of a contract to Aldridge Electric, to furnish, supply, install and repair guardrails, as needed for the Division of Transportation, for the period February 1, 2018 through January 31, 2019.

NOW, THEREFORE, BE IT RESOLVED that said contract to furnish, supply, install and repair guardrails, as needed for the Division of Transportation, for the period February 1, 2018 through January 31, 2019, is hereby approved for issuance to Aldridge Electric, 844 East Rockland Road, Libertyville, Illinois 60048, for a contract total not to exceed $60,000.00, per renewal option under bid award 15-006-LG, second and final option to renew.

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

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Requisition 25k and over

DT-P-0025-18

PROCUREMENT REVIEW CHECKLIST
REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>SOLICITATION METHOD FOR SOURCE SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$60,000.00</td>
<td>02/01/18-01/31/19</td>
<td>TRANSPORTATION COMMITTEE</td>
<td></td>
</tr>
</tbody>
</table>

No Decision Memo Required  Lowest Responsible Bidder - See attached tabulation

Eva Hitchcock  Completed  01/03/2018 2:04 PM
Christopher Snyder  Completed  01/04/2018 8:25 AM
Kathy Ostrowski  Completed  01/04/2018 8:28 AM
James McGuire  Completed  01/08/2018 9:43 AM
Paul Rafac  Completed  01/08/2018 3:23 PM
Kathy Ostrowski  Completed  01/09/2018 11:08 AM
Transportation Committee  Pending  01/16/2018 10:00 AM
Finance Committee  Pending  01/23/2018 8:00 AM
County Board  Pending  01/23/2018 10:00 AM
## Purchase Requisition

**Procurement Services Division**

### Send Purchase Order To:

- **Vendor:** Aldridge Electric, Inc.  
  - **Vendor #:** 22995
- **Attn:** Jared Smith  
  - **Email:** jjsmith@aldridgegroup.com
- **Address:** 844 E. Rockland Road  
  - **City:** Libertyville  
  - **State:** IL  
  - **Zip:** 60048
- **Phone:** 847-680-5200  
  - **Fax:** 847-680-5298

### Send Invoices To:

- **Dept:** Division of Transportation  
  - **Division:** Highway Maintenance
- **Attn:** Kathy Curcio  
  - **Email:** kathy.black@dupageco.org
- **Address:** 421 N. County Farm Road  
  - **City:** Wheaton  
  - **State:** IL  
  - **Zip:** 60187
- **Phone:** 630-407-6892  
  - **Fax:**

### Send Payments To:

- **Dept:** Division of Transportation  
  - **Division:** Highway Maintenance
- **Attn:** Ed Morgan  
  - **Email:** Ed.morgan@dupageco.org
- **Address:** 140 N. County Farm Road  
  - **City:** Wheaton  
  - **State:** IL  
  - **Zip:** 60187
- **Phone:** 630-407-6920  
  - **Fax:**

### Ship To:

- **PO 50 ILCS 505/1**
- **F.O.B.:** Destination
- **PO 20 Delivery Date:**
- **Requisitioner:** Darcie Garza, CPPB
- **Use for:** Contract Administrator
- **Contract Start Date:** Feb 1, 2018
- **Contract End Date:** Jan 31, 2019

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension
--- | --- | --- | ------------------------- | ------------ | --- | ------ | -------- | ------ | -------------------------- | --------- | --------
1 | 1 | EA | Guardrail Repair/Replacement | 1500 | 3510 | 53320 |       |               | 60,000.00 | 60,000.00

**Requisition Total:** $60,000.00

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

This contract purchase order is to Furnish, Supply, Install and Repair Guardrails, for the period February 1, 2018 through January 31, 2019 per low bid 15-006 option to renew.

This is the second and final optional renewal.

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

Please send completed approved PO to Jared Smith

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

- 18 1500 3510 53320 $50,000
- 19 1500 3510 53320 $10,000
- DT-P-0025-18
- Transportation - 01/16/18
- County Board - 01/23/18
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: Aldridge Electric, Inc.  Vendor #: 22995

Dept: Division of Transportation  Contact: Ed Morgan

Contract Term: 2/1/2018 - 1/31/2019  Contract Total: $60,000.00

Date: Dec 27, 2017

Description of Procurement/ Scope of Work/ Background:
To furnish, Supply, Install and Repair Guardrails, for a contract total not to exceed $60,000.00.

Reason for Procurement:
To repair and/or replace guardrails on County Right of Ways, where accidents or damage, has occurred.

FUNDING SOURCE
☑ Procurement budgeted for (FY and budget code(s)): 1500 3510 53320

DECISION MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # __________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # 15-006-L ☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00  ☐ Public Utility
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

☑ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)

☑ 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)

DG, CPB  Prepared By: Dec 27, 2017  Date: 1/3/18

Recommended for Approval  Date: 1/3/18  IT Approval, if required  Date:

REVIEWED BY (Initials Only)

Buyer  Date: 1/4/18  Procurement Officer  Date 1-4-18

Chief Financial Officer  (Decision Memos Over $25,000)  Date: 1-8-18  Chairman's Office  (Decision Memos Over $25,000)  Date:

Packet Pg. 60
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "County" and Aldridge Electric Inc. 844 E. Rockland Road, Libertyville, IL 60048 hereinafter called the "Contractor", witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Bid #15-006, PO 1172-1-SERV which which became effective February 10, 2015 and which expires January 31st, 2017.

The Contract was renewed with PO 2304-1-SERV which became effective 2/1/2017 and will expire 1/31/2018.

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

The 2nd renewal contract will become effective February 1, 2018 and expire January 31, 2019, contingent upon Parent Committee and County Board approval.

Aldridge Electric Inc.

Signature on File
1/4/2018

SIGNATURE

DATE

PRINTED NAME

PRINTED TITLE

COUNTY OF DU PAGE, ILLINOIS

Signature on File
1/4/2018

SIGNATURE

DATE

Larry Gammel
DuPage County Buyer
Required Vendor Ethics Disclosure Statement

Company Name: Aldridge Electric
Company Contact: Jared Smith
Bid/Contract/PO:
Contact Phone: 972-572-5570
Contact Email: JSmith@AldridgeElectric.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 $50,000 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, a 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.

I have made the following campaign contributions within the current and previous calendar year:

If no contributions have been made enter "NONE" below:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g., cash, type of item, in-kind service, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach additional sheets if necessary. Sign each added sheet and number each page ___(9) of ___(total pages).

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 or bid and shall update such disclosure with any changes that may occur.

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

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<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 contract and/or consideration of any contract change, or upon written request of the county
- 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 corrective adjustments.

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

I hereby acknowledge that I have:
Authorized Signature

Printed Name: [Signature]
Title: CEO
Date: [Signature]

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

4/29/2015
AMENDMENT TO COUNTY CONTRACT 2747 SERV
ISSUED TO PRIORITY PRODUCTS, INC.
TO FURNISH AND DELIVER
WEATHERHEAD HYDRAULIC FITTINGS, HOSES AND CONNECTORS
AS NEEDED FOR THE DIVISION OF TRANSPORTATION
(INCREASE $20,000.00; +100%)

WHEREAS, County contract 2747 SERV was issued to Priority Products, Inc. on September 5, 2017 to furnish and deliver Weatherhead brand fittings, hoses and connectors, as needed for the Division of Transportation, per lowest responsible bid 17-151-JM; and

WHEREAS, the Division of Transportation has recently performed upgrades to standardize the fleet hydraulic show plow systems to better attain repair and replacement parts regardless of the manufacturer; and

WHEREAS, in order to keep the County’s full fleet available for use in the event of a snow event, it is necessary to increase the contract funding to allow for continued repair parts throughout the remainder of the contract term; and

WHEREAS, said increase is in the best interest of the County and is authorized by law.

NOW, THEREFORE, BE IT RESOLVED that the County Board adopt the Amendment to County contract 2747 SERV, issued to Priority Products, Inc., to increase the funding in the amount of $20,000.00, resulting in an amended contract total amount of $40,000.00, an increase of 100%.

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

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 2747-0001          Original Purchase Order Date: Oct 1, 2017          Change Order #: 1          Department: Division of Transportation

Vendor Name: Priority Products, Inc.          Vendor #: 10363          Dept Contact: Joe Bechtold

Background and/or Reason for Change Order Request: This contract is to furnish and deliver Weatherhead Brand Hydraulic Fittings, Hoses and Connectors for the period 10/1/17 - 9/30/2018. Requesting an increase of $20,000.00 for a new contract amount of $40,000.00.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

<table>
<thead>
<tr>
<th>INCREASE/DECREASE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td>$0.00</td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>Increase</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>100.00%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>100.00%</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: ____________________________ to: ____________________________
☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
☐ Funding Source 1500 3520 52250
☐ OTHER - explain below:

<table>
<thead>
<tr>
<th>REviewed By (Initials Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
</tr>
</tbody>
</table>

Recommended for Approval (Initials) 1-3-18

Packet Pg. 64
**Decision Memo**

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Requesting Department: Division of Transportation</th>
<th>Department Contact: Darcie Garza, CPPB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:darcie.garza2@dupageco.org">darcie.garza2@dupageco.org</a></td>
<td>Contact Phone: 630-407-6906</td>
</tr>
<tr>
<td>Vendor Name: Priority Products, Inc.</td>
<td>Vendor #: 10363</td>
</tr>
</tbody>
</table>

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

Requesting approval to increase contract 2747-0001 Serv, to allow for additional purchases of Weatherhead Fittings, Hoses and Connectors through the contract period 9/30/18.

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

The Division of Transportation annually contracts for Weatherhead Hydraulic Fittings, Hoses and Connectors. This year, selected lines (those running to the PTO, pumps, etc.- those deemed to be corrosive) were upgraded to Stainless Steel. Another factor, determining the increased usage, would be that hydraulic systems operating the plows were converted so that regardless of the manufacturer, the systems were standardized so that a plow could be easily changed, repaired or removed.

**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.

During the winter snow season, it is imperative that trucks are operational to plow snow. Conforming to stainless steel, in some cases, and upgrading systems for ease of repair are ways to prolong the life of hydraulic systems.

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

This contract was competitively bid under solicitation 17-151-JM.

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

Since this contract was just bid in October of 2017, Division of Transportation recommends an increase to the contract to allow for additional purchases of Weatherhead fittings, hoses and connectors through the contract period of September 2018.

1. Rebid the contract again

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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Budget Amount</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>$20,000.00</td>
<td></td>
</tr>
<tr>
<td>After increase</td>
<td>$40,000.00</td>
<td></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: Jan 2, 2018

Bid/Contract/PO:

<table>
<thead>
<tr>
<th>Company Name: Priority Products Inc.</th>
<th>Company Contact: Shannon Russell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 630-584-7908</td>
<td>Contact Email: <a href="mailto:sales@priorityproductsinc.com">sales@priorityproductsinc.com</a></td>
</tr>
</tbody>
</table>

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 or in excess of $25,000, shall provide to Procurement Services 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.

Signature on File

Authorized Signature

Printed Name: Wendy Dorris

Title: Office Manager

Date: Jan 2, 2018

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