1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES
   A. Public Works Committee - Regular Meeting - Tuesday February 20th, 2018
5. CONSENT ITEMS
   A. Consent Item -- Noland Sales Corporation - Contract Close
   B. Consent Item -- Republic Services, Inc - Contract Close
   C. Consent Item -- Ziebell Water Services - Contract Close
   D. Consent Item -- Pace Analytical Services Inc. - Contract Close
   E. Consent Item -- LAI, Ltd. - Contract Close
   F. Consent Item -- Nicor Gas - Contract Close
   G. Consent Item -- Buchanan Energy, LLC - Contract Close
   H. Consent Item -- Verizon Wireless - Contract Close
   I. Consent Item -- Grainger, Incorporated - Contract Close
   J. Consent Item -- Interstate Power Systems, Inc. - Contract Close
   K. Consent Item -- Kone Inc - Contract Close
   L. Consent Item -- Replacement Window Systems, Inc - Contract Close
6. CLAIMS REPORT
   A. Payment of Claims -- Public Works, Drainage, Facilities Management
7. **INTERGOVERNMENTAL AGREEMENTS**

   A. FM-P-0071-18 Intergovernmental Agreement between the County of DuPage and the Village of Addison, on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for use as courtroom facilities, for Facilities Management, for the forty-eight (48) month period, March 1, 2018 through February 28, 2022, for a contract total amount not to exceed $261,595.00

8. **JOINT PURCHASENG AGREEMENT**

   A. FM-P-0063-18 Recommendation for the approval of a contract purchase order to Graybar Electric Company, Inc., to furnish and deliver electrical, lighting, data & communication, networking and security products, as needed for County facilities, for Facilities Management, Public Works, Information Technology, Stormwater and the Division of Transportation, for the period April 1, 2018 through January 31, 2021, for a total contract amount not to exceed $994,000.00. (Facilities Management $500,000, Public Works $350,000, Information Technology $75,000, Stormwater $24,000 and the Division of Transportation $45,000) Contract pursuit to the Intergovernmental Cooperation Act U.S. Communities Contract #EV-2370

9. **LOW QUOTE**

   A. 2018-78 Recommendation for the approval of a contract purchase order to Liberty Process Equipment, for replacement pump parts for the acid feed and secondary feed pumps at the Woodridge Greene Valley Treatment Facility, for Public Works, for a contract total amount not to exceed $7,545.00, per low quote Q18-042JM

10. **SOLE SOURCE**

    A. 2018-79 Recommendation for the approval of a contract purchase order to TransChicago Truck Group, for repair of a 2012 Freightliner tractor truck, for Public Works, for a contract total amount not to exceed $15,000, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - Sole Source - (vehicle must be serviced by a Freightliner authorized dealer for potential coverage under warranty)

11. **BID AWARD**

    A. FM-P-0073-18 Recommendation for the approval of a contract purchase order to Wingren Landscape, Inc., for Phase I of the Northern Campus Tree Program – Section 329300 Trees & Shrubs, for Facilities Management, for the period through October 31, 2021, for a total contract not to exceed $48,723.40, per lowest responsible bid #18-034-DT (partially grant funded - Urban & Community Forestry Program Grant)

    B. FM-P-0072-18 Recommendation for the approval of a contract purchase order to ENCAP, Inc., for Phase I of the Northern Campus Tree Program – Section 329220 Native Plant Seeding, for Facilities Management, for the period through October 31, 2021, for a total contract amount not to exceed $33,694.76, per lowest responsible bid #18-034-DT
12. BID RENEWAL

A. FM-P-0074-18 Recommendation for the approval of a contract purchase order to Lee's Food Service Parts & Repair, Inc., for repair services and parts for kitchen, ice and refrigeration equipment as need for County facilities, for the period March 23, 2018 through March 22, 2019, for a total contract amount not to exceed $29,880.00, per renewal option under bid award #16-038-GV, second option to renew

B. 2018-80 Recommendation for the approval of a contract purchase order to The Sherwin-Williams Company, to furnish and deliver paint and painting supplies, as needed for County facilities, for Facilities Management, for the period April 12, 2018 through April 11, 2019, for a total contract amount not to exceed $19,230.63, per renewal option under bid award #15-056-GV, third and final option to renew

C. FM-P-0075-18 Recommendation for the approval of a contract purchase order to Anderson Lock Company, LTD, to provide lock smith services, maintenance & installation, as needed for County facilities, for Facilities Management, for the period April 15, 2018 through April 14, 2019, for a total contract amount not to exceed $41,070.00, per renewal option under bid award #15-055, third and final option to renew

13. CONTRACT INCREASE

A. Change Order -- FMp-006A-13 AMENDMENT to Resolution FMp-006-13, issued to Alexander Bradley Burns Post 80, on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for use as courtroom facilities, for Facilities Management, for a change order to extend the contract through May 31, 2018 and increase the contract amount by $25,500.00, taking the original contract amount of $369,293, and resulting in an amended contract total amount not to exceed $394,793, an increase of 6.91%.

14. INFORMATIONAL

A. Informational -- Electricity Bid - MP2 Energy

15. OLD BUSINESS

16. NEW BUSINESS

17. ADJOURNMENT
1. CALL TO ORDER

9:15 AM meeting was called to order by Chair James Healy at 9:15 AM.

2. ROLL CALL

PRESENT: Grant, Healy, Larsen, Noonan
ABSENT: Fichtner, Grasso

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

4.A. Consent Item -- Fox Valley Fire & Safety - Contract Close

5. CONSENT ITEMS

The motion was to combine and approve the Consent Items as presented.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Amy L Grant, District 4
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Fichtner, Grasso

A. Consent Item -- Fox Valley Fire & Safety - Contract Close

B. Consent Item -- CenterPoint Energy - Contract Close
C. Consent Item -- Home Depot U.S.A., Inc. - Contract Close
D. Consent Item -- Prism Mechanical Corp. - Contract Close
E. Consent Item -- Red Wing Brands of America Inc - Contract Close
F. Consent Item -- Tee Jay Services Company, Inc. - Contract Close
G. Consent Item -- Wheaton Sanitary District - Contract Close
H. Consent Item -- Atlas Copco Compressors, LLC - Contract Close
I. Consent Item -- Brown and Root Industrial Services, LLC - Contract Close
J. Consent Item -- Brown and Root Industrial Services, LLC - Contract Close
K. Consent Item -- Builders Chicago - Contract Close
L. Consent Item -- City of Wheaton - Contract Close
M. Consent Item -- Charles Equipment - Contract Close
N. Consent Item -- CDW-Government - Contract Close
O. Consent Item -- Chellino Crane Inc. - Contract Close
P. Consent Item -- Hewlett Packard Enterprises - Contract Close
Q. Consent Item -- Central Sod Farms Inc. - Contract Close
R. Consent Item -- ComEd - Contract Close
S. Consent Item -- HD Supply Waterworks Ltd. - Contract Close
T. Consent Item -- Brown and Root Industrial Services, LLC - Contract Close
U. Consent Item -- Brown and Root Industrial Services, LLC - Contract Close

6. CLAIMS REPORT

A. Payment of Claims -- Public Works, Drainage, Facilities Management

   The motion was to combine and approve the Claims Reports as presented.
7. PROFESSIONAL SERVICES AGREEMENT

A. Recommendation to approve an Agreement between the County of DuPage, Illinois and Walter E. Deuchler Associates, Inc. for Professional Engineering Services for NPDES Permit Compliance for the Woodridge Greene Valley and Knollwood Treatment Facilities, for Public Works, for the period February 20, 2018 through November 30, 2020, for a contract total amount not to exceed $22,500.00, 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: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Fichtner, Grasso

8. SOLE SOURCE

A. 2018-72 Recommendation for the approval of a contract purchase order to Metropolitan Industries, Incorporated, to provide pump repairs, replacement pump parts, and replacement Metropolitan Pumps, as needed, for the County campus, for Facilities Management, for the period March 8, 2018 through March 7, 2019, for a total contract amount not to exceed $24,000.00; per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids – (sole provider of items compatible with existing equipment)

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Fichtner, Grasso

9. ACTION ITEMS
A. PW-R-0076-18 RESOLUTION -- Approval of Agreement and Release between the County of DuPage, Illinois and Dixon Engineering, Inc. for the final resolution of warranty claims relating to the Rosewood Water Tower Rehabilitation Work

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Fichtner, Grasso

B. DT-P-0034-18 Recommendation for the approval of a contract purchase order to Buchanan Energy (N), LLC, to furnish and deliver gasoline and diesel fuel, as needed for the Division of Transportation, Public Works and Facilities Management, for the period April 1, 2018 and March 31, 2019, for a contract total not to exceed $1,347,400.00 (Division of Transportation - $800,000.00/ Public Works - $475,000.00/ Facilities Management - $72,400.00); Per renewal option under bid award 16-043-BF, second of three options to renew

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Fichtner, Grasso

10. AUTHORIZATION TO TRAVEL

A. Authorization to Travel -- Request for three (3) Public Works staff one (1) Water Operator and two (2) Wastewater Operators to travel to Springfield, Illinois on March 20-21, 2018 to attend the WATERCON 2018 Conference. The Conference covers potable water, wastewater, and stormwater issues, along with several technical presentations and numerous exhibits. Expenses to include: registration, lodging, meals, and gas for an approximate overall cost of $1,620.00

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Grant, Healy, Larsen, Noonan
ABSENT: Fichtner, Grasso

11. OLD BUSINESS
12. NEW BUSINESS

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:37 AM.
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 2080-1 SERV
Original Purchase Order Date: Oct 12, 2016

Change Order #: 4
Department: Facilities Management
Vendor Name: Noland Sales Corporation
Vendor #: 10264
Dept Contact: Katie Boffa

Background and/or Reason for Change Order Request:
Change order to decrease line 1 $11,724.65 and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

INCREASE/DECREASE

<table>
<thead>
<tr>
<th>A</th>
<th>Starting contract value</th>
<th>$100,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td>$0.00</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>Decrease</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$88,275.35</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>-11.72%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A): (60% maximum on construction contracts)</td>
<td>-11.72%</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED

☐ Cancel entire order
☐ Close Contract
☒ Contract Extension (29 days)
☐ Consent Only
☐ 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: __________________
☐ OTHER - explain below:

KB 5695 Feb 14, 2018
Prepared By (Initials) Phone Ext Date Recommended for Approval (Initials) Phone Ext Date

☐ 2-16-18
☑ 2-11-18

REVIEWED BY (Initials Only)

☐ 2-23-18
☑ 2-22-18

☐ Finance

Buyer Date

Chief Financial Officer Date
(Decision Memos Over $25,000)
Chairman's Office Date
(Decision Memos Over $25,000)

2018FEb 16 PM 3:19

CONSENT AGENDA

Packet Pg. 9
**Request for Change Order**

**Procurement Services Division**

Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 1798-1 SERV</th>
<th>Original Purchase Order Date: Jun 1, 2016</th>
<th>Change Order #: 1</th>
<th>Department: Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Republic Services, Inc.</td>
<td>Vendor #: 10367</td>
<td>Dept Contact: Katie Boffe</td>
<td></td>
</tr>
</tbody>
</table>

**Background and/or Reason for Change Order Request:**
Change order to decrease line 2 $4,416.00, line 3 $3,370.73, line 4 $4,296.11, line 5 $10,470.00, line 6 $80,505.20, line 7 $1,370.00, line 8 $114.00 and close contract.

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

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

**INCREASE/DECREASE**

<table>
<thead>
<tr>
<th>A Starting contract value</th>
<th>$235,738.28</th>
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<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>$235,738.28</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>Decrease</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$131,196.24</td>
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<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>44.35%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>44.35%</td>
</tr>
</tbody>
</table>

**DECISION MEMO NOT REQUIRED**

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [x] Consent Only
- [ ] Change budget code from: ____________________________ to: ____________________________
- [ ] Increase/Decrease quantity from: ____________________________ to: ____________________________
- [ ] Price shows: ____________________________ should be: ____________________________
- [x] 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 ____________________________
- [ ] OTHER – explain below:

<table>
<thead>
<tr>
<th>KB</th>
<th>5695</th>
<th>Phone Ext</th>
<th>Feb 14, 2018</th>
<th>6818</th>
<th>2-16-18</th>
</tr>
</thead>
</table>

Prepared By (Initials) ____________________________ Phone Ext ____________________________ Date ____________________________

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

**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></td>
<td>2/21/18</td>
<td>____________________________</td>
<td>2-23-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finance (Chief Financial Officer)</th>
<th>Date</th>
<th>Finance (Chairman's Office)</th>
<th>Date</th>
</tr>
</thead>
</table>

**2018 FEB 16 PM 3:19**

Received

**CONSENT AGENDA**

Packet Pg. 10

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 2083SERV  Original Purchase Order Date: Oct 28, 2016  Change Order #: 5
Department: Public Works

Vendor Name: Ziebell Water Svc Products Inc  Vendor #: 11398
Dept Contact: Amy Arlowe/Dawn Carbone

Background and/or Reason for Change Order Request:
Decrease and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9
- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting contract value</td>
<td>$80,000.00</td>
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<tr>
<td>Net $ change for previous Change Orders</td>
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</tr>
<tr>
<td>Current contract amount (A + B)</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Amount of this Change Order</td>
<td>($36,120.68)</td>
</tr>
<tr>
<td>New contract amount (C + D)</td>
<td>$43,879.32</td>
</tr>
</tbody>
</table>

Percent of current contract value this Change Order represents (D / C):
- 45.15%

Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts):
- 45.15%

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

DECISION MEMO REQUIRED

Increase (greater than 29 days) contract expiration from: to:

Increase ≥ $2,500.00, or ≥ 10%, of current contract amount

Funding Source

OTHER - explain below:

Prepared By (Initials)  Phone Ext  Date: 2/20/2018  Recommended for Approval (Initials)  Phone Ext  Date: 2/20/2018

REVIEWED BY (Initials Only)

Buyer  Date: 2/21/18  Procurement Officer  Date: 2-25-18

Chief Financial Officer (Decision Memos Over $25,000)  Date:  Chairman's Office (Decision Memos Over $25,000)  Date: 
## Request for Change Order

**Procurement Services Division**

Attach copies of all prior Change Orders

---

**Purchase Order #: 2314SERV**

**Original Purchase Order Date:** Dec 7, 2016

**Change Order #: 1**

**Department:** Public Works

**Vendor Name:** Pace Analytical Services Inc

**Vendor #: 11761**

**Dept Contact:** Amy Arlowe/Dawn Carbone

---

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

Decrease and close contract.

---

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

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

---

### INCREASE/DECREASE

<table>
<thead>
<tr>
<th>A</th>
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</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Increase</td>
<td>Decrease</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$10,991.25</td>
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<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>-54.20%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>-54.20%</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: 
- [ ] OTHER - explain below:

---

**Prepared By (Initials):**  
**Phone Ext:**  
**Date:** 2-16-2018

**Recommended for Approval (Initials):**  
**Phone Ext:**  
**Date:** 2-16-2018

---

**Reviewed By (Initials Only):**  
**Date:** 2-23-18

**Procurement Officer:**  
**Date:** 2-16-18

---

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

**Chairman's Office**  
**Date:**  
(Decision Memos Over $25,000)

---

Packet Pg. 12

---

**Attachment:** Pace Analytical - CO (17-18-355 : PW Pace Analytical Services Inc decrease/close)
**Request for Change Order**

Procurement Services Division

Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 2087SERV</th>
<th>Original Purchase Order Date: Oct 20, 2016</th>
<th>Change Order #: 2</th>
<th>Department: Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: LAI LTD</td>
<td>Vendor #: 11148</td>
<td></td>
<td>Dept Contact: Amy Arlowe/Dawn Carbone</td>
</tr>
</tbody>
</table>

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

Decrease and close contract.

---

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

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

**INCREASE/DECREASE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting contract value</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>Current contract amount (A + B)</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>Amount of this Change Order</td>
<td></td>
</tr>
<tr>
<td>New contract amount (C + D)</td>
<td>$7,307.56</td>
</tr>
<tr>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>-69.55%</td>
</tr>
<tr>
<td>Cumulative percent of all Change Orders (B+D/A): (60% maximum on construction contracts)</td>
<td>-69.55%</td>
</tr>
</tbody>
</table>

**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) contract expiration from: _______ to: _______
- Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- Funding Source: _______
- OTHER - explain below:

**Prepared By (Initials):** x6818  
**Phone Ext:**  
**Date:** 2-16-2018  
**Recommended for Approval (Initials):** x6818  
**Phone Ext:**  
**Date:** 2-16-2018  

**Reviewed By (Initials Only):**  
**Buyer:**  
**Date:** 2/22/18  
**Procurement Officer:**  
**Date:** 2-22-18  

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

---

**Attachment:** LAI LTD - CO (17-18-356 : PW LAI LTD decrease/close)
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 2022SERV  Original Purchase Order Date: Oct 1, 2016  Change Order #: 1  Department: Public Works
Vendor Name: Nicor Gas  Vendor #: 10057  Dept Contact: Amy Arlowe/Dawn Carbone

Background and/or Reason for Change Order Request: Decrease and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

INCREASE/DECREASE

| A | Starting contract value | $60,760.00 |
| B | Net $ change for previous Change Orders | |
| C | Current contract amount (A + B) | $60,760.00 |
| D | Amount of this Change Order | Increase | Decrease | ($39,931.43) |
| E | New contract amount (C + D) | | | $20,828.57 |
| F | Percent of current contract value this Change Order represents (D / C) | -65.72% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | -65.72% |

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 __________________________
☐ OTHER - explain below: ____________________________________________________________

Prepared By (Initials)  Y 6 B 18  2/20/2018  Recommended for Approval (Initials)  Y 6 B 18  2/20/2018
Phone Ext  Date  Phone Ext  Date

Reviewed By (Initials Only)

Bayer  2/22/18  Procurement Officer  2-22-18

Chief Financial Officer (Decision Maker Over $25,000)  Chairman's Office (Decision Maker Over $25,000)

CONSENT AGENDA
MAR 13, 2018  Packet Pg. 14
**Request for Change Order**

**Procurement Services Division**

**Attach copies of all prior Change Orders**

<table>
<thead>
<tr>
<th>Purchase Order #: 1747SERV</th>
<th>Original Purchase Order Date: Apr 1, 2016</th>
<th>Change Order #: 1</th>
<th>Department: Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor Name:</strong> Buchanan Energy LLC</td>
<td><strong>Vendor #: 24431</strong></td>
<td><strong>Dept Contact:</strong> Amy Arlowe/Dawn Carbone</td>
<td></td>
</tr>
</tbody>
</table>

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

- Decrease and close contract.

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

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

**INCREASE/DECREASE**

<table>
<thead>
<tr>
<th>A</th>
<th>Starting contract value</th>
<th>$475,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$475,000.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>☒ Decrease</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$236,649.87</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>-50.18%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B/D/A): (60% maximum on construction contracts)</td>
<td>-50.18%</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 __________________________
- [ ] OTHER - explain below: __________________________

<table>
<thead>
<tr>
<th>Prepared By (Initials)</th>
<th>Phone Ext</th>
<th>Date</th>
<th>Recommended for Approval (Initials)</th>
<th>Phone Ext</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>x6818</td>
<td>2-16-2018</td>
<td>MW</td>
<td>x6818</td>
<td>2-16-2018</td>
<td></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></td>
<td>2/22/18</td>
<td></td>
<td>2-22-18</td>
</tr>
</tbody>
</table>

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

**CONSENT AGENDA**

MAR 13, 2018
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 2116SERV
Original Purchase Order Date: Dec 1, 2016
Change Order #: 2
Department: Public Works
Vendor Name: Verizon Wireless
Vendor #: 10597-P2
Dept Contact: Amy Arlowe/Dawn Carbine

Background and/or Reason for Change Order Request: Decrease and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

INCREASE/DECREASE

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

DECISION MEMO NOT REQUIRED

☒ Cancel entire order
☐ 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: ___________________________

☐ OTHER - explain below: ___________________________

MARK
Prepared By (Initials) x 6818 Phone Ext 2-16-2018 Date

MARK
Recommended for Approval (Initials) x 6818 Phone Ext 2-16-2018 Date

REVIEWS BY (Initials Only)

MARK
Buyer 2-16-18 Date
Procurement Officer 2-16-18 Date

Chief Financial Officer
(Decision Memos Over $25,000) Date
Chairman's Office
(Decision Memos Over $25,000) Date

CONSENT AGENDA
MAR 3 2018
CONSENT AGENDA
Request for Change Order  
Procurement Services Division  
Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 768-1 SERV</th>
<th>Original Purchase Order Date: Jan 13, 2015</th>
<th>Change Order #: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Grainger, Incorporated</td>
<td>Vendor #: 10157</td>
<td>Department: Facilities Management</td>
</tr>
<tr>
<td>Dept Contact: Katie Boffa</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Background and/or Reason for Change Order Request:**
Change order to decrease line 1 $17,716.46, line 2 $20,459.65, line 3 $2,727.84, line 4 $2,266.37, line 5 $32,198.65, line 6 $22,305.04 and close contract.

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

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

### INCREASE/DECREASE

<table>
<thead>
<tr>
<th>A</th>
<th>Starting contract value</th>
<th>$270,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td>$0.00</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$270,000.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>Decrease $(97,674.01)</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$172,325.99</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>-36.18%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>-36.18%</td>
</tr>
</tbody>
</table>

**DECISION MEMO NOT REQUIRED**

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [x] Consent Only

**DECISION MEMO REQUIRED**

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

<table>
<thead>
<tr>
<th>KB</th>
<th>5695</th>
<th>Feb 8, 2018</th>
<th>x 6818</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By (Initials)</td>
<td>Phone Ext</td>
<td>Date</td>
<td>Recommended for Approval (Initials)</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>

**CONSENT AGENDA**

*Rev 1.6*
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Date: Feb 8, 2018
MinuteTraq (IQM2) ID #: 11986

<table>
<thead>
<tr>
<th>Purchase Order #: 848-1 SERV</th>
<th>Original Purchase Order Date:</th>
<th>Change Order #: 9</th>
<th>Department: Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Interstate Power Systems, Inc.</td>
<td>Vendor #: 12677</td>
<td>Dept Contact: Katie Boffa</td>
<td></td>
</tr>
<tr>
<td>Background and/or Reason for Change Order Request:</td>
<td>Change order to decrease line 1 $11,987.37 and close contract.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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>$1,886,947.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td>$15,599.00</td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$1,896,546.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>$11,987.37</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$1,884,558.63</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>-0.63%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B + D / A)</td>
<td>0.19%</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 

☐ OTHER - explain below:

KB 5695 Phone Ext Feb 8, 2018 Recommended for Approval (Initials) Phone Ext Date  

REVIEWED BY (Initials Only)

Buyer Date Procurement Officer Date 

Chief Financial Officer (Decision Memos Over $25,000) Date Chairman's Office (Decision Memos Over $25,000) Date 

CONSENT AGENDA
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 2222-1 SERV</th>
<th>Original Purchase Order Date: Dec 1, 2016</th>
<th>Change Order #: 2</th>
<th>Department: Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Kone Inc</td>
<td>Vendor #: 12101</td>
<td></td>
<td>Dept Contact: Katie Boffa</td>
</tr>
</tbody>
</table>

Background and/or Reason for Change Order Request:
Change order to decrease line 2 $18,508.39 and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

### INCREASE/DECREASE

<table>
<thead>
<tr>
<th>A Starting contract value</th>
<th>$500,000.00</th>
</tr>
</thead>
<tbody>
<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>$500,000.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>Decrease</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$481,491.61</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>-3.70%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>-3.70%</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [x] Consent Only
- [ ] Change budget code from: __________________________ to: __________________________
- [ ] Increase/Decrease quantity from: __________________________ to: __________________________
- [ ] Price shows: __________________________ should be: __________________________
- [x] 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 __________________________
- [ ] OTHER - explain below: __________________________

KB 5695
Feb 8, 2018
Recommended for Approval (Initials) Phone Ext: 6818

Reviewed by (Initials Only)

Buyer: __________________________
Date: 2-19-18
Procurement Officer: __________________________
Date: 2-28-18

Chief Financial Officer
(Decision Memos Over $25,000)
Date: __________________________
Chairman’s Office
(Decision Memos Over $25,000)
Date: __________________________

Consent Agenda
3-11-18
Rev 1.6
Packet Pg. 19

Attachment: Kone 2222 Decrease and Close (17-18-362 - FM-Kone Inc)
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 1868-1 SERV</th>
<th>Original Purchase Order Date: May 11, 2016</th>
<th>Change Order #: 4</th>
<th>Department: Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Replacement Window Systems, Inc.</td>
<td>Vendor #: 14174</td>
<td>Dept Contact: Katie Boffa</td>
<td></td>
</tr>
</tbody>
</table>

Background and/or Reason for Change Order Request: Change order to decrease line 2 $33,556.13 and close contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

<table>
<thead>
<tr>
<th>INCREASE/DECREASE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$488,720.33</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>$488,720.33</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>Decrease (533,556.13)</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$455,164.20</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>-6.87%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>-6.87%</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

☐ OTHER - explain below:

Prepared by: Phone Ext: Date: 5695 2-14-18

REVIEWED BY (Initials Only)

Buyer: Date: 2-23-18

Procurement Officer: Date: 2-28-18

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

Chairman's Office:
(Decision Memos Over $25,000) Date:

CONSENT AGENDA
MAR 3 2018
Packet Pg. 20

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
<table>
<thead>
<tr>
<th>Pay Vendor Name</th>
<th>Description</th>
<th>Check Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.T. &amp; T</td>
<td>Phone Service</td>
<td>2/16/2018</td>
<td>$469.96</td>
</tr>
<tr>
<td>ADVANCE AUTO PARTS</td>
<td>Auto parts</td>
<td>2/16/2018</td>
<td>$726.26</td>
</tr>
<tr>
<td>ATLAS BOBCAT LLC</td>
<td>Gas cylinder</td>
<td>2/16/2018</td>
<td>$40.20</td>
</tr>
<tr>
<td>AUTOZONE INC</td>
<td>Automotive parts and accessories</td>
<td>2/16/2018</td>
<td>$352.10</td>
</tr>
<tr>
<td>BAKER TILLY VIRCHOW KRAUSE LLP</td>
<td>Audit</td>
<td>2/16/2018</td>
<td>$3,202.50</td>
</tr>
<tr>
<td>BUCHANAN ENERGY (N) LLC</td>
<td>Unleaded fuel</td>
<td>2/16/2018</td>
<td>$16,959.20</td>
</tr>
<tr>
<td>CENTURY SUPPLY CO</td>
<td>Vinyl base with toe</td>
<td>2/16/2018</td>
<td>$93.89</td>
</tr>
<tr>
<td>CITY OF WHEATON CO</td>
<td>Meter reads</td>
<td>2/16/2018</td>
<td>$479.30</td>
</tr>
<tr>
<td>ELLIS DYNASTY INC</td>
<td>Locate sewer service</td>
<td>2/16/2018</td>
<td>$295.00</td>
</tr>
<tr>
<td>FIRST ENVIRONMENTAL LABS INC</td>
<td>NPDES permits testing</td>
<td>2/16/2018</td>
<td>$351.00</td>
</tr>
<tr>
<td>FULLIFE SAFETY CENTER</td>
<td>Gloves, rain jackets &amp; pants</td>
<td>2/16/2018</td>
<td>$669.56</td>
</tr>
<tr>
<td>GRAINGER INC</td>
<td>Electrical supplies</td>
<td>2/16/2018</td>
<td>$1,077.84</td>
</tr>
<tr>
<td>GRAYBAR</td>
<td>Electrical supplies</td>
<td>2/16/2018</td>
<td>$1,598.20</td>
</tr>
<tr>
<td>HUFF &amp; HUFF INC</td>
<td>Stockpile Sampling</td>
<td>2/16/2018</td>
<td>$388.85</td>
</tr>
<tr>
<td>INDEPENDENT BEARING INC</td>
<td>Roller bearings</td>
<td>2/16/2018</td>
<td>$1,503.36</td>
</tr>
<tr>
<td>INDUSTRIAL FILTER</td>
<td>SPX144RB refurbished filters</td>
<td>2/16/2018</td>
<td>$397.89</td>
</tr>
<tr>
<td>JOHNSTONE SUPPLY</td>
<td>Control modulator</td>
<td>2/16/2018</td>
<td>$570.62</td>
</tr>
<tr>
<td>LEE JENSEN SALES CO INC</td>
<td>30’ poly/fit line w/guage</td>
<td>2/16/2018</td>
<td>$200.00</td>
</tr>
<tr>
<td>LRS HOLDINGS LLC</td>
<td>Waste/recycling removal</td>
<td>2/16/2018</td>
<td>$1,665.00</td>
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**Total**                                           |            | **$384,525.39** |
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Drainage

SCHEDULE OF CLAIMS
March 6, 2018

Attachment: Claims 36 (17-13-364 : Claims 36)
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<td>1100</td>
<td>52270</td>
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<tr>
<td>2424-0001 SERV</td>
<td>The Sherwin-Williams Company</td>
<td>Maintenance supplies</td>
<td>04/12/17</td>
<td>04/11/18</td>
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<tr>
<td>2649-0001 SERV</td>
<td>Trane U.S.</td>
<td>Preventative maintenance</td>
<td>02/01/18</td>
<td>02/28/18</td>
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<td>2761-0001 SERV</td>
<td>Tri-Gen Filters Corporation</td>
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<td>09/27/17</td>
<td>09/26/18</td>
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<tr>
<td>2468-0001 SERV</td>
<td>Warehouse Direct, Inc.</td>
<td>Vacuum cleaners and cleaning supplies</td>
<td>03/28/17</td>
<td>02/28/19</td>
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<td>52200</td>
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<tr>
<td>1806-0001 SERV</td>
<td>Weatherproofing Technologies, Inc.</td>
<td>Building maintenance</td>
<td>08/28/18</td>
<td>11/30/17</td>
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<td>04/27/16</td>
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<td>2737-0001 SERV</td>
<td>Wheaton Sanitary</td>
<td>Sanitary sewer utility services</td>
<td>12/09/17</td>
<td>01/03/18</td>
<td>1000</td>
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<td>2335-0001 SERV</td>
<td>Wright Construction, Inc.</td>
<td>Professional Construction Management Services</td>
<td>12/09/17</td>
<td>12/31/17</td>
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Packet Pg. 24
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<tr>
<th>VENDOR</th>
<th>DESCRIPTION</th>
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<th>DEPT</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
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<tr>
<td>18101 Nauco, Inc.</td>
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<td>18105 Daugherty Sales Inc.</td>
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<td>1100</td>
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<td>18107 Office Depot</td>
<td>Office supplies</td>
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<td>18112 Owl Hardwood</td>
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<td>18116 Dreisilker</td>
<td>Replacement motor</td>
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<td>52000</td>
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<td>18117 Amazon.com LLC</td>
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<td>Maintenance supplies</td>
<td>1000</td>
<td>1100</td>
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<td>$323.90</td>
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</table>
WHEREAS, it is in the interest of the County of DuPage to enter into an agreement with the Village of Addison on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for the use as courtroom facilities; and

WHEREAS, the attached lease agreement provides for the lease of office space at the Village of Addison, 1 Friendship Plaza, Addison, Illinois; and

WHEREAS, the DuPage County Board, on behalf of the Eighteenth Judicial Circuit, agrees to enter into an agreement to lease facilities for a term of forty-eight (48) months commencing March 1, 2018 through February 28, 2022, for a total cost not to exceed two hundred sixty-one thousand five hundred ninety-five dollars ($261,595.00), said lease agreement being attached hereto; and

WHEREAS, said lease shall provide for courtroom facilities every Monday, Tuesday, Wednesday, Thursday, and Friday, excluding court holidays, between the hours of 8:00 a.m. and 5:00 p.m.; at such terms and conditions as set out in the attached lease agreement; and

WHEREAS, the attached lease agreement shall remain in force and in effect commencing March 1, 2018 through February 28, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the County Board of the County of DuPage does hereby adopt the lease agreement by and between the County of DuPage and the Village of Addison.

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

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
**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>February 16, 2018</td>
</tr>
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</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

- **Decision Memo Required**
  - Other (Please Explain)

Laura Grobe: Completed 02/16/2018 3:17 PM
Tim Harbaugh: Completed 02/20/2018 8:47 AM
Nick Kottmeyer: Completed 02/20/2018 10:04 AM
Kathy Ostrowski: Completed 02/20/2018 2:21 PM
James McGuire: Completed 02/22/2018 3:19 PM
Paul Rafac: Completed 02/23/2018 8:49 AM
Tom Cuculich: Completed 02/23/2018 8:51 AM
Kathy Ostrowski: Completed 02/26/2018 1:02 PM
Public Works Committee: Pending 03/06/2018 9:15 AM
Finance Committee: Pending 03/13/2018 8:00 AM
County Board: Pending 03/13/2018 10:00 AM
AGREEMENT FOR SATELLITE COURT FACILITY BETWEEN
THE VILLAGE OF ADDISON
AND THE COUNTY OF DU PAGE
(AGREEMENT AMOUNT NOT TO EXCEED: $261,595.00)

THIS AGREEMENT, made and entered into this 13th day of March, 2018, by and between the Village of Addison, (hereinafter referred to as the “VILLAGE”) and the County of DuPage, (hereinafter referred to as the “COUNTY”);

WITNESSETH

WHEREAS, the VILLAGE and the COUNTY are desirous of entering into an agreement whereby the VILLAGE will lease a certain area, described below and commonly referred to as the “Addison Field Court” located at the Village of Addison, 1 Friendship Plaza, Addison, Illinois, to the COUNTY for use as courtroom facilities; and

WHEREAS, the COUNTY shall confine its use of said facility to the Village Council Chambers and adjoining private office;

WHEREAS, it is agreed between the VILLAGE and the COUNTY that any leasehold improvements which may be required by the COUNTY for its use of the leased facilities as a courtroom shall be made at the sole cost and expense of the COUNTY;

NOW, THEREFORE, in consideration of the agreements and conditions herein contained, the parties agree as follows;

1. The VILLAGE agrees to lease to the COUNTY certain facilities located at the Village of Addison, 1 Friendship Plaza, Addison, Illinois, being the Village Council Chambers and furnishings therein, to be used as a courtroom and an adjoining private office and furnishings to be used as a judge’s chamber along with parking facilities for court personnel and common hallway area open to the general public (“Premises”).

2. The VILLAGE agrees to make the Premises available and ready for use exclusively by court personnel and authorized law enforcement officials every Monday, Tuesday, Wednesday, Thursday, and Friday, excluding court holidays, between the hours of 8:00 a.m. and 5:00 p.m. The aforementioned judge’s chambers are to be secured during non-court hours by the VILLAGE.

3. The VILLAGE agrees to provide electricity, water, heat and air conditioning for the Premises, janitorial services for the Premises comparable to those services provided elsewhere in the building and local telephone service for the judge and other court personnel on all days when court is in session.
4. The VILLAGE agrees to provide four (4) designated parking spaces for the judge, clerk, bailiff, and the state’s attorney.

5. The COUNTY of DuPage agrees to pay the VILLAGE for the rental for the Premises, an established rental rate based on annual inflation rates published for CPI Chicagoland at http://www.bls.gov/ro5/cpichi.htm. The rental rate shall be determined by comparing the inflation rate from February of one year to February of the next year, for implementation in March each year, with a minimum daily rate increase of not less than 2% and a maximum daily rate increase of no more than 5%. The first minimum increase of 2% will be added to the rate of $252.70 per day expiring on February 28, 2020 under agreement FMp-044-13; and subsequent rate increases in effect March 1, 2020 and March 1, 2021 for an estimated maximum forty-eight month period cost not to exceed two hundred sixty-one thousand five hundred ninety-five dollars ($261,595.00).

6. The COUNTY has examined the Premises including the parking requirements incidental thereto, and finds them to be satisfactory and sufficient for its purposes. The COUNTY shall not make alterations, improvements or additions to the Premises without the written consent of the VILLAGE, and after such consent has been given, all alterations, improvements and additions, shall be made by the COUNTY at its sole cost and expense.

7. The COUNTY self-insures and will at all times during the term hereof indemnify the VILLAGE, as described below, for the operations conducted by the COUNTY at the Premises in amounts not less than three hundred thousand dollars ($300,000) per person and five hundred thousand dollars ($500,000) per occurrence and in which the property damage liability shall not be less than fifty thousand dollars ($50,000). A certificate of self-insurance shall be delivered to the VILLAGE.

8. The COUNTY agrees that, to the fullest extent allowed by the law, it will at all times protect, indemnify, save and keep harmless the VILLAGE against and from any and all loss, cost, damage or expense including attorneys fees, litigation costs and court costs arising out of or from any accident or other occurrence on or about the premises resulting from the utilization by the COUNTY of the premises as a courtroom facility. The VILLAGE does not hereby waive any immunities it may be entitled to assert.

9. This lease shall be effective for a term of forty-eight (48) months commencing on March 1, 2018 to February 28, 2022. The lease shall be renewable, unless either party shall give notice to the other by registered
or certified mail at least one hundred and twenty (120) days prior to the
effective date of termination.

10. This agreement may be cancelled by either party upon one hundred
and twenty (120) days written notice, or by mutual agreement of the
parties at any time.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this
13th day of March, 2018.

__________________________________
Addison Village President

__________________________________
Addison Village Clerk

Daniel J. Cronin
DuPage County Chairman

__________________________________
Paul Hinds
DuPage County Clerk
**Purchase Requisition**  
**Procurement Services Division**

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Village of Addison</th>
<th>Vendor #: 10125</th>
<th>Dept: Facilities Management</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Roseanne Benson</td>
<td>Email:</td>
<td>Attn: Tim Harbaugh</td>
<td>Email:</td>
</tr>
<tr>
<td>Address: 1 Friendship Plaza</td>
<td></td>
<td>Address: 421 N. County Farm Road</td>
<td>Room: 2-700</td>
</tr>
<tr>
<td>City: Addison</td>
<td>State: IL</td>
<td>Zip: 60101</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-543-4100</td>
<td>Fax: 630-543-2580</td>
<td>Phone: 630-407-5700</td>
<td>Fax: 630-407-5701</td>
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**Send Invoices To:**

<table>
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<tr>
<th>Send Payments To:</th>
<th>Vendor: Village of Addison</th>
<th>Vendor #: 10125</th>
<th>Dept: Facilities Management</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Email:</td>
<td>Attn:</td>
<td>Email:</td>
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</tr>
<tr>
<td>Address: 1 Friendship Plaza</td>
<td></td>
<td>Address: 421 N. County Farm Road</td>
<td>Room: 2-700</td>
<td></td>
</tr>
<tr>
<td>City: Addison</td>
<td>State: IL</td>
<td>Zip: 60101</td>
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<td></td>
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<tr>
<td>Phone:</td>
<td>Fax:</td>
<td>Phone:</td>
<td>Fax:</td>
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**Send Payments To:**

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<tr>
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<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
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<tr>
<td>PER 50 ILCS 505/1</td>
<td>Destination</td>
<td>Laura Grove</td>
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</table>

**Use for Contract Administrator**

- Contract Start Date: Mar 1, 2018
- Contract End Date: Feb 28, 2022

**User Department Internal Notes**

PW 3/6/18; CB 3/13/18

---

**Item Detail**

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<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>
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<td>LO</td>
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<td>Lease - Addison Field Court</td>
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<td>261,595.00</td>
<td>261,595.00</td>
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</table>

**Requisition Total**

$261,595.00

---

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

Intergovernmental Agreement between the County of DuPage and the Village of Addison, for the lease of property for use as courtroom facilities, for forty-eight (48) month period.

---

**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):

PW 3/6/18; CB 3/13/18
**Decision Memo**

**Procurement Services Division**

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

---

**Requesting Department:** Facilities Management  
**Department Contact:** Tim Harbaugh

Contact Email: tim.harbaugh@dupageco.org  
Contact Phone: 630-407-5700

Vendor Name: Village of Addison  
Vendor #: 10125

---

**Action Requested**

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

Recommendation for the approval of an Intergovernmental Agreement between the County of DuPage and the Village of Addison, on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for use as courtroom facilities, for the forty-eight (48) month period, March 1, 2018 through February 28, 2022, for a contract total amount not to exceed $261,595.00.

---

**Summary Explanation/Background**

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

The County operates four (4) satellite traffic courts strategically located throughout the County based on population and field court case distribution. Satellite traffic court has been located at the Village of Addison since 1995. Two satellite courts are located at the Wheaton County campus and the third at the Alexander Bradley Burns Post #80 in Downers Grove. The Village of Addison space meets the needs of the judiciary with its location, parking, seating, and judge’s chambers.

---

**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.

The Village of Addison has agreed to renew our lease for the next forty-eight (48) months, March 1, 2018 through February 28, 2022 at an established rental rate based on annual inflation rates published for CPI Chicagoland. The rental rate shall be determined by comparing the inflation rate from February of one year to February of the next year, for implementation in March, with a minimum daily rate increase of not less than 2% and a maximum daily rate increase of no more than 5%. The first minimum increase of 2% will be added to the rate of $252.70 per day expiring on February 28, 2020 under agreement FMp-044-13; and subsequent rate increases in effect March 1, 2020 and March 1, 2021.

---

**Source Selection/Vetting Information**

- Describe method used to select source.

Various potential traffic court locations were researched and vetted in 1999 and again in 2006 to ensure the satellite courts were strategically located and in the best interest of the County from a financial perspective. The Village of Addison was recommended as the most desirable location for satellite court in that area.

---

**Recommendations/Alternatives**

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

- Approve a forty-eight (48) month lease renewal with the Village of Addison for satellite traffic court, for a not to exceed contract cost of $261,595.

- Select another location for satellite traffic court; however staff and judiciary recommend continuing this lease agreement at the Village of Addison, as the most strategic location providing necessary court and chamber space, and parking.

---

**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.

Monies are budgeted for this Lease Agreement in 1000-1100-53400 - RENTAL OF OFFICE SPACE
## Procurement Review Checklist

**Procurement Services Division**  
This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

|----------------------------|----------------|---------------------------------|-----------------------------|
| Dept: Facilities Management | Contact: Tim Hanbaugh | Phone: 630-407-5700 | Assigned PW 3/6/18  
Committee: CB 3/13/18 |

### Description of Procurement/Scope of Work/Background
Intergovernmental Agreement between the County of DuPage and the Village of Addison, on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for use as courtroom facilities, for the forty-eight (48) month period, March 1, 2018 through February 28, 2022, for a contract total amount not to exceed $261,595.00.

### Reason for Procurement
The Judiciary staffs and the County operates four (4) satellite traffic courts strategically located throughout the County based on population and field court case distribution. Satellite traffic court has been located at the Village of Addison since 1995. The Village of Addison has agreed to renew the lease agreement for the forty-eight (48) month period March 1, 2018 through February 28, 2022.

## FUNDING SOURCE
- **✓** Procurement budgeted for (FY and budget code(s)): 1000-1100-53400
- **☐** Budget Transfer (Date)   

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

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

## PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
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<tr>
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<td>2-16-2018</td>
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## REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
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<table>
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<tr>
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<th>Date</th>
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</thead>
<tbody>
<tr>
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<td>2-22-18</td>
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</table>

**Packet Pg. 33**

**ATTACHMENT: Village of Addison - Checklist (FM-P-0071-18 : FM Village of Addison)**
AWARDING RESOLUTION

ISSUED TO GRAYBAR ELECTRIC COMPANY, INC.

TO FURNISH AND DELIVER ELECTRICAL, LIGHTING, DATA & COMMUNICATION, NETWORKING AND SECURITY PRODUCTS AS NEEDED FOR FACILITIES MANAGEMENT, PUBLIC WORKS, INFORMATION TECHNOLOGY, STORMWATER, AND THE DIVISION OF TRANSPORTATION

(CONTRACT TOTAL NOT TO EXCEED $994,000.00)

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and U.S. Communities, the County will contract with Graybar Electric Company, Inc.; and

WHEREAS, the Public Works, Transportation, Stormwater and Technology Committees recommend County Board approval for the issuance of a contract purchase order to Graybar Electric Company, Inc., to furnish and deliver electrical, lighting, data & communication, networking and security products, as needed for Facilities Management, Public Works, Information Technology, Stormwater and the Division of Transportation, for the period April 1, 2018 through January 31, 2021.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to furnish and deliver electrical, lighting, data & communication, networking and security products, as needed for Facilities Management, Public Works, Information Technology, Stormwater and the Division of Transportation, for the period April 1, 2018 through January 31, 2021, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, Graybar Electric Company, Inc., 34 N Meramec Avenue, St. Louis, MO 63105, for a total contract amount not to exceed $994,000.00. (Facilities Management $500,000, Public Works $350,000, Information Technology $75,000, Stormwater $24,000 and the Division of Transportation $45,000)

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

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
## PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
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### SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**  Per Cooperative Agreement

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**Purchase Requisition**

**Procurement Services Division**

**Date:** Feb 14, 2018

**MinuteTraq (IQM2) ID #:** 11468

**Department Req #:**

**RFP, Bid or Quote #:** US Comm#EV-2

---

### Send Purchase Order To:

**Vendor:** Graybar Electric Company, Inc.  
**Vendor #:** 10124  
**Attn:** Stephen Pleli  
**Email:** StephenPleli@graybar.com  
**Address:** 900 Regency Drive  
**City:** Glendale Heights  
**State:** IL  
**Zip:** 60139  
**Phone:** 630-893-3600  
**Fax:** 630-671-6600

### Send Invoices To:

**Vendor:** Graybar Electric Company  
**Vendor #:** 10124  
**Attn:** Stephen Pleli  
**Email:** StephenPleli@graybar.com  
**Address:** 900 Regency Drive  
**City:** Glendale Heights  
**State:** IL  
**Zip:** 60139  
**Phone:** 630-893-3600  
**Fax:** 630-671-6600

### Send Payments To:

**Vendor:** Graybar Electric Company  
**Vendor #:** 10124  
**Attn:** Stephen Pleli  
**Email:** StephenPleli@graybar.com  
**Address:** 900 Regency Drive  
**City:** Glendale Heights  
**State:** IL  
**Zip:** 60139  
**Phone:** 630-893-3600  
**Fax:** 630-671-6600

### Send Invoices To:

**Attn:** Tim Harbaugh  
**Email:** mary.ventrella@dupageco.org  
**Address:** 421 N. County Farm Road  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187  
**Phone:** 630-407-5700  
**Fax:** 630-407-5701

### Send Payments To:

**Attn:** Tim Harbaugh  
**Email:** mary.ventrella@dupageco.org  
**Address:** 421 N. County Farm Road  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187  
**Phone:** 630-407-5700  
**Fax:** 630-407-5701

---

### Payment Terms

**F.O.B.**  
**PO 20 Delivery Date**  
**Requisitioner**  
Laura Grobe

### Ship To:

**Dept:** Facilities Management  
**Division:**

**Attn:** Tim Harbaugh  
**Email:** mary.ventrella@dupageco.org  
**Address:** 421 N. County Farm Road  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187  
**Phone:** 630-407-5700  
**Fax:** 630-407-5701

---

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extensor |
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**Requisition Total:** $994,000

---

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

Furnish and deliver electrical, lighting, data & communication, networking and security products, as needed for various County facilities.

**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):

Public Works, Division of Transportation, Stormwater: 03/06/18  
Information Technology, County Board: 03/13/18

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

Date: Feb 14, 2018
MinuteTraq (IQM2) ID #: 11468
Department Requisition #: 

Requesting Department: Facilities Management
Department Contact: Laura Grobe
Contact Email: laura.grobe@dupageco.org
Contact Phone: 407-5665
Vendor Name: Graybar Electric Company, Inc.
Vendor #: 10124

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

Recommendation for the approval of a contract purchase order to furnish and deliver electrical, lighting, data & communication, networking and security products, as needed for County facilities, for the period April 1, 2018 through January 31, 2021, for a total contract amount not to exceed $994,000.00. (Facilities Management $500,000, Public Works $350,000, Information Technology $75,000, Stormwater $24,000 and the Division of Transportation $45,000)

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

In order to be cost effective and efficient, County electrical staff perform electrical repairs, routine and preventive maintenance, building improvements and various projects throughout the County facilities. Having the option to purchase through a cooperative purchasing agreement gives the County the flexibility to obtain specific materials from previously vetted vendors which reduces lead and down times on critical projects. County staff compares products along with pricing with multiple vendors and orders from the vendor who provides the lowest cost.

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.

Quality of Life
County electricians perform repairs, maintenance and various projects to keep information flowing to all County employees, elected officials and visitors through the use of computers, telephones, security cameras and the IT infrastructure system.

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

Graybar Electric Company, Inc. holds U.S. Communities Contract #EV-2370 which allows the County to purchase from a comprehensive product offering for power distribution, lighting, building management, facility maintenance and protection needs at significantly discounted prices. The U.S. Communities program is a nonprofit national purchasing cooperative developed by governmental agencies. Utilizing the pooled power of public agencies nationwide the program lowers purchasing costs.

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

1. Staff recommends securing a contract to purchase items with Graybar Electric Company, Inc. through U.S. Communities. Having the option to purchase items through a cooperative purchasing agreement gives staff the flexibility to obtain specific materials from previously vetted vendors which reduces lead and down times on critical projects.

2. The second option includes sending items out to quote or bid, however this is not recommended due to the quantity and frequency of small value items that would need to be quote or bid.

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.

Monies are budgeted for this contract by Facilities Management, Public Works, Information Technology, Stormwater and the Division of Transportation.
Graybar U.S. Communities

JOIN U.S. Communities

Graybar Contact Form

U.S. Communities Webinars

Electrical microsite

Telecommunications microsite

LED microsite

Graybar has been a long-term participant with U.S. Communities, a non-profit organization serving the interests of government procurement. U.S. Communities helps facilitate state, local government and education agencies make purchases from existing bid awards through the use cooperative purchasing laws. There is no cost to participate in the U.S. Communities program. All you have to do is register online at www.uscommunities.org. For information on Graybar’s U.S. Communities Program, call us at 1-800-GRAYBAR or email us at uscommunities@graybar.com.

NEW Graybar Electrical, Lighting, Data/Communication, Networking & Security Contract

Lead Agency:
City of Kansas City MO

Contract Number:
EV-2370

5 year initial term, February 01, 2018 to January 31, 2023
Option to renew for (3) additional (2) year periods

View the Contract Documents »

- EV-2370 Letter of Intent to Award
- [PDF] EV2370 Master Agreement
- [PDF] EV2370 RFP Documents
- [PDF] EV2370 Combined Ad Postings

About the Program

Graybar values our long standing strategic relationship with U.S. Communities and our company is continuing to bring value added solutions to their membership base as the awarded supplier of

About Graybar

Today procurement professionals face the challenge of improving operational efficiencies and procuring more materials – all within compressed time frames and limited resources. With a broad
Graybar provides electrical and telecommunications products through the U.S. Communities contract to:

- State Agencies
- Counties, Boroughs and Parishes
- Cities, Municipalities, Villages and Townships
- Dependent and Independent Special Districts (such as water departments)
- Public and Private Schools, including K-12, Community Colleges and Universities
- Non-Profit and Charitable Institutions

Graybar, through the contract awarded by lead public agency City of Kansas City, MO, Graybar also offers services that include, but are not limited to: inventory control, technical support, eBusiness, contract compliance, emergency preparedness, engineering assistance, systems analysis, product replacement, system retrofits or upgrades, installation and integrated services. These services will help participating agencies power and network their facilities with speed, intelligence and efficiency. Services will be provided through established relationships with existing Graybar suppliers, contractors, integrators or agency preferred companies.

At Graybar, our goal is simple. We listen to what you need, we connect you to the right product or service and then we deliver on our word. It’s how Graybar works to your advantage.

spectrum of electrical, lamps, lighting, power and safety products from industry leaders, we stock a comprehensive product offering for your power distribution and control, lighting, building management, facility maintenance and protection needs.

https://www.graybar.com/industries/government/contracts/usc
## 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:** 

<table>
<thead>
<tr>
<th>Company Name: <strong>Graybar Electric Co.</strong></th>
<th>Company Contact: <strong>Steve Pleli</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: <strong>630-893-3600</strong></td>
<td>Contact Email: <strong><a href="mailto:steve.pleli@graybar.com">steve.pleli@graybar.com</a></strong></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 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.

<table>
<thead>
<tr>
<th>NONE (check here) - if no contributions have been made</th>
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<tbody>
<tr>
<td><strong>Recipient</strong></td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>NONE (check here) - if no contacts have been made</th>
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</thead>
<tbody>
<tr>
<td><strong>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</strong></td>
</tr>
</tbody>
</table>

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

**Continuing disclosure is required, and I agree to update this disclosure form as follows:**
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

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

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

**Authorized Signature**

<table>
<thead>
<tr>
<th><strong>Printed Name</strong></th>
<th><strong>Title</strong></th>
<th><strong>Date</strong></th>
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<tbody>
<tr>
<td><strong>Steve Pleli</strong></td>
<td><strong>SVP</strong></td>
<td><strong>11/27/17</strong></td>
</tr>
</tbody>
</table>

Attach additional sheets if necessary. Sign each sheet and number each page. **Page** of **(total number of pages)**
# Procurement Review Checklist

## Procurement Services Division

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

### Vendor Information
- **Vendor:** Graybar Electric Company, Inc.
- **Vendor #:** 10124

### Contract Details
- **Contract #:** 04/01/18 through 1/31/21
- **Contract Total:** $994,000.00

### Contact Information
- **Dept:** Facilities Management
- **Contact:** Laura Grobe
- **Phone:** 630-407-5665
- **Assigned Committee:** PW, DOT: 03/06/18, IT, CB: 03/13/18

### Description of Procurement/Scope of Work/Background
Recommendation for the approval of a contract purchase order to furnish and deliver electrical, lighting, data & communication, networking and security products, as needed for County facilities, for a total contract amount not to exceed $995,000.00. (Facilities Management $500,000, Public Works $350,000, Information Technology $75,000, Stormwater $24,000 and the Division of Transportation - $45,000)

### Reason for Procurement
In order to be cost effective and efficient, County electrical staff perform electrical repairs, routine and preventive maintenance, building improvements and various projects throughout the County facilities.

### FUNDING SOURCE
- **Procurement budgeted for (FY and budget code(s)):** 1000-1100-52270, 6000-1220-54010 (see Requisition for additional funding sources)
- **Budget Transfer (Date):** ____________

### DECISION MEMO NOT REQUIRED
- **LOWEST RESPONSIBLE QUOTE # or BID #** ____________
- **RENEWAL, Enter Bid #** ____________
- **SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5)**
- **PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00**
- **PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:**

### DECISION MEMO REQUIRED
- **Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)**
- **Per Coop (DPC4-107) select one below**
  - EV-2370

### PREPARED BY AND APPROVAL(S) (Initials Only)

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<th>Recommended for Approval</th>
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<th>Date</th>
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<th>Chairman's Office (Decision Memos Over $25,000)</th>
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*Attachment: Graybar - Checklist (FM-P-0063-18 : FM-Graybar Electric Inc.)*
Requisition under 25k dollars

2018-78
## PROCUREMENT REVIEW CHECKLIST

### REQUISITION

This form must accompany all County Purchase Requisitions.

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# Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

---

<table>
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<th>Vendor: Liberty Process Equipment</th>
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<tbody>
<tr>
<td>Dept: Public Works</td>
<td>Contact: Jim Throw</td>
<td>Phone: 630-985-7400</td>
<td>Assigned Committee: Public Works</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Procurement/Scope of Work/Background</th>
<th>Purchase various pump parts for the rebuild of the acid feed pump and secondary feed pump at the Woodridge Greene Valley Wastewater Treatment Facility in the amount of $7,545 per Quote #18-042-JM.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Procurement</td>
<td>Both the acid feed and secondary feed pumps are in need of repair at this time due to normal wear and tear. These pumps are used on a constant daily basis to transfer sludge from various plant locations.</td>
</tr>
</tbody>
</table>

---

**FUNDING SOURCE**

- [x] Procurement budgeted for (FY and budget code(s)): 2000-2555-52250
- [ ] Budget Transfer (Date) Add'l Information

---

**DECISION MEMO NOT REQUIRED**

- [x] LOWEST RESPONSIBLE QUOTE # or BID # 18-042-JM (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 Public Utility
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

---

**DECISION MEMO REQUIRED**

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

---

**PREPARED BY AND APPROVAL(S) (Initials Only)**

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Munk</td>
<td>2/12/18</td>
<td></td>
<td>2/11/2018</td>
<td></td>
<td></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>sperl</td>
<td>2/20/18</td>
<td></td>
<td>3-2-18</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></td>
<td></td>
<td>(Decision Memos Over $25,000)</td>
<td></td>
</tr>
</tbody>
</table>
## COUNTY OF DU PAGE, ILLINOIS
PROCUREMENT SERVICES DIVISION
QUOTE TABULATION

### QUOTATION #18-042-JM
SEEPEX PROGRESSIVE CAVITY PUMP REPAIR PARTS
QUOTE DUE DATE: 02/20/2018

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>QUOTE SUMMITAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBERTY PROCESS EQUIPMENT, INC.</td>
<td>$ 7,545.00</td>
</tr>
<tr>
<td>WESTCOAST ROTOR, INC.</td>
<td>$ 12,297.00</td>
</tr>
<tr>
<td>PUMP SUPPLY, INC.</td>
<td>$ 16,941.99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INVITATIONS SENT:</th>
<th>TOTAL QUOTES RECEIVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>3</td>
</tr>
</tbody>
</table>

Joan McAvoy
DuPage County Buyer
X6181
## Purchase Requisition

**Procurement Services Division**

**Date:** Feb 21, 2018

**MinuteTraq (IQM2) ID #:** 12085

**Department Req #:** 18213

**RFP, Bid or Quote #:**

### Send Purchase Order To:

- **Vendor:** Liberty Process Equipment, Inc.
- **Vendor #:**
- **Attn:** Mark Snitowsky
- **Email:** sales@libertyprocess.com
- **Address:** 2525 South Clearbrook Drive
- **City:** Arlington Heights
- **State:** IL
- **Zip:** 60005
- **Phone:** 847-640-7867
- **Fax:** 847-640-7855

### Send Invoices To:

- **Dept:** DuPage County Public Works
- **Division:**
- **Attn:** Accounts Payable
- **Email:** pwaccountspayable@dupageco.org
- **Address:** 7900 S. Route 53
- **City:** Woodridge
- **State:** IL
- **Zip:** 60517
- **Phone:** 630-985-7400
- **Fax:** 630-985-4802

### Send Payments To:

- **Vendor:** SAME
- **Vendor #:**
- **Attn:**
- **Email:**
- **Address:**
- **City:**
- **State:** IL
- **Zip:**
- **Phone:**
- **Fax:**

### Ship To:

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

### Payment Terms

**F.O.B.**

**PO 20 Delivery Date**

**Destination**

**Requisitioner**

**Use for**

**PO25 only**

### Item Details

<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>Extensior</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Various pump parts for acid feed and secondary feed pumps per E-quote #18-042-JM.</td>
<td></td>
<td>2000</td>
<td>2555</td>
<td>52250</td>
<td></td>
<td></td>
<td>7,545.00</td>
<td>7,545</td>
</tr>
</tbody>
</table>

### Requisition Total

$7,545

### Header Comments

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

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

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

---

**Attachment:** Liberty Process Requisition (2018-78 : PW Liberty Process Equipment)
Required Vendor Ethics Disclosure Statement

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

Bid/Contract/PO #: 2/20/18

| Company Name: Liberty Process Equipment | Contact Phone: 847-640-1867 | Company Contact: Mark Snitowsky | Contact Email: sales@libertyproces.com |

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

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

<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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

The full text for the county's ethics and procurement policies and ordinances are available at:

http://www.dupageco.org/CountyBoard/Policies/

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

Authorized Signature: ______________________________

Printed Name: Mark Snitowsky

Title: Sales

Date: 2/20/18

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

2018-79
## Requisition under 25k dollars

2018-79

### PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 28, 2018</td>
<td>$15,000.00</td>
<td>N/A</td>
<td>PUBLIC WORKS</td>
</tr>
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</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Bendinelli</td>
<td>Completed</td>
<td>02/28/2018 1:48 PM</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
<td>Completed</td>
<td>02/28/2018 1:48 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>02/28/2018 2:11 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>02/28/2018 7:31 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>03/01/2018 9:55 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>03/01/2018 10:48 AM</td>
</tr>
<tr>
<td>Public Works Committee</td>
<td>Pending</td>
<td>03/06/2018 9:15 AM</td>
</tr>
</tbody>
</table>
## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>TransChicago Truck Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor #:</td>
<td>10096</td>
</tr>
<tr>
<td>Dept:</td>
<td>Public Works</td>
</tr>
<tr>
<td>Contact:</td>
<td>Sean Reese</td>
</tr>
<tr>
<td>Phone:</td>
<td>630-985-7400</td>
</tr>
<tr>
<td>Contract Term:</td>
<td>N/A</td>
</tr>
<tr>
<td>Contract Total:</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Assigned Committee:</td>
<td>Public Works</td>
</tr>
</tbody>
</table>

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

Repair of a 2012 Freightliner tractor truck not to exceed $15,000.

### Reason for Procurement

This 2012 Freightliner tractor truck is used daily to transport sludge from our Knollwood Wastewater Facility to our Woodridge Greene Valley Wastewater Facility. This vehicle is currently in need of repair due to fuel pump failure. This trailer is an important part of the Public Works fleet due to being used on a constant daily basis. As this time a tractor is being rented at cost of $1,200 a week so timeliness of the repair is imperative.

## FUNDING SOURCE

- [x] Procurement budgeted for (FY and budget code(s)): 2000-2555-53380
- [ ] 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 SS ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- [ ] Public Utility
- [ ] PER SS 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>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/28/2018</td>
<td>MWL</td>
</tr>
</tbody>
</table>

Prepared By

Recommended for Approval

IT Approval, if required

Date

## REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/28/18</td>
<td>JL</td>
</tr>
</tbody>
</table>

Procurement Officer

Chairman's Office

(Decision Memos Over $25,000)
JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION # 18213018
MANUFACTURER Freightliner

DEPARTMENT Public Works
PRODUCT #

DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:
A 2012 Freightliner tractor truck that is used daily to transport sludge from our Knollwood Wastewater Facility to our Woodridge Greene Valley Wastewater Facility is currently in need of repair due to fuel pump failure.

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 manufacturer’s product can be used)
☐ the software manufacturer (and sole maintenance/update provider)
☐ other – (please detail below or in an attachment)

REQUESTED SOURCE TransChicago Truck Group
PHONE 630-279-0602

CONTACT WEBSITE

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS VENDOR’S PRODUCT OR SERVICE PROVIDE WHICH ARE NOT AVAILABLE FROM OTHER VENDORS? (Please be specific)
This Freightliner truck was taken to a Freightliner authorized service rep who diagnosis was a failed fuel pump on the Cummins engine, which potentially is covered under warranty with Cummins.

HAS THE MARKET BEEN TESTED LATELY (LAST 12 MONTHS) ON THE APPLICABILITY OF SOLE SOURCE? (If not, why not?)
A local vendor that was used originally was unable to diagnose the issue. The tractor was then towed to the local Freightliner representative which is TransChicago. This tractor is an important part of the Public Works fleet due to being used on a constant daily basis. At this time a tractor is being rented at a cost of $1,200 a week so timeliness of the repair is

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)
This truck was originally towed to a local truck repair vendor who was unable to diagnose the issue.

DEPARTMENT APPROVAL DATE
2/28/18

PURCHASING REVIEW DATE
2-28-18

Signature on file
<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>Repair of 2012 Freightliner tractor truck. Not to exceed $15,000.00</td>
<td>Repair of 2012 Freightliner tractor truck. Not to exceed $15,000.00</td>
<td>2000</td>
<td>2555</td>
<td>53380</td>
<td></td>
<td></td>
<td>15,000.00</td>
<td>15,000.00</td>
</tr>
</tbody>
</table>

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

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

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT
Failure to complete and return this form may result in delay or cancellation of the County’s Contractual Obligation.

Date: Jan 5, 2018
Bid/Contract/PO: 2743-0001 SERV

Company Name: PATSON INC DBA TRANSCHICAGO TRUCK GROUP
Contact Phone: 630-279-0600

Company Contact: ERIC PRATHER
Contact Email: EPRATHER@TRANSCHICAGO.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>
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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>
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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, have received, and understand these requirements.

Signature on File

Authorized Signature

Printed Name: ERIC PRATHER
Title: CFO
Date: Jan 5, 2017

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
AWARDING RESOLUTION
ISSUED TO WINGREN LANDSCAPE, INC.
FOR PHASE I OF THE NORTH CAMPUS TREE PROGRAM
SECTION 329300 TREES & SHRUBS
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED $48,723.40)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract purchase order to Wingren Landscape, Inc., to furnish all equipment, labor, materials, tools, and supervision necessary to complete Phase I of the North Campus Tree Program - Section 329300 Trees & Shrubs, for the period through October 31, 2021, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said to furnish all equipment, labor, materials, tools, and supervision necessary to complete Phase I of the North Campus Tree Program - Section 329300 Trees & Shrubs, for the period through October 31, 2021, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, Wingren Landscape, Inc., 5126 Walnut Avenue, Downers Grove, IL 60515, for a total contract amount not to exceed $48,723.40, per lowest responsible bid #18-034-DT. (Partially Grant Funded - Urban & Community Forestry Program Grant)

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

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
**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>FACILITIES MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2018</td>
<td>$48,723.40</td>
<td>THROUGH 10/31/2021</td>
<td>FACILITIES MANAGEMENT</td>
<td></td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

*No Decision Memo Required*  Lowest Responsible Bidder - See attached tabulation

- Laura Grobe  Completed  03/01/2018 4:20 PM
- Tim Harbaugh  Completed  03/01/2018 4:23 PM
- Nick Kottmeyer  Completed  03/02/2018 8:05 AM
- Kathy Ostrowski  Completed  03/02/2018 9:39 AM
- James McGuire  Completed  03/02/2018 11:16 AM
- Paul Rafac  Completed  03/02/2018 12:08 PM
- Kathy Ostrowski  Completed  03/02/2018 12:17 PM
- Public Works Committee  Pending  03/06/2018 9:15 AM
- Finance Committee  Pending  03/13/2018 8:00 AM
- County Board  Pending  03/13/2018 10:00 AM
# Procurement Review Checklist

**Procurement Services Division**

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

**Vendor:** Wingren Landscape, Inc.  
**Vendor #:**  
**Contract Term:** through 10/31/21  
**Contract Total:** $48,723.40

**Dept:** Facilities Management  
**Contact:** Tim Harbaugh  
**Phone:** 630-407-5700  
**Assigned:** PW 3/6/18  
**Committee:** CB 3/13/18

**Description of Procurement/Scope of Work/Background:**  
Recommendation for the approval of a contract purchase order to furnish all equipment, labor, materials, tools, and supervision necessary to complete Phase I of the Northern Campus Tree Program - Section 329300 Trees & Shrubs, for a total contract not to exceed $48,723.40.

**Reason for Procurement:**  
The purpose of the plantings is to provide an eventual visual barrier from key campus buildings and the railroad tracks, provide the beginnings of a cohesive campus landscape plan, and to provide a diversity of species utilizing the Urban & Community Forestry Program Grant.

### FUNDING SOURCE

- ☑Procurement budgeted for (FY and budget code(s)): 5000-2830-54010, 6000-1220-54010

- □ Budget Transfer (Date) Add'l Information Partially grant funded - Urban & Community Forestry Program Grant

### DECISION MEMO NOT REQUIRED

- ☑ LOWEST RESPONSIBLE QUOTE # or BID # 18-034-DT (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)

- □ RENEWAL, Enter Bid # ____________ Intergovernmental Agreement

- □ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)

- □ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 Public Utility

- □ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

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

- □ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ______________ (Include Evaluation Summary if applicable)

- □ RENEWAL OF RFP # ______________

- □ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)

- □ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)

- □ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)

- □ OTHER THAN LOWEST RESPONSIBLE, BID # ______________

---

### PREPARED BY AND APPROVAL(S) (Initials Only)

**Prepared By:**  
**Mar 1, 2018**  
**Recommended for Approval:**  
**3/2/2018**  
**IT Approval, if required:**  
**Date**

### REVIEWED BY (Initials Only)

**Buyer:**  
**3-2-18**  
**Procurement Officer**  
**3-2-18**

**Chief Financial Officer**  
**FINANCE**  
**Date**  
**Chairman's Office**  
**Date**

---

**Received:**  
Mar 2, 2018

---

**Packet Pg. 56**
<table>
<thead>
<tr>
<th>BIDS:</th>
<th>A: Trees &amp; Shrubs (Section 329300)</th>
<th>B: Native Plant Seeding (Section 329220)</th>
<th>GRAND TOTAL: (A + B)</th>
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<tbody>
<tr>
<td>Breezy Hill Nursery, Inc.</td>
<td>$94,439.40*</td>
<td>$58,900.60*</td>
<td>$153,340.00*</td>
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<td>$105,693.34*</td>
<td>$154,416.74*</td>
</tr>
</tbody>
</table>

*Corrected Total*

**BID OPENING ATTENDED BY:**
Debby Thompson, CPPB, DuPage County Buyer
Cathy Hicks, DuPage County Division I
Nick Kottneyer, Public Works
Tim Hearbaugh, Facilities Management
Jennifer Beyer, Stormwater Management
Andi Dienrich, Building & Zoning
See attached Sign In Sheet

**INVITATIONS SENT:** 85
**PLAN HOLDERS:** 15
**AD DATE:** 02/08/18
**Purchase Requisition**  
**Procurement Services Division**

<table>
<thead>
<tr>
<th><strong>Send Purchase Order To:</strong></th>
<th><strong>Send Invoices To:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: Wingren Landscape, Inc.</td>
<td>Dept: Facilities Management</td>
</tr>
<tr>
<td>Vendor #:</td>
<td>Division:</td>
</tr>
<tr>
<td>Attn: Jay Zumbatten Email: <a href="mailto:jayz@wingrenlandscape.com">jayz@wingrenlandscape.com</a></td>
<td>Attn: Tim Harbaugh Email: <a href="mailto:laura.grobe@dupageco.org">laura.grobe@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 5126 Walnut Avenue</td>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Downers Grove State: IL Zip: 60515</td>
<td>City: Wheaton State: IL Zip: 60187</td>
</tr>
<tr>
<td>Phone: 630-759-8100</td>
<td>Phone: 630-407-5700</td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<th><strong>Ship To:</strong></th>
</tr>
</thead>
<tbody>
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<tr>
<td>PER 50 ILCS 505/1</td>
<td>Destination</td>
<td>Laura Grobe</td>
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Use for PO25 only

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<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
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<tbody>
<tr>
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<td>LO</td>
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<td>2830</td>
<td>54010</td>
<td>30,000.00</td>
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<td>2</td>
<td>1</td>
<td>LO</td>
<td>Northern Campus Tree Program-Section 329300 - Capital</td>
<td>6000</td>
<td>1220</td>
<td>54010</td>
<td>18,723.40</td>
<td>18,723.40</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Requisition Total $48,723.40

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

Furnish all equipment, labor, materials, tools, and supervision necessary to complete Phase I of the Northern Campus Tree Program - Section 329300 Trees & Shrubs

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

Urban & Community Forestry Program Grant

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

PW 3/6/18, CB 3/13/18   Job #1704000
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: 3.1.18
Bid/Contract/PO #: 18-034-DT

Company Name: Wingren Landscape, Inc.
Company Contact: Jan Zumbach
Contact Phone: 630.759.5100
Contact Email: jan@wingrenlandscape.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 or 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.

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

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

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

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

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

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

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

Authorized Signature: [Signature on file]
Printed Name: Jeffrey Wingren
Title: President
Date: 3.1.18

Attach additional sheets if necessary. Sign each sheet and number each page.

Page of (total number of pages)
AWARDING RESOLUTION
ISSUED TO ENCAP, INC.
FOR PHASE I OF THE NORTH CAMPUS TREE PROGRAM
SECTION 329220 NATIVE PLANT SEEDING
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED $33,694.76)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract purchase order to ENCAP, Inc., to furnish all equipment, labor, materials, tools, and supervision necessary to complete Phase I of the North Campus Tree Program - Section 329220 Native Plant Seeding, for the period through October 31, 2021, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said to furnish all equipment, labor, materials, tools, and supervision necessary to complete Phase I of the North Campus Tree Program - Section 329220 Native Plant Seeding, for the period through October 31, 2021, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, ENCAP, Inc., 2585 Wagner Court, DeKalb, IL 60115, for a total contract amount not to exceed $33,694.76, per lowest responsible bid #18-034-DT.

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

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

**NEW PURCHASE ORDER REQUEST**

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
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</thead>
<tbody>
<tr>
<td>March 1, 2018</td>
<td>$33,694.76</td>
<td>THROUGH OCTOBER 31, 2021</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

No Decision Memo Required  Lowest Responsible Bidder - See attached tabulation

Laura Grobe  Completed  03/01/2018 4:26 PM
Tim Harbaugh  Completed  03/01/2018 4:28 PM
Nick Kottmeyer  Completed  03/02/2018 8:03 AM
Kathy Ostrowski  Completed  03/02/2018 9:40 AM
James McGuire  Completed  03/02/2018 11:16 AM
Paul Rafac  Completed  03/02/2018 11:17 AM
Kathy Ostrowski  Completed  03/02/2018 11:41 AM
Public Works Committee  Pending  03/06/2018 9:15 AM
Finance Committee  Pending  03/13/2018 8:00 AM
County Board  Pending  03/13/2018 10:00 AM
Funding Source:

- Procurement budgeted for (FY and budget code(s)): 6000-1220-54010

Decision Memo Not Required:
- LOWEST RESPONSIBLE QUOTE # or BID # 18-034-DT (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid # ____________________________ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:

Decision Memo Required:
- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________________________ (Include Evaluation Summary If Applicable)
- RENEWAL OF RFP # ____________________________
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE BID # ____________________________

Prepared by and Approval(s) (Initials Only):

- LG
- Prepared By: ____________________________ Date: ____________________________
- Mar 1, 2018
- Recommended for Approval: ____________________________ Date: ____________________________
- 3/2/2018
- IT Approval, if required: ____________________________ Date: ____________________________

Reviewed By (Initials Only):

- Buyer: ____________________________ Date: 3-2-18
- Procurement Officer: ____________________________ Date: 3-2-18

Finance:

- Chief Financial Officer: ____________________________ Date: ____________________________
- Chairman’s Office: (Decision Memos Over $25,000) ____________________________ Date: ____________________________

Attachment: ENCAP - Checklist (FMP-0072-18 : FM ENCAP, Inc.)
**COUNTY OF DU PAGE, ILLINOIS**  
**PROCUREMENT SERVICES DIVISION**  
**BID TABULATION**  

**BID #18-034-DT**  
**NORTHERN CAMPUS TREE PROGRAM – PHASE 1**  
**BID OPENING DATE: MARCH 1, 2018 2:00 P.M.**

<table>
<thead>
<tr>
<th>BIDS:</th>
<th>A: Trees &amp; Shrubs (Section 329300) Extended Price</th>
<th>B: Native Plant Seeding (Section 329220) Extended Price</th>
<th>GRAND TOTAL: (A + B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breezy Hill Nursery, Inc.</td>
<td>$94,439.40*</td>
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<td>$154,416.74*</td>
</tr>
</tbody>
</table>

*Corrected Total*

**BID OPENING ATTENDED BY:**
- Debby Thompson, CPPB, DuPage County Buyer
- Catlyn Hicks, DuPage County Division I
- Nick Kottnayer, Public Works
- Tim Herbaugh, Facilities Management
- Jennifer Beyer, Stormwater Management
- Andy Dierich, Building & Zoning

See attached Sign In Sheet

**INVITATIONS SENT:** 85  
**PLAN HOLDERS:** 15  
**AD DATE:** 02/08/18
**Purchase Requisition**

**Procurement Services Division**

**Date:** Mar 1, 2018

**MinuteTraq (IQM2) ID #:** 12153

**Department Req #:** RFP, Bid or Quote #: 18-034

---

**Send Purchase Order To:**

<table>
<thead>
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<th>Vendor: ENCAP, Inc.</th>
<th>Vendor #:</th>
<th>Dept: Facilities Management</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Jonathan Koepke</td>
<td>Email: <a href="mailto:jkoepke@encapinc.net">jkoepke@encapinc.net</a></td>
<td>Attn: Tim Harbaugh</td>
<td>Email: <a href="mailto:laura.grobe@dupageco.org">laura.grobe@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 2585 Wagner Court</td>
<td></td>
<td>Address: 421 N. County Farm Road</td>
<td>Room: 2-700</td>
</tr>
<tr>
<td>City: DeKalb</td>
<td>State: IL</td>
<td>Zip: 60515</td>
<td></td>
</tr>
<tr>
<td>Phone: 815-748-4255</td>
<td>Fax:</td>
<td></td>
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</tbody>
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**Send Invoices To:**

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<td>Attn: Tim Harbaugh</td>
<td>Email: <a href="mailto:laura.grobe@dupageco.org">laura.grobe@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road</td>
<td>Room: 2-700</td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
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<td>Phone: 630-407-5700</td>
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**Send Payments To:**

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<tr>
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<td>Room: 2-700</td>
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<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
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<tr>
<td>Phone: 630-407-5700</td>
<td>Fax: 630-407-5701</td>
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**Ship To:**

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<tr>
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<td>City: Wheaton</td>
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</tr>
<tr>
<td>Phone: 630-407-5700</td>
<td>Fax: 630-407-5701</td>
</tr>
</tbody>
</table>

---

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

Furnish all equipment, labor, materials, tools, and supervision necessary to complete Phase I of the Northern Campus Tree Program - Section 329220 Native Plant Seeding

### 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):

PW 3/6/18, CB 3/13/18  Job #1704000

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<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>LO</td>
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<td>6000 1220 54010</td>
<td>33,694.76</td>
<td>33,694.76</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $33,694.76

---

Packet Pg. 64
Required Vendor Ethics Disclosure Statement

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

Bid/Contract/PO #: 11.B.d

Company Name: ENCAP, Inc.
Company Contact: Jonathan Kueber
Contact Phone: (615) 748-4500
Contact Email: jku@encapim.net

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.

X 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(s), kind of services, etc.)</th>
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<th>Date Made</th>
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X 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>
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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, reviewed and understand these requirements.

Authorized Signature: Mark Sowards
Printed Name: President
Title: President
Date: February 28, 2018

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

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER

Page 45 Packet Pg. 65
AWARDING RESOLUTION
ISSUED LEE’S FOOD SERVICE PARTS & REPAIR, INC
FOR REPAIR SERVICES AND PARTS FOR
KITCHEN, ICE & REFRIGERATION EQUIPMENT
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT: $29,880.00)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract purchase order to Lee’s Food Service Parts & Repair, Inc., for repair services and parts for kitchen, ice and refrigeration equipment, as needed for County facilities, for the period March 23, 2018 through March 22, 2019, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for repair services and parts for kitchen, ice and refrigeration equipment, as needed for County facilities, for the period March 23, 2018 through March 22, 2019, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, Lee’s Food Service Parts & Repair, Inc., 230 Laura Drive, Addison, IL 60101, for a total contract amount not to exceed $29,880.00, per renewal option under bid award #16-038-GV, second option to renew.

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

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
__PAUL HINDS, COUNTY CLERK__
PROCUREMENT REVIEW CHECKLIST
REQUISITION
This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 14, 2018</td>
<td>$29,880.00</td>
<td>MARCH 23, 2018 THROUGH MARCH 22, 2019</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

**No Decision Memo Required**  Lowest Responsible Bidder - See attached tabulation

Laura Grobe Completed 02/14/2018 10:21 AM
Tim Harbaugh Completed 02/14/2018 10:30 AM
Nick Kottmeyer Completed 02/14/2018 1:25 PM
Kathy Ostrowski Completed 02/20/2018 2:51 PM
James McGuire Completed 02/22/2018 11:55 AM
Paul Rafac Completed 02/23/2018 8:41 AM
Kathy Ostrowski Completed 02/26/2018 12:50 PM
Public Works Committee Pending 03/06/2018 9:15 AM
Finance Committee Pending 03/13/2018 8:00 AM
County Board Pending 03/13/2018 10:00 AM
### Purchase Requisition

**Procurement Services Division**

**Date:** Feb 9, 2018

**MinuteTraq (IQM2) ID #:** 11991

**Department Req #:**

**RFP, Bid or Quote #:** Bid#16-038

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Vendor #:</th>
<th>Dept:</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee's Food Service Parts &amp; Repairs, Inc.</td>
<td>11165</td>
<td>Facilities Management</td>
<td></td>
</tr>
</tbody>
</table>

**Attn:** Dan Mindo  
**Email:** dan@leesfoodservice.com

**Address:** 230 W. Laura Drive  
**City:** Addison  
**State:** IL  
**Zip:** 60101  
**Phone:** 630-337-1836  
**Fax:** 630-543-3682

### Send Invoices To:

<table>
<thead>
<tr>
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**State:** IL  
**Zip:** 60101  
**Phone:** 630-337-1836  
**Fax:** 630-543-3682

### Send Payments To:

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**State:** IL  
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<td>11165</td>
<td>Facilities Management</td>
<td></td>
</tr>
</tbody>
</table>

**Attn:** Tim Harbaugh  
**Email:** mary.ventrella@dupageco.org

**Address:** 421 N. County Farm Road  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187  
**Phone:** 630-407-5700  
**Fax:** 630-407-5701

### Send Payments To:

<table>
<thead>
<tr>
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<th>Dept:</th>
<th>Division:</th>
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<td>Facilities Management</td>
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</tr>
</tbody>
</table>

**Attn:**  
**Email:**  
**Address:** 230 W. Laura Drive  
**City:** Addison  
**State:** IL  
**Zip:** 60101  
**Phone:** 630-337-1836  
**Fax:** 630-543-3682

### Shipped To:

<table>
<thead>
<tr>
<th>Dept:</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Management</td>
<td></td>
</tr>
</tbody>
</table>

**Attn:** Dan Mindo  
**Email:** dan@leesfoodservice.com

**Address:** 230 W. Laura Drive  
**City:** Addison  
**State:** IL  
**Zip:** 60101  
**Phone:** 630-337-1836  
**Fax:** 630-543-3682

### Payment Terms

**F.O.B.:** PO 20 Delivery Date  
**Requisitioner:** Mary Ventrella

**Use for PO25 only:** Contract Administrator  
**Contract Start Date:** Mar 23, 2018  
**Contract End Date:** Mar 22, 2019

### 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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<td>Time and Material Equipment Repair</td>
<td>Time and Material Equipment Repair</td>
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<td>1100</td>
<td>53370</td>
<td></td>
<td></td>
<td>23,880.00</td>
<td>23,880.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** $29,880.00

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

Provide repair services and parts for kitchen, ice and refrigeration equipment as needed for County facilities.

### 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):

Bid #16-038 GV was issued for repair services and parts for kitchen, ice and refrigeration equipment. Lee's Food Service Parts & Repairs, Inc. has agreed to the second of three (3) one year options to renew at the same 2016 unit costs.
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 hereinafter called the "County" and Lee's Foodservice Parts & Repair, of 230 W Laura Dr, Addison, IL 60101, hereinafter called the "Contractor", witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Bid 16-038-GV which became effective March 23, 2017, and which will expire March 22, 2018. The contract is subject to a SECOND to renew for a twelve (12) month period.

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

The contract renewal becomes effective March 23, 2018 and expires March 22, 2019 contingent upon any applicable Parent Committee and County Board approval.

Lee's Foodservice Parts & Repair

DATE
1/23/18

Daniel Minda
Director of Sales & Customer Relations

COUNTY OF DU PAGE, ILLINOIS

DATE
2/8/18

Glenda Vasak
Buyer II

Attachment: Lees - Renewal_Redacted (FM-P-0074-18 : FM-Lee's Food Services)
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change order to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or to exceed $35,000, 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, board 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.

<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.

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

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

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

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

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

Authorized Signature

Printed Name

Title

Date

Attached additional sheet(s) if necessary. Sign each sheet and number each page. Page ___ of ___ (total number of pages)
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: Lee's Food Service Parts & Repairs, Inc.
Vendor #: 11165
Contract: 03/23/18 through 03/22/19
Contract Total: $29,880.00

Dept: Facilities Management
Contact: Tim Harbaugh
Phone: 630-407-5700

Description of Procurement/Scope of Work/Background: Recommendation for the approval of a contract purchase order for repair services and parts for kitchen, ice and refrigeration equipment as needed for County facilities, for a total contract amount not to exceed $29,880.00, per renewal option under bid award #16-038-GV, second option to renew.

Reason for Procurement: The kitchen, ice and refrigeration equipment are frequently in need of repair and or parts.

FUNDING SOURCE

☐ Procurement budgeted for (FY and budget code(s)): 1000-1100-52250, 1000-1100-53370
☐ 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 # 16-038 GV ___ ☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
☐ PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility
☐ PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

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

PREPARED BY AND APPROVAL(S) (Initials Only)

MV
Prepared By ___________________________ Date Feb 9, 2018
Recommended for Approval ___________________________ Date 2-14-2018
IT Approval, if required ___________________________ Date

REVIEWED BY (Initials Only)

Chief Financial Officer ___________________________ Date 2-23-18
(Decision Memos Over $25,000)

Finance Director ___________________________ Date 2-22-18
(Decision Memos Over $25,000)

Chairman’s Office ___________________________ Date

Received ___________________________ Date

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
Requisition under 25k dollars

2018-80
### PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 14, 2018</td>
<td>APRIL 12, 2018 THROUGH APRIL 11, 2019</td>
<td>$19,230.63</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Grobe</td>
<td>Completed</td>
<td>02/14/2018 10:28 AM</td>
</tr>
<tr>
<td>Tim Harbaugh</td>
<td>Completed</td>
<td>02/14/2018 10:32 AM</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
<td>Completed</td>
<td>02/14/2018 1:25 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>02/20/2018 2:48 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>02/22/2018 11:56 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>02/23/2018 8:38 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>02/26/2018 12:52 PM</td>
</tr>
<tr>
<td>Public Works Committee</td>
<td>Pending</td>
<td>03/06/2018 9:15 AM</td>
</tr>
</tbody>
</table>
**Purchase Requisition**

Procurement Services Division

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: The Sherwin-Williams Company</th>
<th>Vendor #: 10797</th>
<th>Dept: Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Dean Rayburn</td>
<td>Email: <a href="mailto:swrep4808W@sherwin.com">swrep4808W@sherwin.com</a></td>
<td>Attn: Tim Harbaugh</td>
</tr>
<tr>
<td>Address: 561 Roosevelt Road, Suite J</td>
<td></td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>City: Glen Ellyn</td>
<td>State: IL</td>
<td>Zip: 60137</td>
</tr>
<tr>
<td>Phone: 773-372-5075</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Send Invoices To:**

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**Ship To:**

<table>
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<tr>
<th>Dept: Facilities Management Division</th>
</tr>
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<tbody>
<tr>
<td>Attn: Tim Harbaugh</td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Wheaton</td>
</tr>
<tr>
<td>Phone: 630-407-5700</td>
</tr>
</tbody>
</table>

---

**Payment Terms**

F.O.B. PO 20 Delivery Date Requisitioner

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td>Mary Ventrella</td>
<td>Apr 12, 2018</td>
<td>Apr 11, 2019</td>
<td>PO25 only</td>
</tr>
</tbody>
</table>

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** LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>LO</td>
<td>Paint and Painting Supplies</td>
<td>1000</td>
<td>1100</td>
<td>52270</td>
<td>19,230.63</td>
<td>19,230.63</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total $**

---

**Header Comments**

Furnish and deliver paint and painting supplies for County facilities.

---

**Special Instructions/Comments to Buyer or Approver**

---

**User Department Internal Notes**

---

Bid #15-056-GV was issued to furnish and deliver paint and painting supplies. The Sherwin-Williams Company has agreed to the third and final option to renew the contact at the same 2015 unit costs. Public Works Committee: 03/06/18
This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the "County" and Sherwin-Williams Company, of 561 Roosevelt Rd, Suite J, Glen Ellyn, IL 60137, hereinafter called the "Contractor", witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Bid 15-056 which became effective April 12, 2017, and which will expire April 11, 2018. The contract is subject to a final option to renew for a twelve (12) month period.

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

The contract renewal becomes effective April 12, 2018 and expires April 11, 2019 contingent upon any applicable Parent Committee and County Board approval.
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.

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<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
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http://www.dupageco.org/CountyBoard/Policies/

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

Authorized Signature

Printed Name

Title

Date

Packet Pg. 76
**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>The Sherwin Williams Company</th>
<th>Vendor #:</th>
<th>10797</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept:</td>
<td>Facilities Management</td>
<td>Contract</td>
<td>04/12/18 through 04/11/19</td>
</tr>
<tr>
<td></td>
<td>Contact: Tim Harbaugh</td>
<td>Term:</td>
<td>04/11/19</td>
</tr>
<tr>
<td></td>
<td>Phone: 630-407-5700</td>
<td>Contract Total:</td>
<td>$19,230.63</td>
</tr>
</tbody>
</table>

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

Recommendation for the approval of a contract purchase order to furnish and deliver paint and painting supplies, as needed for County facilities, for Facilities Management, for a total contract amount not to exceed $19,230.63, per renewal option under bid award #15-056-GV, third and final option to renew.

**Reason for Procurement:**

Paint and painting supplies are necessary for the maintenance of the interior and exterior of the County facilities, to keep them in good condition, and to prevent rust or deterioration of the finishes.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): 1000-1100-52270
- [ ] 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 # 15-056-GV ____________ 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>Prepared By</th>
<th>Feb 9, 2018</th>
<th>Recommended for Approval</th>
<th>2-14-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV</td>
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</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>2/20/18</th>
<th>2-22-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCE</td>
<td>2/23/18</td>
<td>Chairman's Office (Decision Memos Over $25,000)</td>
</tr>
</tbody>
</table>

**RECEIVED**

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER
AWARDING RESOLUTION
ISSUED ANDERSON LOCK COMPANY, LTD
TO PROVIDE LOCK SMITH SERVICES,
MAINTENANCE & INSTALLATION
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT: $41,070.00)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract purchase order to Anderson Lock Company, LTD., to provide lock smith services, maintenance and installation, as needed for County facilities, for the period April 15, 2018 through April 14, 2019, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to provide lock smith services, maintenance and installation, as needed for County facilities, for the period April 15, 2018 through April 14, 2019, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, Anderson Lock Company, LTD, 850 Oakton Street, Des Plaines, IL 60018, for a total contract amount not to exceed $41,070.00, per renewal option under bid award #15-055, third and final option to renew.

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

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
PROCUREMENT REVIEW CHECKLIST

REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 14, 2018</td>
<td>$41,070.00</td>
<td>APRIL 15, 2018 THROUGH APRIL 14, 2019</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

No Decision Memo Required  Lowest Responsible Bidder - See attached tabulation

Laura Grobe  Completed  02/14/2018 10:32 AM
Tim Harbaugh  Completed  02/14/2018 10:52 AM
Nick Kottmeyer  Completed  02/14/2018 1:24 PM
Kathy Ostrowski  Completed  02/20/2018 3:00 PM
James McGuire  Completed  02/22/2018 3:49 PM
Paul Rafac  Completed  02/23/2018 8:45 AM
Kathy Ostrowski  Completed  02/26/2018 1:09 PM
Public Works Committee  Pending  03/06/2018 9:15 AM
Finance Committee  Pending  03/13/2018 8:00 AM
County Board  Pending  03/13/2018 10:00 AM
**Purchase Requisition**

**Procurement Services Division**

---

**Send Purchase Order To:**
Vendor: Anderson Lock Company, Ltd  
Vendor #: 14405  
Attn: James Walsh  
Email: jimw@andersonlock.com  
Address: 850 E. Oakton St.  
City: Des Plaines State: IL Zip: 60018  
Phone: 847-824-2800 Fax: 847-296-9259

---

**Send Invoices To:**
Vendor: Anderson Lock Company, Ltd  
Vendor #: 14405  
Attn: Tim Harbaugh  
Email: mary.ventrella@dupageco.org  
Address: 421 N. County Farm Road Room: 2-700

---

**Send Payments To:**
Vendor: Anderson Lock Company, Ltd  
Vendor #: 14405  
Attn:  
Email:  
Address: 850 E. Oakton St.  
City: Des Plaines State: IL Zip: 60018  
Phone: 847-824-2800 Fax: 847-296-9259

---

**Ship To:**
Vendor: Anderson Lock Company, Ltd  
Vendor #: 14405  
Attn: James Walsh  
Email: jimw@andersonlock.com  
Address: 850 E. Oakton St.  
City: Des Plaines State: IL Zip: 60018  
Phone: 847-824-2800 Fax: 847-296-9259

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Address: 850 E. Oakton St.  
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---

<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>LO</td>
<td>Materials and Supplies</td>
<td>1000</td>
<td>1100</td>
<td>52270</td>
<td></td>
<td></td>
<td></td>
<td>25,015.00</td>
<td>25,015.00</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>LB</td>
<td>Labor and Miscellaneous Services</td>
<td>1000</td>
<td>1100</td>
<td>53300</td>
<td></td>
<td></td>
<td></td>
<td>16,055.00</td>
<td>16,055.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** $ 41,070.00

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

Provide locksmith services, maintenance, and installation, as needed for County facilities.

**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):

Anderson Lock Company, Ltd. has agreed to the third and final option to renew the contact at the same 2015 unit costs.

Public Works Committee: 03/06/18  
County Board: 03/13/18
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 hereinafter called the "County" and Anderson Lock Co, of 850 E Oakton St, Des Plaines, IL 60018, hereinafter called the "Contractor", witnesses;

The County and the Contractor have previously entered into a Contract, pursuant to Bid 15-055 which became effective April 15, 2017, and which will expire April 14, 2018. The contract is subject to an option to renew for a twelve (12) month period.

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

The contract renewal becomes effective April 15, 2018 and expires April 14, 2019 contingent upon any applicable Parent Committee and County Board approval.

Anderson Lock Co.

SIGNATURE: [Redacted] DATE: [Redacted]

James E. Walsh
(Printed Name)

Sales Manager (Printed Title)

COUNTY OF DU PAGE, ILLINOIS

SIGNATURE: [Redacted] DATE: [Redacted]

Glenda Vasak
(Buyer II)
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: 5/31/18

Company Name: Anderson Lock Co
Contact Person: James F. Loeser
Contact Phone: 847-286-1157

The DuPage County Procurement Ordinance requires the following written disclosure 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 $35,000(,) 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.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount/Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Telephone</th>
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</tbody>
</table>

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

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

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contacts 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/County/Board/Policy/

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

Authorized Signature: [Redacted]
Printed Name: Laura Miller
Title: Office Mgr
Date: 5/31/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page of (total number of pages)
Procurement Review Checklist
Procurement Services Division

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

Vendor: Anderson Lock Company, LTD Vendor #: 10445
Dept: Facilities Management Contact: Tim Harbaugh

Description of Procurement/Scope of Work/Background
Recommendation for the approval of a contract purchase order to provide lock smith services, maintenance & installation, as needed for County facilities, for Facilities Management, for a total contract amount not to exceed $41,070.00 per renewal option under bid award #15-055-GV, third and final option to renew.

Reason for Procurement
Facilities Management requires door hardware, locks, keys and parts to repair and replace door hardware and services to install door hardware in order to maintain security and to ensure the integrity of the County facilities building envelope.

FUNDING SOURCE

✓ Procurement budgeted for (FY and budget code(s)): 1000-1100-52270, 1000-1100-53300

☐ Budget Transfer (Date) __________ Add'l Information __________________________

DECISION MEMO NOT REQUIRED

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

☐ RENEWAL, Inter Bid # 15-055-GV __________________________ Intergovernmental Agreement

☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)

☐ PER 55 I LCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility

☐ PER 55 I LCS 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 (30I LCS52S)

☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________________________ (Include Evaluation Summary if applicable)

☐ RENEWAL OF RFP # __________________________

☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 I LCS 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)

MV: ____________________________ Feb 9, 2018 Recommended for Approval 2-14-2018
Prepared By Date IT Approval, if required Date

REVIEWED BY (Initials Only)

Buyer 2/20/18 Procurement Officer 2-22-18
Date Date
Finance 2-23-18

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

Chairman's Office (Decision Memos Over $25,000)
Date

RECEIVED

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER

Packet Pg. 83
WHEREAS, the County of DuPage (County) entered into a lease, pursuant to FMp-006-13, with the Alexander Bradley Burns Post 80 (f/k/a Alexander Bradley Burns American Legion Post #80, and hereafter “ABB Post 80”); and

WHEREAS, in accordance with Section 29 of the above referenced lease, the parties (the County and ABB Post 80) may extend the lease on a month by month basis after its expiration February 28, 2018 date. Such agreement to extend requires a written document duly executed by both parties; and

WHEREAS, as provided for by Section 29, the terms and conditions of the initial lease shall continue as part of the month-to-month lease; and

WHEREAS, the County has requested, and ABB Post 80 has agreed, to extend the lease term to May 31, 2018; and

WHEREAS, the rental rate for this extended term shall be $297.00 per day for each day that Court convenes, which amount represents an annual five percent (5%) increase to the current rental rate for each successive annual periods as provided for under the lease; and

WHEREAS, extending the lease term to May 31, 2018 requires the County to increase the total contract sum in the amount of Twenty-five thousand Five hundred dollars and no cents ($25,500.00).

NOW, THEREFORE BE IT RESOLVED, that County Board authorizes the DuPage County Board Chairman to sign on behalf of the County of DuPage the attached Lease Extension and, Change Order to Lease Dated February 12, 2013, to extend the lease term to May 31, 2018 and to increase the contract in the amount of $25,500, taking the original contract total amount of $369,293, and resulting in an amended contract total amount of $394,793, an increase of 6.91%.

Enacted and approved this 13th day of March, 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

<table>
<thead>
<tr>
<th>Purchase Order #:</th>
<th>Original Purchase Order Date: Feb 12, 2013</th>
<th>Change Order #:</th>
<th>4</th>
</tr>
</thead>
</table>

**Vendor Name:** ABB Post 80  
**Vendor #:** 11679  
**Department:** Facilities Management  
**Dept Contact:** Katie Boffa

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

Change order to extend to 05/31/18, increase line 1 $3,500.00 and increase line 2 $22,000.00. Contract extension is necessary to allow for time to continue negotiations of a future lease.

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

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

**INCREASE/DECREASE**

| A | Starting contract value | $369,293.00 |
| B | Net $ change for previous Change Orders | $0.00 |
| C | Current contract amount (A + B) | $369,293.00 |
| D | Amount of this Change Order | Increase | 25,500.00 |
| E | New contract amount (C + D) | $394,793.00 |
| F | Percent of current contract value this Change Order represents (D / C) | 6.91% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | 6.91% |

**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**

- [x] Increase (greater than 29 days) contract expiration from:  
  Feb 28, 2018  
  to:  
  May 31, 2018  
- [x] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- [x] Funding Source  
  1000-1100-53400,53810
- [ ] OTHER - explain below:

| KB | 5695 | Prepared By (Initials) |  
| Date | Feb 15, 2018 |
| Phone Ext |  
| Recommended for Approval (Initials) | x6818 |
| Date | 2-16-2018 |

**REVIEWED BY (Initials Only)**

| Buyer |  
| Date |  
| Procurement Officer | 2-22-18 |
| Chief Financial Officer |  
| (Decision Memos Over $25,000) |  
| Date | 2-23-18 |
| Chairman’s Office |  
| (Decision Memos Over $25,000) |  
| Date | 2-23-18 |

**Rev 1.6**

**Packet Pg. 85**
### Action Requested
- Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approve change order #4 to extend contract to 05/31/18 and increase by $25,500.00. Contract extension is necessary to allow for time to continue negotiations of a future lease.

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

The County operates 4 satellite traffic courts strategically located within DuPage County. We have occupied the Alexander Bradley Burns Post 80 in Downers Grove since 1999. Two courts are located at the Wheaton county campus, and the third at the Village of Addison. As the American Legion is vacant Monday through Friday during the court day, this has proven to be an ideal location to hold satellite traffic court with ample parking, seating, and judges’ chambers available. Contract extension is necessary to allow for time to continue negotiations of a future lease.

### 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.

Contract extension is necessary to allow for time to continue negotiations of a future lease.

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

Various potential traffic court locations were researched and vetted in 1999, 2006 and again in 2016 to ensure the satellite courts were strategically located and in the best interest of the County from a financial perspective. Alexander Bradley Burns Post 80 was recommended as the most desirable location for satellite court in that area.

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

1. Approve change order #4 to extend contract to 05/31/18 and increase by $25,500.00. Contract extension is necessary to allow for time to continue negotiations of a future lease.
2. Renew contract without negotiating.

### 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.

Monies are budgeted for this Lease Agreement in 1000-1100-53400 - RENTAL OF OFFICE SPACE
LEASE EXTENSION TO LEASE DATED FEBRUARY 12, 2013
BETWEEN DU PAGE COUNTY AND
ALEXANDER BRADLEY BURNS POST 80

1. In accordance with Section 29 of the above referenced lease, the parties (the County and Alexander Bradley Burns Post 80 (f/k/a Alexander Bradley Burns American Legion Post #80) may extend the lease on a month by month basis after its expiration February 28, 2018 date. Such agreement to extend requires a written document duly executed by both parties.

2. As provided for by Section 29, the terms and conditions of the initial lease shall continue as part of the month-to-month lease. The rental rate for this extended term shall be $297.00 per day for each day that Court convenes. This amount represents the annual five percent (5%) increase to the then current rental rate for each successive one-year period; to wit-- $283.00 x 1.05.

3. The parties hereby agree to extend, and amend, the Lease between them dated February 12, 2013, by extending said lease’s term to May 31, 2018, at the new rate of $297.00 per each day that Court convenes.

Agreed to on this __________ day of March, 2018.

COUNTY OF DU PAGE

__________________________________________
Daniel Cronin
Chairman, DuPage County Board

ALEXANDER BRADLEY BURNS POST 80

__________________________________________
Commander

__________________________________________
Attest
Paul Hinds, County Clerk
MEMORANDUM

DATE: March 2, 2018

TO: Chairman Healy
    Members of the Public Works Committee

FROM: Nick Kottmeyer, Director of Public Works and Operations
       Bob Liljegren, Engineering Systems Manager

RE: Electricity Bid

Bids were opened today, and seven bids were received. Staff from Public Works and Procurement, with consultation from the State’s Attorney Office, reviewed the bids with respect to both their bid numbers and the content of their utility contract. The bid included fixed pricing for 12, 24 and 36 month periods. All parties agree that the low bidder for Bid #18-057-DT is MP2 Energy and that they met all contractual documentation requirements.

Staff has decided that the most cost effective and prudent course of action will be to lock in single fixed price for the full 36 months. The bid came in lower than our current contract and will hold this same pricing through 2021. This strategy will provide the county with budget stability and predictability through 2021 with respect to our electricity expenses.

The results of the bid were as follows:

*MP2 Energy $4,379,204.82 (3 year amount for FM, PW and Stormwater)*

All other bidders ranged from: $4,479,650.41 to $4,781,135.08

*Estimated first year savings are $190,565.66 (based upon 2017 usage)*

Per the previously adopted County Board resolution concerning energy contracts, this contract has now been ratified by the Chairman’s designee.