1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES
   A. Public Works Committee - Regular Meeting - Tuesday March 6th, 2018

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

6. BID AWARD
   A. PW-P-0083-18 Recommendation for the approval of a contract purchase order to Univar USA Inc., for Sodium Bisulfite for the Woodridge and Knollwood wastewater treatment facilities for Public Works, for the period April 1, 2018 through March 31, 2019, for a total contract amount not to exceed $31,836.00, per lowest responsible bid #18-031-JM

   B. PW-P-0084-18 Recommendation for the approval of a contract purchase order to Olin Chlor Alkali Products and Vinyls for Sodium hypochlorite for the Woodridge and Knollwood Treatment Facilities, for Public Works, for the period April 1, 2018 through March 31, 2019, for a total contract amount not to exceed $55,800, per lowest responsible bid #18-028-JM

   C. PW-P-0085-18 Recommendation for the approval of a contract purchase order to Kemira Water Solutions, Inc., for liquid ferric chloride for the Knollwood Wastewater Facility, for Public Works, for the period April 1, 2018 through March 31, 2019, for a total amount not to exceed $148,500.00, per lowest responsible bid #18-029-JM

   D. PW-P-0086-18 Recommendation for the approval of a contract purchase order to Ozinga Ready Mix Concrete, Inc, for the purchase of Class SI Concrete, for Public Works and Facilities Management Departments for the period April 1, 2018 through March 31, 2019, for a total contract amount not to exceed $55,000.00, per lowest responsible bid #18-040-GV
E. PW-P-0087-18 Recommendation for the approval of a contract purchase order to Vulcan Construction Materials LLC, for the purchase of coarse and fine aggregates, for Public Works, for the period April 1, 2018 through March 31, 2019 for a total contract amount not to exceed $65,000.00 per lowest responsible bid #18-039-GV.

F. PW-P-0088-18 Recommendation for the approval of a contract purchase order to Alexander Chemical Corporation, to furnish and deliver Calcium Nitrate for the Knollwood Wastewater Treatment Facility, for the period April 1, 2018 through March 31, 2019, for a contract total amount not to exceed 38,340.00, per lowest responsible bid #18-030-JM

G. 2018-89 Recommendation for the approval of a contract purchase order to Plote Construction, Inc., for bituminous paving materials for Public Works and Facilities Management Departments, for the period April 1, 2018 through March 31, 2019, for a total contract amount not to exceed $20,000.00, per lowest responsible bid #18-050-GV

H. 2018-90 Recommendation for the approval of a contract purchase order to Route 66 Asphalt, for the purchase of bituminous paving material for the southern region of the County, for Public Works, for the period April 1, 2018 through March 31, 2019, for a total contract amount not to exceed $20,000.00, per lowest responsible bid #18-050-GV.

I. 2018-88 Recommendation for the approval of a contract purchase order to DuPage Materials Corp., to purchase bituminous paving materials for the central region of the County, for Public Works, for the period April 1, 2018 through March 31, 2019, for a total contract amount not to exceed $20,000.00, per lowest responsible bid #18-050-GV.

J. 2018-87 Recommendation for the approval of a contract purchase order to DuKane Asphalt Co., for the purchase of bituminous paving materials for the northeastern region of the County, for Public Works, for the period April 1, 2018 through March 31, 2019, for a total contract amount not to exceed $8,000.00, per lowest responsible bid #18-050-GV

7. BID RENEWAL

A. FM-P-0089-18 Recommendation for the approval of a contract purchase order to Ashland Door Solutions, LLC., to provide door maintenance, door sales and installation, as needed for County facilities, for Facilities Management, for the period April 15, 2018 through April 14, 2019, for total contract amount not to exceed $45,690.00, per renewal option under bid award #15-054, third and final option to renew

8. ACTION ITEMS

A. DC-P-0082-18 Recommendation for approval of a contract purchase order to Harris Govern, for annual software maintenance and support services, as needed, for the period April 1, 2018 through March 31, 2019, for Building & Zoning - $17,584.32, Division of Transportation - $9,524.84, and Public Works - $3,663.40, for a contract total amount not to exceed $30,772.56; Per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - Sole Source. (Support for Govern System)
9. INFORMATIONAL
   A. Informational -- Strategic Initiative - Facilities Management
   B. Informational -- Strategic Initiatives - Drainage
   C. Informational -- Public Works
10. OLD BUSINESS
11. NEW BUSINESS
12. 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, Grasso (Remote), Healy, Larsen, Noonan
   **ABSENT:** Fichtner

   Member Grasso observed the meeting via phone in.

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

   A. Public Works Committee - Regular Meeting - Feb 20, 2018 9:15 AM

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

5. **CONSENT ITEMS**

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

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

   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

This motion was to combine and approve the Claims Reports as presented.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Sean T Noonan, Vice Chair</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Amy L Grant, District 4</td>
</tr>
<tr>
<td>AYES:</td>
<td>Grant, Grasso, Healy, Larsen, Noonan</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Fichtner</td>
</tr>
</tbody>
</table>

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 PURCHASING 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

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

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

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

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)

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

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)

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

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

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

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

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

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

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

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

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

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%.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
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<tr>
<td>MOVER:</td>
<td>Amy L Grant, District 4</td>
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<td>SECONDER:</td>
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<tr>
<td>AYES:</td>
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<tr>
<td>ABSENT:</td>
<td>Fichtner</td>
</tr>
</tbody>
</table>

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

14. INFORMATIONAL

A. Informational -- Electricity Bid - MP2 Energy

Director Kottmeyer addressed the committee regarding the electricity bid as approved under our utility resolution.

RESULT: ACCEPTED AND PLACED ON FILE

15. OLD BUSINESS

16. NEW BUSINESS

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:38AM.
<table>
<thead>
<tr>
<th>Pay Vendor Name</th>
<th>Description</th>
<th>Check Date</th>
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<tbody>
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<td>Phone Service</td>
<td>3/2/2018</td>
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<td>AMAZON CAPITAL SERVICES</td>
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<td>ANDERSON PEST SOLUTIONS</td>
<td>Preventive services</td>
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<td>CDW GOVERNMENT INC</td>
<td>UPS batteries, flashdrives, data cartridge</td>
<td>3/2/2018</td>
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<td>COM ED</td>
<td>Electric Service</td>
<td>3/2/2018</td>
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<td>ENVIROTEST PERRY LABORATORIES</td>
<td>Coliform testing</td>
<td>3/2/2018</td>
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<td>Hex nut, hex cap screw</td>
<td>3/2/2018</td>
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<td>PH electrode storage solution</td>
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<td>Annual Safety Award</td>
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<td>Oscillating multi tool saw blades</td>
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<td>Hose hangers</td>
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<td>Meter Reads</td>
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<td>VWR INTERNATIONAL LLC</td>
<td>PH strips, flex filter</td>
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<td>WALTER EDELCHER ASSOCIATES</td>
<td>BNR - Phosphate removal</td>
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<td>Godwin 6&quot; pumps</td>
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<td>AUTOZONE INC</td>
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<td>3/6/2018</td>
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<td>Shipping</td>
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<td>Safety lane inspections</td>
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<td>Y strainer, bushings</td>
<td>3/9/2018</td>
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<td>Repair</td>
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<td>KARDON ENTERPRISES INC</td>
<td>Testing on biosolids</td>
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<td>3/13/18</td>
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<td>3/13/18</td>
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<td>OFFICE DEPOT</td>
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<td>OLIN CORPORATION</td>
<td>Sodium hypochlorite</td>
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<td>Menards</td>
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<td>DB Sterin Consultants</td>
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<td>HR Green</td>
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**Total**                                                               **$18,494.26**
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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 contract purchase order for purchase of Sodium Bisulfite to remove chlorine from the final effluent phase of the wastewater treatment process at the Woodridge and Knollwood Facilities per EPA regulations.

NOW, THEREFORE BE IT RESOLVED, that requisition covering said, for the purchase of Sodium Bisulfite to remove chlorine from the final effluent phase of the wastewater treatment process at the Woodridge and Knollwood Facilities per EPA regulations, for the Public Works Department, for the period April 1, 2018 through March 31, 2019, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Univar, USA, Inc., 3075 Highlands Pkways Ste 200 Downers Grove IL 60515, for a contract total amount of $31,836.00 per lowest responsible bid #18-031-JM.

Enacted and approved this 27th 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總額</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
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<tr>
<td>February 28, 2018</td>
<td>$31,836.00</td>
<td>APRIL 1, 2018 THROUGH MARCH 31, 2019</td>
<td>PUBLIC WORKS</td>
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### SOLICITATION METHOD FOR SOURCE SELECTION

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

- Angela Bendinelli  Completed  02/28/2018 3:37 PM
- Nick Kottmeyer  Completed  03/01/2018 8:32 AM
- Kathy Ostrowski  Completed  03/01/2018 10:21 AM
- James McGuire  Completed  03/01/2018 2:14 PM
- Paul Rafac  Completed  03/01/2018 2:47 PM
- Kathy Ostrowski  Completed  03/05/2018 11:32 AM
- Public Works Committee  Pending  03/20/2018 9:15 AM
- Finance Committee  Pending  03/27/2018 8:00 AM
- County Board  Pending  03/27/2018 10:00 AM
Procurement Review Checklist
Procurement Services Division

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

Vendor: Univar USA, Inc.  Vendor #: 12447
Dept: Public Works  Contact: Jay Dahlberg

Contract April 1, 2018 through March 31, 2019
Phone: 630-985-7400

Total: $31,836.00  Assigned Committee: Public Works

Description of Procurement/Scope of Work/Background
Sodium Bisulfite for both the Woodridge and Knollwood Wastewater Treatment Facilities in bulk on an as needed basis for a 1 year period from 4/1/18 through 3/31/19 in the amount of $31,836 per Bid #18-031-JM.

Reason for Procurement
De-chlorination is an essential part of the wastewater treatment process and is required in order to meet EPA standards and regulations. Sodium Bisulfite is used in the de-chlorination process to remove chlorine from the final effluent phase of the treatment process.

FUNDING SOURCE
☑ Procurement budgeted for (FY and budget code(s)): 2000-2555-52330
☐ Budget Transfer (Date) Add'l Information

DECISION MEMO NOT REQUIRED
☐ LOWEST RESPONSIBLE QUOTE # or BID # 18-031-JM (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
☐ PER 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)

2/28/2018  2/28/2018  2/28/2018
Prepared By  Date  Recommended for Approval  Date  IT Approval, if required  Date

REVIEWED BY (Initials Only)

3-1-18  3-1-18
Buyer  Procurement Officer

3-1-18  3-1-18
Chief Financial Officer  Chairman's Office
(Decision Memos Over $25,000)  (Decision Memos Over $25,000)
COUNTY OF DU PAGE, ILLINOIS
PROCUREMENT SERVICES DIVISION
BID TABULATION ADVICE

BID #18-031-JM
FURNISH & DELIVER SODIUM BISULFITE

BID OPENING DATE: 02/22/18 - 3:30 P.M.

<table>
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<th>RESPONSIBLE BIDS:</th>
<th>UNIT PRICE (per gallon)</th>
<th>TOTAL BID AMOUNT (15,000 gallons)</th>
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<tr>
<td>ALEXANDER CHEMICAL, a CARUS COMPANY</td>
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<td>MILFORT ENTERPRISES, INC.</td>
<td>$ 3.25</td>
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<td>PVS CHEMICAL SOLUTIONS, INC.</td>
<td>$ 3.35</td>
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BID OPENING ATTENDED BY:
Joan McAvoy, DuPage County Buyer
Catlyn Hicks, DuPage County Division Assistant

| INVITATIONS SENT: | 29 | POTENTIAL BIDDERS REQUESTING BID DOCUMENTS: | 19 | TOTAL BID RESPONSES RECEIVED: | 4 |
**Purchase Requisition**

**Procurement Services Division**

**Date:** Feb 28, 2018

**MinuteTraq (IQM2) ID #:** 12128

**Department Req #:** 18213

**RFP, Bid or Quote #:** 18-031-JM

---

### Send Purchase Order To:

- **Vendor:** Univar USA, Inc.  
  **Vendor #:** 12464  
  **Dept:** DuPage County Public Works  
  **Address:** 8201 S. 212st Street  
  **City:** Kent  
  **State:** WA  
  **Zip:** 98032  
  **Phone:** 253-872-5068  
  **Fax:** 253-872-5012

- **Attn:** Roise Holiday  
  **Email:** muniteam@univar.com

---

### Send Invoices To:

- **Vendor:** Univar USA, Inc.  
  **Vendor #:** 12464  
  **Dept:** DuPage County Public Works  
  **Address:** 8201 S. 212st Street  
  **City:** Kent  
  **State:** WA  
  **Zip:** 98032  
  **Phone:** 253-872-5068  
  **Fax:** 253-872-5012

- **Attn:** Accounts Payable  
  **Email:** pwaccountspayable@dupageco.org

---

### Send Payments To:

- **Vendor:** SAME  
  **Vendor #:** 12464  
  **Dept:** SAME  
  **Address:** 8201 S. 212st Street  
  **City:** Kent  
  **State:** WA  
  **Zip:** 98032  
  **Phone:** 253-872-5068  
  **Fax:** 253-872-5012

---

### Receive Invoices From:

- **Dept:** DuPage County Public Works  
  **Division:**Procurement Services Division

---

### Send Payments To:

- **Vendor:** SAME  
  **Vendor #:** 12464  
  **Dept:** SAME  
  **Address:** 8201 S. 212st Street  
  **City:** Kent  
  **State:** WA  
  **Zip:** 98032  
  **Phone:** 253-872-5068  
  **Fax:** 253-872-5012

---

### Shipment Information:

- **F.O.B.:** 8201 S. 212st Street
- **Destination:** City: Kent, State: WA, Zip: 98032
- **Phone:** 253-872-5068
- **Fax:** 253-872-5012

**Payment Terms:**

- **PO 20 Delivery Date:**
- **Requisitioner:** Amy Arlowe

**Use for PO25 only**

**Contract Administrator**  
**Contract Start Date:** Apr 1, 2018  
**Contract End Date:** Mar 31, 2019

---

### 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>Extensor</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Sodium Bisulfite for a 1-year period from 4/1/18 through 3/31/19 for the Woodridge and Knollwood Facilities per BID 18-031-JM.</td>
<td>2000</td>
<td>2555</td>
<td>52330</td>
<td>31,836.00</td>
<td>31,836.00</td>
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</tbody>
</table>

**Requisition Total:** $31,836.00

---

### Notes:

**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):
COUNTY OF DU PAGE, ILLINOIS

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Univar</th>
<th>Company Contact</th>
<th>Boise Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone</td>
<td>853-872-3208</td>
<td>Contact Email</td>
<td><a href="mailto:muniram@univar.com">muniram@univar.com</a></td>
</tr>
</tbody>
</table>

Date: 8/19/18
Bid/Contract/PO #: 18-031-JM

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

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

<table>
<thead>
<tr>
<th>Add</th>
<th>Line</th>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
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<tbody>
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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 or bid and shall update such disclosure with any changes that may occur.

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

<table>
<thead>
<tr>
<th>Add</th>
<th>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>
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<tr>
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<td></td>
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</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 anniversaries 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: Boise Holiday
Title: Municipal Specialist
Date: 2/19/18

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

Rev 1.1
4/1/16
AWARDING RESOLUTION ISSUED TO OLIN CHLOR ALKALI PRODUCTS AND VINYL TO PROVIDE SODIUM HYPOCHLORITE AT THE WOODRIDGE AND KNOLLWOOD FACILITIES (CONTRACT TOTAL AMOUNT: $55,800.00)

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 Contract Purchase Order to Olin Chlor Alkali Products and Vinyls for the purchase of sodium hypochlorite to be used for plant effluent water disinfection at the Woodridge and Knollwood Facilities per IEPA regulations.

NOW, THEREFORE BE IT RESOLVED, that requisition covering said, for purchase of sodium hypochlorite to be used for plant effluent water disinfection at the Woodridge and Knollwood Facilities per IEPA regulations.

NOW, THEREFORE BE IT RESOLVED, that requisition covering said, for purchase of sodium hypochlorite to be used for plant effluent water disinfection at the Woodridge and Knollwood Facilities per IEPA regulations for the Public Works Department, for the period April 1, 2018 through March 31, 2019, for the Public Works Department, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Olin Chlor Alkali Products and Vinyls, 1001 W. 31st Street, Suite 200, Downers Grove, IL 60515 for a contract total amount not to exceed $55,800.00 per lowest responsible bid #18-028-JM.

Enacted and approved this 27th 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>
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<tbody>
<tr>
<td>February 28, 2018</td>
<td>$55,800.00</td>
<td>APRIL 1, 2018 THROUGH MARCH 31, 2019</td>
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<table>
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<tr>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLIC WORKS</td>
</tr>
</tbody>
</table>

## SOLICITATION METHOD FOR SOURCE SELECTION

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

- Angela Bendinelli  Completed  02/28/2018 3:36 PM
- Nick Kottmeyer    Completed  03/01/2018 8:30 AM
- Kathy Ostrowski   Completed  03/01/2018 9:32 AM
- James McGuire     Completed  03/01/2018 2:14 PM
- Paul Rafac        Completed  03/01/2018 2:48 PM
- Kathy Ostrowski   Completed  03/05/2018 12:17 PM
- Public Works Committee  Pending  03/20/2018 9:15 AM
- Finance Committee  Pending  03/27/2018 8:00 AM
- County Board      Pending  03/27/2018 10:00 AM
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

| Vendor: | Olin Chlor Alkali Products and Vinyls |
| Vendor #: | 12067 |
| Dept: | Public Works |
| Contact: | Jay Dahlberg |
| Phone: | 630-985-7400 |
| Contract: | April 1, 2018 through March 31, 2019 |
| Contract Total: | $55,800.00 |
| Assigned Committee: | Public Works |

Description of Procurement/Scope of Work/Background:
Sodium hypochlorite for both the Woodridge and Knollwood Wastewater Treatment Facilities for a 1-year period from 4/1/18 through 3/31/19 in the amount of $55,800 per Bid #18-028-JM.

Reason for Procurement:
Sodium hypochlorite is used for plant effluent water disinfection and needs to be supplied to the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities per EPA permit regulations.

FUNDING SOURCE
- Procurement budgeted for (FY and budget code(s)): 2000-2555-52330
- Budget Transfer (Date) ________________________________ Add' Information

DECISION MEMO NOT REQUIRED
- LOWEST RESPONSIBLE QUOTE # or BID # 18-028-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 (30ILCSS25)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # ________________________________ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # ________________________________
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # ________________________________

PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval Date</th>
<th>IT Approval, if required Date</th>
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REVIEWED BY (Initials Only)

<table>
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<th>Buyer</th>
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<th>Procurement Officer</th>
<th>Date</th>
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<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>____________</td>
<td>____________</td>
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</table>
COUNTY OF DU PAGE, ILLINOIS  
PROCUREMENT SERVICES DIVISION  
BID TABULATION ADVICE

BID #18-028-JM  
FURNISH & DELIVER SODIUM HYPOCHLORITE  

BID OPENING DATE: 02/22/18 - 2:00 P.M.

<table>
<thead>
<tr>
<th>RESPONSIBLE BIDS:</th>
<th>UNIT PRICE (per gallon)</th>
<th>TOTAL BID AMOUNT (60,000 gallons)</th>
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<tr>
<td>OLIN CORP.</td>
<td>$ 0.93</td>
<td>$ 55,800.00</td>
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<tr>
<td>Dba OLIN CHLOR ALKALI PRODUCTS and VINYL\S</td>
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<td></td>
</tr>
<tr>
<td>MINERAL MASTERS</td>
<td>$ 1.00</td>
<td>$ 60,000.00</td>
</tr>
<tr>
<td>UNIVAR USA, INC.</td>
<td>$ 1.06</td>
<td>$ 63,600.00</td>
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<tr>
<td>ALEXANDER CHEMICAL, a CARUS COMPANY</td>
<td>$ 1.26</td>
<td>$ 75,600.00</td>
</tr>
</tbody>
</table>

NON-RESPONSIVE BIDS:  
Milport Enterprises, Inc.

BID OPENING ATTENDED BY:  
Lisbeth Todner, Olin Chlor Alkali Products & Vinyls  
Mike Tracy, Mineral Masters

Joan McAvoy, DuPage County Buyer  
Catlyn Hicks, DuPage County Division Assistant

| INVITATIONS SENT:  | 33 | POTENTIAL BIDDERS REQUESTING BID DOCUMENTS: | 18 | TOTAL BID RESPONSES RECEIVED: | 4 |
### Purchase Requisition
**Procurement Services Division**

**Date:**
Feb 28, 2018

**MinuteTraq (IQM2) ID #:** 12129

**Department Req #:** 18213

**RFP, Bid or Quote #:** 18-028-JM

---

#### Send Purchase Order To:
- **Vendor:** Olin Chlor Alkali Products and Vinlys
  - **Vendor #:** 12067
- **Attn:** Lisbeth Todner
  - **Email:** lctodner@olin.com
- **Address:** 1001 W. 31st Street, Suite 200
- **City:** Downers Grove
  - **State:** IL
  - **Zip:** 60515
- **Phone:** 630-243-2265

#### Send Invoices To:
- **Dept:** DuPage County Public Works
- **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 #:** 12067
- **Attn:** Email:

#### Ship To:
- **Dept:** SAME
- **Attn:** Email:

---

#### Payment Terms
- F.O.B. PO 20 Delivery Date
- **Destination**
- **Requisitioner**
  - **Use for PO25 only**
  - **Contract Administrator**
  - **Contract Start Date:** Apr 1, 2018
  - **Contract End Date:** Mar 31, 2019

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension | Requisition Total
---|---|---|---|---|---|---|---|---|---|---|---|---
1 | 1 | EA | Sodium hypochlorite for a 1-year period from 4/1/18 through 3/31/19 for the Woodridge and Knollwood Facilities per BID 18-028-JM. | 2000 | 2555 | 52330 | 55,800.00 | 55,800.00 | 55,800.00 | 55,800.00

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

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

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

---

Attachment: Olin Chlor Requisition (PW-P-0084-18 : PW Olin Chlor Alkali Products and Vinyls)

---

Packet Pg. 25
Required Vendor Ethics Disclosure Statement
Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Company Name: Olin Chlor Alkali Products & Vinlys
Contact Phone: 630-243-2265
Company Contact: Mike Jakovich
Contact Email: Lctodner@olin.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 members, 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>Add' Line</th>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
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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 contractor bid and shall update such disclosure with any changes that may occur.

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

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

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

Authorized Signature: [Signature]

Printed Name: Mike Jakovich
Title: Director of Caustic
Date: 2/21/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
AWARDING RESOLUTION ISSUED TO
KEMIRA WATER SOLUTIONS, INC. TO
FURNISH AND DELIVER LIQUID FERRIC CHLORIDE
TO THE KNOLLWOOD WASTEWATER FACILITY
(CONTRACT TOTAL AMOUNT: $148,500.00)

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 contract purchase order to Kemira Water Solutions, Inc., to purchase and deliver liquid ferric chloride to the Knollwood Wastewater Facility per IEPA regulations.

NOW, THEREFORE BE IT RESOLVED, that requisition covering said, for the purchase and delivery of liquid ferric chloride to be used for phosphorus removal from the treatment process at the Knollwood Wastewater Facility per IEPA regulations for the Public Works Department, for the period April 1, 2018 through March 31, 2019, for the Public Works Department, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Kemira Water Solutions, Inc., 4321 W 6th Street, Lawrence, KS 66049 for a contract total amount of $148,500.00 per lowest responsible bid #18-029-JM.

Enacted and approved this 27th 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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<tbody>
<tr>
<td>March 1, 2018</td>
<td>$148,500.00</td>
<td>APRIL 1, 2018 THROUGH MARCH 31, 2019</td>
<td>PUBLIC WORKS</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

No Decision Memo Required  Lowest Responsible Bidder - See attached tabulation

Angela Bendinelli  Completed 03/01/2018 8:56 AM
Nick Kottmeyer    Completed 03/02/2018 8:04 AM
Kathy Ostrowski   Completed 03/02/2018 3:38 PM
James McGuire     Completed 03/05/2018 11:22 AM
Paul Rafac        Completed 03/06/2018 12:04 PM
Kathy Ostrowski   Completed 03/09/2018 11:47 AM
Public Works Committee Pending 03/20/2018 9:15 AM
Finance Committee Pending 03/27/2018 8:00 AM
County Board      Pending 03/27/2018 10:00 AM
### Purchase Requisition

**Procurement Services Division**

**Date:** Feb 28, 2018  
**MinuteTraq (IQM2) ID #:** 12131  
**Department Req #:** 18213

---

<table>
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<tr>
<th><strong>Send Purchase Order To:</strong></th>
<th><strong>Send Invoices To:</strong></th>
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<tbody>
<tr>
<td>Vendor: Kemira Water Solutions, Inc.</td>
<td>Dept: DuPage County Public Works</td>
</tr>
<tr>
<td>Vendor #:</td>
<td>Division:</td>
</tr>
<tr>
<td>Attn: Christina Imbrogno Email: <a href="mailto:tima.imbrogno@kemira.com">tima.imbrogno@kemira.com</a></td>
<td>Attn: Accounts Payable Email: <a href="mailto:pwaccountspayable@dupageco.org">pwaccountspayable@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 4321 W. 6th Street</td>
<td>Address: 7900 S. Route 53</td>
</tr>
<tr>
<td>Phone: 785-842-7424 Fax: 785-842-2629</td>
<td>Phone: 630-985-7400 Fax: 630-985-4802</td>
</tr>
</tbody>
</table>

<table>
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<tr>
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</tr>
<tr>
<td>Phone: Fax:</td>
<td>Phone: Fax:</td>
</tr>
</tbody>
</table>

### Payment Terms

**F.O.B.**

- PER 50 ILCS 505/1

**PO 20 Delivery Date**

- Destination

**Requisitioner**

- Amy Arlowe

**Use for**

- Contract Administrator
- Contract Start Date: Apr 1, 2018
- Contract End Date: Mar 31, 2019
- Use for PO25 only

---

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Liquid ferric chloride for the Knollwood Wastewater Treatment Facility or a 1-year period from 4/1/18 through 3/31/19 per BID 18-029-JM.</td>
<td>2000</td>
<td>2555</td>
<td>52330</td>
<td>148,500.00</td>
<td>148,500.00</td>
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**Requisition Total**: $148,500

---

**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):
## Procurement Review Checklist

**Procurement Services Division**

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

### Vendor Information

<table>
<thead>
<tr>
<th>Vendor: Kemira Water Solutions, Inc.</th>
<th>Vendor #: 28501</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Public Works</td>
<td>Contact: Jay Dahlberg</td>
</tr>
<tr>
<td>Phone: 630-985-7400</td>
<td>Assigned Committee: Public Works</td>
</tr>
</tbody>
</table>

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

Furnish and deliver liquid ferric chloride to the Knollwood Wastewater Treatment Facility for a 1-year period from 4/1/18 through 3/31/19 in the amount of $148,500 per Bid #18-029-JM.

### Reason for Procurement

Ferric chloride is used to help remove phosphorus from the wastewater treatment process and is needed in order meet the plant effluent phosphorus limit that is required per Illinois EPA regulations.

### Funding Source

- [ ] Procurement budgeted for (FY and budget code(s)): 2000-2555-52330
- [ ] Budget Transfer (Date) _Add'l Information_

### Decision Memo Not Required

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # 18-029-JM (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # ____________________ Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5-1/1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 Public Utility
- [ ] PER 55 ILCs 5-1/1022 '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>
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<td></td>
<td>3/1/2018</td>
<td></td>
<td></td>
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</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>3/5/18</td>
<td></td>
<td>3-5-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3-6-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# BID #18-029-JM

**FURNISH & DELIVER LIQUID FERRIC CHLORIDE**

**BID OPENING DATE:** 02/22/18 - 2:30 P.M.

<table>
<thead>
<tr>
<th>RESPONSIBLE BIDS:</th>
<th>UNIT PRICE (per gallon)</th>
<th>TOTAL BID AMOUNT (110,000 gallons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEMIRA WATER SOLUTIONS, INC.</td>
<td>$ 1.08 (2000-3000 gal deliveries)</td>
<td>$ 118,800.00</td>
</tr>
<tr>
<td></td>
<td>$ 1.35 (under 2000 gallons)</td>
<td>$ 148,500.00</td>
</tr>
<tr>
<td>PVS TECHNOLOGIES</td>
<td>$ 1.75</td>
<td>$ 195,800.00</td>
</tr>
<tr>
<td>MINERAL MASTERS</td>
<td>$ 2.04</td>
<td>$ 224,400.00</td>
</tr>
</tbody>
</table>

**NO BID RESPONSES:**
UNIVAR USA, Inc.

**BID OPENING ATTENDED BY:**
Mike Tracy, Mineral Masters
Joan McAvoy, DuPage County Buyer
Catlyn Hicks, DuPage County Division Assistant

| INVITATIONS SENT: | 48 | POTENTIAL BIDDERS REQUESTING BID DOCUMENTS: | 19 | TOTAL BID RESPONSES RECEIVED: | 3 |
COUNTY OF Du PAGE, ILLINOIS

BID PRICING

<table>
<thead>
<tr>
<th>CHEMICAL</th>
<th>UNIT OF MEASURE</th>
<th>ESTIMATED ANNUAL QUANTITY (A)</th>
<th>UNIT PRICE (B)</th>
<th>EXTENSION (A x B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIQUID FERRIC CHLORIDE</td>
<td>GALLON</td>
<td>110,000 GALLONS</td>
<td>$1.08 *</td>
<td>$118,800.00</td>
</tr>
</tbody>
</table>

* 2000 - 3000 gallon deliveries
  less than 2000 gallon deliveries $1.35/gallon

MINIMUM REQUIRED ORDER NOTIFICATION 3 DAYS.

TOTAL BID AMOUNT: $118,800.00

One hundred eighteen thousand, eight hundred Dollars and zero Cents.

The Contractor agrees to provide the goods described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained.

Bidder shall acknowledge receipt of each addendum issued (If applicable) in the space provided on the bid form. (Subject to unit quantity adjustments based upon actual usage)

[Signature on File]

Commercial Support Manager

(Signature and Title)

CORPORATE SEAL
(If available)

BID MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this 20 day of February, AD, 2018

[Signature on file]
(Notary Public)

My Commission Expires: 10/3/21

[Seal]
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: 2/20/11
Bid/Contract/PO #: 18-029-JM

Company Name: Kemira Water Solutions, Inc.
Company Contact: Christina M. Imbrogno
Phone: (185) 842-7424
Email: kwisno.bids@kemira.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>Add</th>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, kind of services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td></td>
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<td>x</td>
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</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</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>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>x</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Authorized Signature: [Signature on File]
Printed Name: Christina M. Imbrogno
Title: Commercial Support Manager
Date: 2/20/11

Attach additional sheets if necessary. Sign each sheet and number each page. Page 19 of (total number of pages)
Requisition 25k and over

PW-P-0086-18

AWARDING RESOLUTION ISSUED TO
OZINGA READY MIX CONCRETE, INC.
FOR THE PURCHASE OF CLASS SI CONCRETE
FOR PUBLIC WORKS AND FACILITIES MANAGEMENT
FOR VARIOUS LOCATIONS THROUGHOUT THE COUNTY
(CONTRACT TOTAL AMOUNT: $55,000.00)

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 contract purchase order to Ozinga Ready Mix Concrete, Inc. for the purchase of Class SI concrete for Public Works and Facilities Management for various locations throughout the County.

NOW, THEREFORE BE IT RESOLVED, that requisition cover said, for the purchase of Class SI concrete for Public Works and Facilities Management for various locations throughout the County for the period April 1, 2018 through March 31, 2019, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Ozinga Ready Mix Concrete, Inc., 18825 Old LaGrange Road, Mokena, IL 60448, for a contract total amount not to exceed $55,000.00 per lowest responsible bid #18-040GV.

Enacted and approved this 27th 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 28, 2018</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

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

- Angela Bendinelli  Completed  02/28/2018 3:39 PM
- Nick Kottmeyer  Completed  03/01/2018 8:33 AM
- Kathy Ostrowski  Completed  03/01/2018 9:54 AM
- James McGuire  Completed  03/02/2018 10:54 AM
- Paul Rafac  Completed  03/06/2018 12:05 PM
- Kathy Ostrowski  Completed  03/09/2018 12:15 PM
- Public Works Committee  Pending  03/20/2018 9:15 AM
- Finance Committee  Pending  03/27/2018 8:00 AM
- County Board  Pending  03/27/2018 10:00 AM
**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: Ozinga Ready Mix Concrete, Inc.</th>
<th>Vendor #:</th>
<th>Contract April 1, 2018 through Term: March 31, 2019</th>
<th>Contract Total: $55,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Public Works</td>
<td>Contact: Sean Reese</td>
<td>Phone: 630-985-7400</td>
<td>Assigned Committee: Public Works</td>
</tr>
</tbody>
</table>

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

Purchase of Class SI concrete for the Public Works and Facilities Management Departments for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-040-GV in the amount of $55,000.

**Reason for Procurement**

Concrete is needed for driveway and roadway repairs due to various projects, repairs, and routine maintenance of the County owned water and sewer systems as well as for routine repairs at the County Complex and other County Facility locations.

**FUNDING SOURCE**

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

- Budget Transfer (Date) Add'l Information

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE # or BID # 18-040-GV (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid #
- Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

**DECISION MEMO REQUIRED**

- Cooperative Procurement (OPC4-107) 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></td>
<td>2/18/2018</td>
<td></td>
<td>2/18/2018</td>
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<td>2/18/2018</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>3/1/18</td>
<td></td>
<td>3/2/18</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2-6-18</td>
<td></td>
<td>3-1-18</td>
</tr>
</tbody>
</table>
## BID #18-040-GV
### PORTLAND CEMENT CONCRETE
**BID OPENING DATE:** FEBRUARY 26, 2018  
**1:00 P.M.**

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>PLANT LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS S1 CONCRETE (4.6 BAG MIX)</td>
<td>CY</td>
<td>$192.00</td>
<td>CAROL STEAM MONTGOMERY LEMONT</td>
</tr>
<tr>
<td>CLASS S1 CONCRETE SPECIAL (6.1 BAG MIX)</td>
<td>CY</td>
<td>$196.00</td>
<td>CAROL STEAM MONTGOMERY LEMONT</td>
</tr>
<tr>
<td>HIGH EARLY MIX (PP1)</td>
<td>CY</td>
<td>$206.00</td>
<td>CAROL STEAM MONTGOMERY LEMONT</td>
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<tr>
<td>CLSM MIX #3</td>
<td>CY</td>
<td>$180.00</td>
<td>CAROL STEAM MONTGOMERY LEMONT</td>
</tr>
<tr>
<td>CONCRETE BLOCKS 2&quot;X2&quot;X6&quot;</td>
<td>EA</td>
<td>$85.00</td>
<td>CAROL STEAM MONTGOMERY LEMONT</td>
</tr>
<tr>
<td>CALCIUM CHLORIDE (1 %)</td>
<td>CY</td>
<td>$4.50</td>
<td>CAROL STEAM MONTGOMERY LEMONT</td>
</tr>
<tr>
<td>RETARDER</td>
<td>CY</td>
<td>$2.00</td>
<td>CAROL STEAM MONTGOMERY LEMONT</td>
</tr>
<tr>
<td>SUPER PLASTICIZER</td>
<td>CY</td>
<td>$9.00</td>
<td>CAROL STEAM MONTGOMERY LEMONT</td>
</tr>
</tbody>
</table>

**NON-RESPONSIBLE BIDS:**

**NO BID RESPONSES:**

**BID OPENING ATTENDED BY:**

Glenda Vasak, DuPage County Buyer  
Catlyn Hicks, Division Assistant

| INVITATIONS SENT: | 42 | POTENTIAL BIDDERS REQUESTING BID DOCUMENTS: | 9 | TOTAL BID RESPONSES RECEIVED: | 1 |
# Purchase Requisition

**Procurement Services Division**

## Send Purchase Order To:
- **Vendor:** Ozinga Ready Mix Concrete, Inc.  
  **Vendor #:** 13068  
- **Attn:** Paul Winkle, JR  
  **Email:**  
- **Address:** 18825 Old LaGrange Road  
  **City:** Mokena  
  **State:** IL  
  **Zip:** 60448  
- **Phone:** 708-326-4200  
  **Fax:** 708-326-4201

## Send Invoices To:
- **Dept:** DuPage County Public Works  
- **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 #:** 13068  
- **Attn:**  
  **Email:**  
- **Address:**  
  **City:**  
  **State:**  
  **Zip:**  
- **Phone:**  
  **Fax:**

## Payment Terms:
- **F.O.B.:** PER 50 ILCS 505/1  
- **Destination:** Use for PO25 only

## PO 20 Delivery Date:
- **Requisitioner:** Amy Arlowe/Dawn Carbone  
- **Use for PO25 only**

## LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct | Sub-Accts and/or Activity # | Unit Price | Extensior |
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Class SI concrete for the Public Works and Facility Management Departments for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-040-GV</td>
<td>2000</td>
<td>2555</td>
<td>52270</td>
<td>15,000.00</td>
<td>15,000</td>
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<td>2</td>
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<td>2000</td>
<td>2665</td>
<td>52270</td>
<td>10,000.00</td>
<td>10,000</td>
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<td>2640</td>
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<td>55270</td>
<td>15,000.00</td>
<td>15,000</td>
<td></td>
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</tr>
</tbody>
</table>

## Requisition Total: $55,000

---

**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

Date: 2-14-18

Company Name: Ozinga Ready Mix Concrete
Company Contact: Paul Winkle
Contact Phone: 708-478-2840
Contact Email: pwinkle@ozinga.com

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

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

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

Add
Recipient | Description (e.g. cash, type of item, in-kind services, etc.) | Amount/Value | Date Made
---|---|---|---
X | None by Vendor. Vendor is unable to make this disclosure. | |
X | |

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 shall update such disclosure with any changes that may occur.

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

Add
Lobbyists, Agents and Representatives | Telephone | |
---|---|---
X | None Known |

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 of 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: [Redacted]
Printed Name: Paul Winkle
Title: Vice President of Sales
Date: 2-14-18

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

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER
Rev 1.1
4/1/16

Packet Pg. 39
AWARDING RESOLUTION ISSUED TO
VULCAN CONSTRUCTION MATERIALS LLC
FOR THE PURCHASE OF
COARSE AND FINE AGGREGATES FOR THE
PUBLIC WORKS DEPARTMENT
(CONTRACT TOTAL AMOUNT: $65,000.00)

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 Vulcan Construction Materials LLC for the purchase of coarse and fine aggregates for the Public Works Department to use as needed to restore areas throughout the County that are disturbed due to water/sewer main excavations and repairs.

NOW, THEREFORE BE IT RESOLVED, that requisition covering said, for the purchase of coarse and fine aggregates for Public Works, for the period April 1, 2018 through March 31, 2019, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Vulcan Construction Materials LLC, 1000 E Warrenville Il 60563, for a contract total amount not to exceed $65,000.00 per lowest responsible bid #18-039GV.

Enacted and approved this 27th 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>
</tr>
</thead>
<tbody>
<tr>
<td>February 28, 2018</td>
<td>$65,000.00</td>
<td>APRIL 1, 2018 THROUGH MARCH 31, 2019</td>
<td>PUBLIC WORKS</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

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

- Angela Bendinelli  Completed  02/28/2018 3:41 PM
- Nick Kottmeyer  Completed  03/01/2018 8:33 AM
- Kathy Ostrowski  Completed  03/01/2018 10:09 AM
- James McGuire  Completed  03/02/2018 10:51 AM
- Paul Rafac  Completed  03/06/2018 12:21 PM
- Kathy Ostrowski  Completed  03/09/2018 12:54 PM
- Public Works Committee  Pending  03/20/2018 9:15 AM
- Finance Committee  Pending  03/27/2018 8:00 AM
- County Board  Pending  03/27/2018 10:00 AM
Vulcan Construction Materials LLC

Vendor #: 22390

Contact: Sean Reese

Phone: 630-985-7400

Contract Term: April 1, 2018 through March 31, 2019

Contract Total: $65,000.00

Assigned Committee: Public Works

Description of Procurement/Scope of Work/Background:
Coarse and fine aggregates for the Public Works Department for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-039-GV in the amount of $65,000.

Reason for Procurement:
Coarse and fine aggregates are needed to restore areas throughout the County that are disturbed due to water and/or sewer main excavations and repairs.

FUNDING SOURCE
- Procurement budgeted for (FY and budget code(s)): 2000-2655-52270 / 1000-3200-52270 / 1000-1100-52270

DECISION MEMO NOT REQUIRED
- LOWEST RESPONSIBLE QUOTE # or BID # 18-039-GV (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid # ____________ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

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

PREPARED BY AND APPROVAL(S) (Initials Only)

Mark

Prepared By:

Date: 2/28/2019

Recommended for Approval:

Date: 2/28/2019

IT Approval, if required:

Date

REVIEWED BY (Initials Only)

Buyer

Date: 3/1/18

Procurement Officer

Date

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

Date: 3-6-18

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

Date

Packet Pg. 42
## COUNTY OF DU PAGE, ILLINOIS
### PROCUREMENT SERVICES DIVISION

**BID #18-039-GV**

**COARSE & FINE AGGREGATES**

**BID OPENING DATE:** FEBRUARY 26, 2018

<table>
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<tr>
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<td>NO BID</td>
<td>NO BID</td>
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<td>NO BID</td>
</tr>
</tbody>
</table>

INV SENT: 21  PLANHOLDERS: 7  TOTAL BIDS RECEIVED: 2
## Purchase Requisition

**Procurement Services Division**

**Purchase Requisition**

**Date:** Feb 27, 2018

**MinuteTraq (IQM2) ID #:** 12126

**Department Req #:** 18213

**RFP, Bid or Quote #:** 18-039-JM

---

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Vulcan Construction Materials LLC</th>
<th>Vendor #: 22390</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Ali Jones</td>
<td>Email: <a href="mailto:jonesal@vmemail.com">jonesal@vmemail.com</a></td>
</tr>
<tr>
<td>Address: 1000 E. Warrenville Road, Suite 100</td>
<td></td>
</tr>
<tr>
<td>City: Naperville</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 630-955-8580</td>
<td>Fax: 630-955-4453</td>
</tr>
</tbody>
</table>

### Send Invoices To:

<table>
<thead>
<tr>
<th>Dept: DuPage County Public Works</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Accounts Payable</td>
<td>Email: <a href="mailto:pwaccountspayable@dupageco.org">pwaccountspayable@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 7900 S. Route 53</td>
<td>Room:</td>
</tr>
<tr>
<td>City: Woodridge</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 630-985-7400</td>
<td>Fax: 630-985-4802</td>
</tr>
</tbody>
</table>

### Send Payments To:

<table>
<thead>
<tr>
<th>Dept: SAME</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Email:</td>
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<tr>
<td>Address:</td>
<td>Room:</td>
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<tr>
<td>City:</td>
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<td>Phone:</td>
<td>Fax:</td>
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<tr>
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<td>City:</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Payment Terms

**F.O.B.**

**PO 20 Delivery Date**

**Requisitioner**

**Destination**

**Use for**

**Contract Administrator**

**Contract Start Date**

**Contract End Date**

**Use for**

**PO25 only**

---

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extensio \\
---|---|---|---|---|---|---|---|---|---|---|--- \\
1 | 1 | EA | Coarse and fine aggregates used in restoration or water/sewer main excavations for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-039-GV | | 2000 | 2665 | 52270 | 45,000.00 | 45,000.00 \\
2 | 1 | EA | | | 1000 | 3200 | 52270 | 10,000.00 | 10,000.00 \\
3 | 1 | EA | | | 1000 | 1100 | 55270 | 10,000.00 | 10,000.00 \\

**Requisition Total** $65,000

---

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>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>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>x</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**

**Title**

**Date**

2/23/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page of (total number of pages)
AWARDING RESOLUTION ISSUED TO
ALEXANDER CHEMICAL CORPORATION
TO FURNISH AND DELIVER CALCIUM NITRATE
FOR THE KNOLLWOOD WASTEWATER FACILITY
(CONTRACT TOTAL AMOUNT: $38,340.00)

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 contract purchase order to Alexander Chemical Corporation to furnish and deliver calcium nitrate for the Knollwood Wastewater Treatment Facility.

NOW, THEREFORE BE IT RESOLVED, that Contract Purchase Order covering said, to furnish and deliver calcium nitrate for the Knollwood Wastewater Treatment Facility,

for the Public Works Department, for the period April 1, 2018 through March 31, 2019, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Alexander Chemical Corporation, 315 Fifth Street, Peru, Illinois 61354, for a contract total amount of $38,340.00 per lowest responsible bid #18-030-JM.

Enacted and approved this 27th day of March, 2018 at Wheaton, Illinois.

__________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE 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>March 1, 2018</td>
<td>$38,340.00</td>
<td>APRIL 1, 2018 THROUGH MARCH 31, 2019</td>
<td>PUBLIC WORKS</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

No Decision Memo Required  Lowest Responsible Bidder - See attached tabulation

Angela Bendinelli  Completed  03/01/2018 12:22 PM
Nick Kottmeyer    Completed  03/02/2018 8:05 AM
Kathy Ostrowski   Completed  03/02/2018 3:27 PM
James McGuire     Completed  03/05/2018 11:23 AM
Paul Rafac        Completed  03/06/2018 12:03 PM
Kathy Ostrowski   Completed  03/09/2018 12:44 PM
Public Works Committee Pending  03/20/2018 9:15 AM
Finance Committee Pending  03/27/2018 8:00 AM
County Board      Pending  03/27/2018 10:00 AM
## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions.

Attach Required Vendor Ethics Disclosure Statement

### Vendor Information
- **Vendor**: Alexander Chemical Corporation
- **Vendor #:** 10010
- **Dept:** Public Works
- **Contact**: Jay Dahlberg
- **Phone**: 630-985-7400

### Contract Information
- **Contract #:** April 1, 2018 through March 31, 2019
- **Contract Total:** $38,340.00
- **Assign Committee:** Public Works

### Description of Procurement/Scope of Work/Background
Furnish and deliver calcium nitrate to the Knollwood Wastewater Treatment Facility for a 1-year period from 4/1/18 through 3/31/19 in the amount of $38,340 per Bid #18-030-JM.

### Reason for Procurement
Calcium nitrate is a chemical used to control hydrogen sulfate gas odor within the Knollwood Interceptor. During the summer months hydrogen sulfate gas accumulates in the Knollwood Far East Interceptor. Hydrogen sulfate is very odorous and has the potential to adversely affect adjacent residents. When hydrogen sulfate mixes with the moisture within the interceptor, hydrochloric acid is formed and can be corrosive to collection system infrastructure.

### Funding Source
- **Procurement budgeted for (FY and budget code(s)):** 2000-2555-52330

### Decision Memo Not Required

#### LOWEST RESPONSIBLE QUOTE # or BID # 18-030-JM
- (QUOTE < $25,000, BID ≥ $25,000, attach Tabulation)
- RENEWAL, Enter Bid # ____________________________
- Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILC 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- PER 55 ILC 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)

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<tr>
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<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
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<th>Date</th>
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<th>Date</th>
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<tr>
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<td>Date</td>
<td>Chairman’s Office (Decision Memos Over $25,000)</td>
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Purchase Requisition
Procurement Services Division

Date: Feb 28, 2018
MinuteTraq (IQM2) ID #: 12130
Department Req #: 18213
RFP, Bid or Quote #: 

Send Purchase Order To:
Vendor: Alexander Chemical
Attn: Samantha Pumo
Email: samantha.pumo@caruscorporation.com
Address: 315 Fifth Street
City: Peru
State: IL
Zip: 61354
Phone: 800-435-6856
Fax: 815-224-6697

Send Invoices To:
Vendor: Alexander Chemical
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
Attn: 
Email: 
Address: 
City: 
State: IL
Zip: 
Phone: 
Fax: 

Ship To:
Dept: DuPage County Public Works
Division: 

Payment Terms
PER 50 ILCS 505/1
F.O.B.
PO 20 Delivery Date
Requisitioner

PO 25 only
Use for
Contract Administrator
Contract Start Date
Apr 1, 2018
Contract End Date
Mar 31, 2019

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<th>Dept #</th>
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<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
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<tr>
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<td>1</td>
<td>EA</td>
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<td>2000</td>
<td>2555</td>
<td>52330</td>
<td>38,340.00</td>
<td>38,340.00</td>
<td></td>
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</tr>
</tbody>
</table>

Requisition Total $38,340.00

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

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

User Department Internal Notes (these comments will NOT appear on the Purchase Order):
 COUNTY OF DU PAGE, ILLINOIS

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: February 20, 2018

Bid/Contract/PO #: 18-030-JM

Company Name: Alexander Chemical Corporation, A Carus Company
Company Contact: Samantha Puno/Bid Specialist
Contact Phone: 800-435-6858 Contact Email: bids@caruscorporation.com

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Add</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>x</td>
<td></td>
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<tr>
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</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: Signature on file
Title: President/CEO
Date: February 20, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
COUNTY OF DU PAGE, ILLINOIS
PROCUREMENT SERVICES DIVISION
BID TABULATION ADVICE

BID #18-030-JM
FURNISH & DELIVER CALCIUM NITRATE

BID OPENING DATE: 02/22/18 - 3:00 P.M.

<table>
<thead>
<tr>
<th>RESPONSIBLE BIDS:</th>
<th>UNIT PRICE (per gallon)</th>
<th>TOTAL BID AMOUNT (18,000 gallons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALEXANDER CHEMICAL, a CARUS COMPANY</td>
<td>$ 2.13</td>
<td>$ 38,340.00</td>
</tr>
<tr>
<td>EVOQUA WATER TECHNOLOGIES</td>
<td>$ 2.246</td>
<td>$ 40,428.00</td>
</tr>
<tr>
<td>MINERAL MASTERS</td>
<td>$ 2.65</td>
<td>$ 47,700.00</td>
</tr>
</tbody>
</table>

NO BID RESPONSE:
Univar USA, Inc.

BID OPENING ATTENDED BY:
Mike Tracy, Mineral Masters
Joan McAvoy, DuPage County Buyer
Catlyn Hicks, DuPage County Division Assistant

INVITATIONS SENT: 43
POTENTIAL BIDDERS REQUESTING BID DOCUMENTS: 19
TOTAL BID RESPONSES RECEIVED: 3
COUNTY OF DU PAGE, ILLINOIS

BID PRICING

<table>
<thead>
<tr>
<th>CHEMICAL</th>
<th>UNIT OF MEASURE</th>
<th>ESTIMATED ANNUAL QUANTITY (A)</th>
<th>UNIT PRICE (B)</th>
<th>EXTENSION (A x B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>66% CALCIUM NITRATE</td>
<td>GALLON</td>
<td>18,000 GALLONS</td>
<td>$ 2.13</td>
<td>$ 38,340.00</td>
</tr>
</tbody>
</table>

MINIMUM REQUIRED ORDER NOTIFICATION: 2 - 3 DAYS

TOTAL BID AMOUNT: $ 38,340.00

Thirty-eight thousand three hundred ____________ Dollars and __ no __ Cents.

(Print or Type in words)

The Contractor agrees to provide the goods described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained.

Bidder shall acknowledge receipt of each addendum issued (If applicable) in the space provided on the bid form. (Subject to unit quantity adjustments based upon actual usage)

X Signature on File

(Signature and Title) David J Kuzy/President, CEO

BID MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this 20th day of __February__ AD, 2018

Signature on File

(Notary Public) My Commission Expires: __April 11, 2018__
Requisition under 25k dollars

2018-89
## PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
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<tbody>
<tr>
<td>March 6, 2018</td>
<td>APRIL 1, 2018 THROUGH MARCH 31, 2019</td>
<td>$20,000.00</td>
<td>PUBLIC WORKS</td>
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</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

- **Angela Bendinelli** Competed 03/06/2018 2:30 PM
- **Nick Kottmeyer** Competed 03/07/2018 11:50 AM
- **Kathy Ostrowski** Competed 03/07/2018 12:17 PM
- **James McGuire** Competed 03/07/2018 3:26 PM
- **Paul Rafac** Competed 03/09/2018 7:40 AM
- **Kathy Ostrowski** Competed 03/12/2018 8:45 AM
- **Public Works Committee** Pending 03/20/2018 9:15 AM
## Procurement Review Checklist

**Procurement Services Division**

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

### Vendor Information
- **Vendor:** Plote Construction, Inc.
- **Vendor #:** 11199
- **Dept:** Public Works
- **Contact:** Dwayne Kozak
- **Phone:** 630-985-7400

### Contract Information
- **Contract #:** April 1, 2018 through March 31, 2019
- **Contract Total:** $20,000.00
- **Assigned Committee:** Public Works

### Description of Procurement/Scope of Work/Background
- Purchase of bituminous paving materials for the Public Works and Facilities Management Departments for the Northwest region of the County for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-050-GV in the amount of $20,000.

### Reason for Procurement
- Asphalt material is needed for driveway and roadway repairs after sewer and water main jobs. The County award takes into consideration material units costs, average travel distance and travel times to and from potential job sites. Based on these factors, Plote Construction, Inc. has been determined to be the lowest responsible bidder for the Northwest portion of the County per Bid #18-050-GV.

### FUNDING SOURCE
- Procurement budgeted for (FY and budget code(s)): 2000-2665-52270 / 1000-1100-52270

### DECISION MEMO NOT REQUIRED
- LOWEST RESPONSIBLE QUOTE # or BID # 18-050-GV (QUOTE < $25,000, BID > $25,000; attach Tabulation)
- RENEWAL, Enter Bid #
- 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
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED
- Cooperative Procurement (DPCC-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 County 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>
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<tbody>
<tr>
<td>MWX</td>
<td>3/7/2018</td>
<td>MWX</td>
<td>3/7/2018</td>
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</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Reviewed By</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
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<tbody>
<tr>
<td>Blyer</td>
<td>3/7/18</td>
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<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
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</thead>
<tbody>
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**Packet Pg. 55**
## 18-050-GV EXTENDED BID TAB

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<tr>
<th>Plant Location</th>
<th>Del</th>
<th>Unit</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total</th>
<th>Unit Price</th>
<th>Total</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HMA Surface Course, Mix D, N70</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>100</td>
<td>$58.50</td>
<td>$5,850.00</td>
<td>$53.00</td>
<td>$5,300.00</td>
<td>$50.00</td>
<td>$5,000.00</td>
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<tr>
<td><strong>HMA Surface Course, Mix D, N50</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>1100</td>
<td>$56.50</td>
<td>$62,150.00</td>
<td>$53.00</td>
<td>$58,300.00</td>
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<td>$53,350.00</td>
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<tr>
<td><strong>HMA Binder Course, IL-19, N70</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>100</td>
<td>$54.50</td>
<td>$5,450.00</td>
<td>$47.00</td>
<td>$4,700.00</td>
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<td>$4,450.00</td>
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<tr>
<td><strong>HMA Binder Course, IL-19, N50</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>900</td>
<td>$52.50</td>
<td>$47,250.00</td>
<td>$47.00</td>
<td>$42,300.00</td>
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<td>$40,050.00</td>
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<td><strong>Polymerized HMA Surface Course Mix E N70</strong></td>
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<td>FOB PLANT</td>
<td>5 GAL</td>
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<td>NO BID</td>
<td>NO BID</td>
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<tr>
<td><strong>SMP Cold Patch</strong></td>
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<td>NO BID</td>
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<tr>
<td><strong>Dumping of Asphalt Grindings and Clean Concrete</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>400</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td><strong>Dumping of Broken Asphalt</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>400</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
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<tr>
<td><strong>TOTAL BID</strong></td>
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<td></td>
<td></td>
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<td>$115,570.00</td>
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## SUPERIOR

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</tr>
</thead>
<tbody>
<tr>
<td><strong>HMA Surface Course, Mix D, N70</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>100</td>
<td>$51.00</td>
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<tr>
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<td>FOB PLANT</td>
<td>TON</td>
<td>1100</td>
<td>$49.25</td>
<td>$54,175.00</td>
<td>$47.50</td>
<td>$55,825.00</td>
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<td>$54,450.00</td>
</tr>
<tr>
<td><strong>HMA Binder Course, IL-19, N70</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>100</td>
<td>$45.25</td>
<td>$4,525.00</td>
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<td>$4,825.00</td>
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<td>$4,800.00</td>
</tr>
<tr>
<td><strong>HMA Binder Course, IL-19, N50</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>900</td>
<td>$45.25</td>
<td>$40,725.00</td>
<td>$47.50</td>
<td>$42,750.00</td>
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<td>$43,200.00</td>
</tr>
<tr>
<td><strong>Polymerized HMA Surface Course Mix E N70</strong></td>
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<td>30</td>
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<td>$1,687.50</td>
<td>$57.25</td>
<td>$1,717.50</td>
<td>$57.00</td>
<td>$1,710.00</td>
</tr>
<tr>
<td><strong>Driveway/Private Mix</strong></td>
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<td>30</td>
<td>$47.00</td>
<td>$1,410.00</td>
<td>$49.00</td>
<td>$1,470.00</td>
<td>$48.25</td>
<td>$1,447.50</td>
</tr>
<tr>
<td><strong>SS-1 Asphalt Emulsion</strong></td>
<td>FOB PLANT</td>
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<td>$400.00</td>
<td>$40.00</td>
<td>$400.00</td>
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<td>$400.00</td>
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<tr>
<td><strong>58-28 Liquid Asphalt</strong></td>
<td>FOB PLANT</td>
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</tr>
<tr>
<td><strong>SMP Cold Patch</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>100</td>
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<td>$14,000.00</td>
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<tr>
<td><strong>Dumping of Asphalt Grindings and Clean Concrete</strong></td>
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<td>TON</td>
<td>400</td>
<td>$7.75</td>
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<td><strong>Dumping of Broken Asphalt</strong></td>
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<tr>
<td><strong>TOTAL BID</strong></td>
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## K-FIVE

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<th>Unit Price</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HMA Surface Course, Mix D, N70</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>100</td>
<td>$51.00</td>
<td>$5,100.00</td>
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<tr>
<td><strong>HMA Surface Course, Mix D, N50</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
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<td>$54,175.00</td>
<td>$47.50</td>
<td>$55,825.00</td>
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<tr>
<td><strong>HMA Binder Course, IL-19, N70</strong></td>
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<td><strong>HMA Binder Course, IL-19, N50</strong></td>
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<td>$42,750.00</td>
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<tr>
<td><strong>Polymerized HMA Surface Course Mix E N70</strong></td>
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<td>$1,687.50</td>
<td>$57.25</td>
<td>$1,717.50</td>
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<td><strong>Driveway/Private Mix</strong></td>
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<td>$1,410.00</td>
<td>$49.00</td>
<td>$1,470.00</td>
<td>$48.25</td>
<td>$1,447.50</td>
</tr>
<tr>
<td><strong>SS-1 Asphalt Emulsion</strong></td>
<td>FOB PLANT</td>
<td>5 GAL</td>
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<td>$40.00</td>
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<td>$40.00</td>
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<tr>
<td><strong>58-28 Liquid Asphalt</strong></td>
<td>FOB PLANT</td>
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<tr>
<td><strong>SMP Cold Patch</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>100</td>
<td>$140.00</td>
<td>$14,000.00</td>
<td>$140.00</td>
<td>$14,000.00</td>
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<td>$14,000.00</td>
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<tr>
<td><strong>Dumping of Asphalt Grindings and Clean Concrete</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>400</td>
<td>$7.75</td>
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<td>$3,100.00</td>
<td>$7.75</td>
<td>$3,100.00</td>
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<tr>
<td><strong>Dumping of Broken Asphalt</strong></td>
<td>FOB PLANT</td>
<td>TON</td>
<td>400</td>
<td>$7.75</td>
<td>$3,100.00</td>
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# Purchase Requisition

**Procurement Services Division**

**Date:** Mar 5, 2018

**MinuteTraq (IQM2) ID #:** 12178

**Department Req #:** 18213

**RFP, Bid or Quote #:**

---

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Plote Construction</th>
<th>Vendor #:</th>
<th>Dept: DuPage County Public Works</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Dave Verdico</td>
<td>Email:</td>
<td>Attn: Accounts Payable</td>
<td>Email:</td>
</tr>
<tr>
<td>Address: 1100 Brandt Drive</td>
<td>City: Hoffman Estates</td>
<td>State: IL</td>
<td>Zip: 60192</td>
</tr>
<tr>
<td>Phone: 847-695-9300</td>
<td>City: Woodridge</td>
<td>State: IL</td>
<td>Zip: 60517</td>
</tr>
<tr>
<td>Fax: 847-695-9317</td>
<td>Phone: 630-985-7400</td>
<td>Fax: 630-985-4802</td>
<td></td>
</tr>
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</table>

### Send Invoices To:

<table>
<thead>
<tr>
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<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Accounts Payable</td>
<td>Email:</td>
</tr>
<tr>
<td>Address: 7900 S. Route 53</td>
<td>Room:</td>
</tr>
<tr>
<td>Phone: 630-985-7400</td>
<td>Fax: 630-985-4802</td>
</tr>
</tbody>
</table>

### Send Payments To:

<table>
<thead>
<tr>
<th>Dept: SAME</th>
<th>Division:</th>
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<tbody>
<tr>
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<tr>
<td>Address:</td>
<td>Room:</td>
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<tr>
<td>Phone:</td>
<td>Fax:</td>
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### Ship To:

<table>
<thead>
<tr>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
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</thead>
<tbody>
<tr>
<td>Apr 1, 2018</td>
<td>Amy Arlowe</td>
</tr>
<tr>
<td>Mar 31, 2019</td>
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</table>

### Payment Terms

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 50 ILCS 505/1</th>
<th>Destination</th>
<th>Use for</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Item Detail

<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>
<th>Requisition Total</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Bituminous paving materials for Public Works and Facilities Management for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-050-GV</td>
<td>2000</td>
<td>2665</td>
<td>52270</td>
<td>5000.00</td>
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<tr>
<td>2</td>
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<td>52270</td>
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<td>15,000.00</td>
<td>15,000.00</td>
<td></td>
<td></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: 2/27/18

Company Name: Plote Construction Inc.
Contact Phone: 847-695-9300
Contact Email: bids@plote.com

The DuPage County Procurement Ordinance requires the following 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, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [x] NONE (check here) - If no contacts have been made

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<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 contractor bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</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: William T. Madden
Title: Asst. Secretary
Date: 2/27/18

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

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER
Rev 1.1
4/1/16
Requisition under 25k dollars

2018-90
## 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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<tr>
<td>March 6, 2018</td>
<td>$20,000.00</td>
<td>APRIL 1, 2018 THROUGH MARCH 31, 2019</td>
<td>PUBLIC WORKS</td>
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### SOLICITATION METHOD FOR SOURCE SELECTION

- Angela Bendinelli  
  Completed 03/06/2018 2:25 PM
- Nick Kottmeyer  
  Completed 03/07/2018 11:49 AM
- Kathy Ostrowski  
  Completed 03/07/2018 12:20 PM
- James McGuire  
  Completed 03/07/2018 3:23 PM
- Paul Rafac  
  Completed 03/09/2018 7:41 AM
- Kathy Ostrowski  
  Completed 03/12/2018 8:37 AM
- Public Works Committee  
  Pending 03/20/2018 9:15 AM
## Procurement Review Checklist
**Procurement Services Division**

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

### Vendor Information
**Vendor:** Route 66 Asphalt Co.  
**Vendor #:** 24180  
**Contract:** April 1, 2018 through March 31, 2019  
**Total:** $20,000.00  
**Dept:** Public Works  
**Contact:** Dwane Kozak  
**Phone:** 630-985-7400  
**Assigned Committee:** Public Works

### Description of Procurement/Scope of Work/Background
Purchase of bituminous paving materials for the Public Works Department for the Southern region of the County for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-050-GV in the amount of $20,000.

### Reason for Procurement
Asphalt material is needed for driveway and roadway repairs after sewer and water main jobs. The County award takes into consideration material units costs, average travel distance and travel times to and from potential Job sites. Based on these factors, Route 66 Asphalt Co. has been determined to be the lowest responsible bidder for the Southern portion of the County per Bid #18-050-GV.

### Funding Source
- Procurement budgeted for (FY and budget code(s)): 2000-2665-52270 / 2000-2640-52270

### Decision Memo Not Required
- LOWEST RESPONSIBLE QUOTE # or BID # 18-050-GV (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid #  
- 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)

**Prepared By:**  
**Date:** 3/7/2018  
**Recommended for Approval:** 3/7/2018  
**Recommended for Approval:** 3/7/2018  
**If Approval, if required:**  

**Reviewed by:**  
**Buyer:**  
**Date:** 3/7/18  
**Procurement Officer:**  
**Date:** 3-7-18  
**Chief Financial Officer:**  
**Date:** 3-9-18  
**Chairman's Office:**  
**Date:**  

---

**Packet Pg. 61**
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</tbody>
</table>
**Purchase Requisition**

**Procurement Services Division**

---

### Send Purchase Order To:
- **Vendor:** Route 66 Asphalt Co.
- **Vendor #:**
- **Dept:** DuPage County Public Works
- **Division:**
- **Attn:** Bill Cahill
- **Email:**
- **Address:** 999 Oakmont Plaza Drive Suite 200
- **City:** Westmont
- **State:** IL
- **Zip:** 60559
- **Phone:** 630-257-5600
- **Fax:** 630-257-6788

### Send Invoices To:
- **Vendor:** Route 66 Asphalt Co.
- **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:** Route 66 Asphalt Co.
- **Dept:** DuPage County Public Works
- **Division:**
- **Attn:**
- **Email:**
- **Address:**
- **City:**
- **State:** IL
- **Zip:**
- **Phone:**
- **Fax:**

### Ship To:
- **Vendor:** Route 66 Asphalt Co.
- **Dept:** DuPage County Public Works
- **Division:**
- **Attn:** Accounts Payable
- **Email:** pwaccountspayable@dupageco.org
- **Address:** 999 Oakmont Plaza Drive Suite 200
- **City:** Westmont
- **State:** IL
- **Zip:** 60559
- **Phone:** 630-257-5600
- **Fax:** 630-257-6788

---

**Payment Terms**
- **F.O.B.:**
- **PO 20 Delivery Date:**
- **Requisitioner:** Amy Arlowe
- **PO 25 Delivery Date:**

**Use for PO25 only**
- **Contract Administrator:**
- **Contract Start Date:** Apr 1, 2018
- **Contract End Date:** Mar 31, 2019

---

### LN
- **Qty:** 1
- **UOM:** EA
- **Item Detail (Product #):** Bituminous paving materials for Public Works for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-050-GV

### Description
- **FY:** 2000
- **Dept:** 2665
- **Acct:** 52270
- **Sub-Accts and/or Activity #:**
- **Unit Price:** 10,000.00
- **Extension:** 10,000

### LN
- **Qty:** 2
- **UOM:** EA
- **Item Detail (Product #):**

### Description
- **FY:** 2000
- **Dept:** 2665
- **Acct:** 52270
- **Sub-Accts and/or Activity #:**
- **Unit Price:** 10,000.00
- **Extension:** 10,000

---

**Requisition Total:** $ 20,000

**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: 2/20/18

Company Name: Route 66 Asphalt Company
Contact Phone: (630) 257-5400

Company Contact: Bill Cahill
Contact Email: billc@x-five.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 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>
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<th>Description (e.g. cash, type of item, ln, kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
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</thead>
<tbody>
<tr>
<td>See Attached</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>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>
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</tr>
<tr>
<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 [Blank]
Printed Name: Bill Cahill
Title: General Manager of Manufacturing
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

2018-88
Requisition under 25k dollars

2018-88

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>
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<tr>
<td>March 6, 2018</td>
<td>APRIL 1, 2018 THROUGH MARCH 31, 2019</td>
<td>$20,000.00</td>
<td>PUBLIC WORKS</td>
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SOLICITATION METHOD FOR SOURCE SELECTION

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<td>03/07/2018 11:50 AM</td>
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<td>03/07/2018 3:28 PM</td>
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<tr>
<td>Paul Rafac</td>
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<td>03/09/2018 7:40 AM</td>
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<td>03/12/2018 8:43 AM</td>
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<tr>
<td>Public Works Committee</td>
<td>Pending</td>
<td>03/20/2018 9:15 AM</td>
</tr>
</tbody>
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## Procurement Review Checklist

**Procurement Services Division**

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

**Date:** Mar 5, 2018

**MinuteTraq (IQM2) ID #:** 12177

### Vendor Information

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>DuPage Materials Corp.</th>
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<tbody>
<tr>
<td>Vendor #:</td>
<td>10921</td>
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<tr>
<td>Dept:</td>
<td>Public Works</td>
</tr>
<tr>
<td>Contact:</td>
<td>Dwayne Kozak</td>
</tr>
<tr>
<td>Phone:</td>
<td>630-985-7400</td>
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### Description of Procurement/Scope of Work/Background

Purchase of bituminous paving materials for the Public Works Department for the Central region of the County for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-050-GV in the amount of $20,000.

### Reason for Procurement

Asphalt material is needed for driveway and roadway repairs after sewer and water main jobs. The County award takes into consideration material units costs, average travel distance and travel times to and from potential job sites. Based on these factors, DuPage Materials Corp. has been determined to be the lowest responsible bidder for the Central portion of the County per Bid #18-050-GV.

### FUNDING SOURCE

- [ ] Procurement budgeted for (FY and budget code(s)): 2000-2665-52270 / 2000-2640-52270

### DECISION MEMO NOT REQUIRED

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # 18-050-GV (QUOTE < $25,000, BID $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # ______________________ intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 [ ] Public Utility
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

- [ ] Cooperative Procurement (DPCA-107) or Government Joint Purchasing Act Procurement (30ILCS25)
- [ ] 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:** 
  - **Date:** 3/7/2018
- **Recommended for Approval:** 
  - **Date:** 3/7/2018
- **IT Approval, if required:** 
  - **Date:**

### REVIEWED BY (Initials Only)

- **Beyer:** 
  - **Date:** 3/7/18
  - **Procurement Officer:** 
    - **Date:** 3-7-18
- **Chief Financial Officer:** 
  - **Date:** 3-9-18
  - **Chairman's Office:** 
    - **Date:**
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**Purchase Requisition**

**Procurement Services Division**

---

### Send Purchase Order To:

- **Vendor:** DuPage Materials Corp.  
- **Vendor #:**  
- **Vendor #:**  
- **Attn:** Bill Cahill  
- **Email:**  
- **Address:** 999 Oakmont Plaza Drive #200  
- **City:** Westmont  
- **State:** IL  
- **Zip:** 60559  
- **Phone:** 630-257-5600  
- **Fax:** 530-257-6788  

---

### Send Invoices To:

- **Dept:** DuPage County Public Works  
- **Division:**  
- **Attn:** Accounts Payable  
- **Email:** pwaccountspayable@dupageco.org  
- **Address:**  
- **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:**  

---

### Send Payments To:

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

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<th>FY</th>
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<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
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<td>52270</td>
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**Requisition Total** $20,000

---

**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.

Company Name: DuPage Materials Company, LLC
Company Contact: Bill Cahill
Contact Phone: (630) 757-5600
Contact Email: billc@k-five.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.

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

<table>
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<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>
</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: Bill Cahill
Title: General Manager of Manufacturing
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

2018-87
Requisition under 25k dollars

2018-87

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>March 6, 2018</td>
<td>$8,000.00</td>
<td>APRIL 1, 2018 THROUGH MARCH 31, 2019</td>
<td>PUBLIC WORKS</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

- Angela Bendinelli: Completed 03/06/2018 2:55 PM
- Nick Kottmeyer: Completed 03/07/2018 11:50 AM
- Kathy Ostrowski: Completed 03/07/2018 12:22 PM
- James McGuire: Completed 03/07/2018 3:22 PM
- Paul Rafac: Completed 03/09/2018 7:39 AM
- Kathy Ostrowski: Completed 03/12/2018 8:39 AM
- Public Works Committee: Pending 03/20/2018 9:15 AM
## 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: DuKane Asphalt Co.</th>
<th>Vendor #: 10030</th>
<th>Contract: April 1, 2018 through March 31, 2019</th>
<th>Contract Total: $8,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Public Works</td>
<td>Contact: Dwayne Kozak</td>
<td>Phone: 630-985-7400</td>
<td>Assigned Committee: Public Works</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**: Purchase of bituminous paving materials for the Public Works Department for the Northeastern region of the County for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-050-GV in the amount of $8,000.

**Reason for Procurement**: Asphalt material is needed for driveway and roadway repairs after sewer and water main jobs. The County award takes into consideration material units costs, average travel distance and travel times to and from potential job sites. Based on these factors, DuKane Asphalt Co. has been determined to be the lowest responsible bidder for the Northeastern portion of the County per Bid #18-050-GV.

### FUNDING SOURCE
- [ ] Procurement budgeted for (FY and budget code(s)): 2000-2665-52270 / 2000-2640-52270
- [ ] Budget Transfer (Date) ______________ Add'l information

### DECISION MEMO NOT REQUIRED
- [ ] LOWEST RESPONSIBLE QUOTE # or BID # 18-050-GV (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # ________________ [ ] Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 [ ] Public Utility
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED
- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30LCS52S5)
- [ ] 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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</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
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<tr>
<td>Plant Location</td>
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<tr>
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<tr>
<td>HMA Surface Course, Mix D, N50</td>
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<td>HMA Binder Course, IL-19, N70</td>
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<td>HMA Binder Course, IL-19, N50</td>
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<td>900</td>
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<tr>
<td>Polymerized HMA Surface Course Mix E N70</td>
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<td>30</td>
</tr>
<tr>
<td>Driveway/Private Mix</td>
<td></td>
<td>TON</td>
<td>30</td>
</tr>
<tr>
<td>SS-1 Asphalt Emulsion</td>
<td></td>
<td>5 GAL PAILS</td>
<td></td>
</tr>
<tr>
<td>58-28 Liquid Asphalt</td>
<td></td>
<td>5 GAL PAILS</td>
<td></td>
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<tr>
<td>Dumping of Asphalt Grindings and Clean Concrete</td>
<td></td>
<td>TON</td>
<td>400</td>
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<tr>
<td>Dumping of Broken Asphalt</td>
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</tr>
<tr>
<td>TOTAL BID</td>
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**Total Bid Summary**

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<thead>
<tr>
<th>Location</th>
<th>SUPERIOR</th>
<th>PLOTE</th>
<th>DUKANE</th>
<th>DUPAGE MTLs</th>
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<tbody>
<tr>
<td>N. AURORA</td>
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**K-FIVE CHICAGO MTLs RT 66**

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<td>$3,100.00</td>
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<td>$3,100.00</td>
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<td></td>
<td></td>
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<tr>
<td>TOTAL BID</td>
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<td>$128,222.50</td>
<td>$132,312.50</td>
<td>$131,257.50</td>
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<th>DUPAGE MTLs</th>
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</thead>
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<td>$132,312.50</td>
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<tr>
<td>ADDISON</td>
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<tr>
<td>ELMHURST</td>
<td>$131,257.50</td>
<td></td>
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</tbody>
</table>

Attachment: 18-050-GV Bid Tab (2018-87 : PW DuKane Asphalt Co.)
**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: DuKane Asphalt Co.</th>
<th>Vendor #:</th>
<th>Dept: DuPage County Public Works</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Matthew Dunteman</td>
<td>Email:</td>
<td>Attn: Accounts Payable</td>
<td>Email:</td>
</tr>
<tr>
<td>Address: 555 S. Rohlwing Road</td>
<td>Address: 7900 S. Route 53</td>
<td>City: Addison</td>
<td>State: IL Zip: 60101</td>
</tr>
<tr>
<td>Phone: 630-629-4920</td>
<td>Fax: 630-932-0994</td>
<td>Phone: 630-985-7400</td>
<td>Fax: 630-985-4802</td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Vendor: DuKane Asphalt Co.</th>
<th>Vendor #:</th>
<th>Dept: DuPage County Public Works</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
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<td>Email:</td>
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<td>City: Addison</td>
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<td>Fax: 630-932-0994</td>
<td>Phone: 630-985-7400</td>
<td>Fax: 630-985-4802</td>
</tr>
</tbody>
</table>

**Send Payments To:**

<table>
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<th>Dept: SAME</th>
<th>Division:</th>
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<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td>Phone:</td>
<td>Fax:</td>
</tr>
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</table>

**Ship To:**

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<tr>
<th>Payment Terms</th>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER 50 ILCS 505/1</td>
<td>Destination</td>
<td></td>
<td>Amy Arlowe</td>
</tr>
</tbody>
</table>

**Use for**

- Contract Administrator
- Contract Start Date: Apr 1, 2018
- Contract End Date: Mar 31, 2019

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

**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):

**LN** | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extensor | Requisition Total $ |
<table>
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<tr>
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<tr>
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<td>Bituminous paving materials for Public Works for a 1-year period from 4/1/18 through 3/31/19 per Bid #18-050-GV</td>
<td>2000</td>
<td>2640</td>
<td>52270</td>
<td>4,000.00</td>
<td>4,000C</td>
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<td>1</td>
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<td>2000</td>
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<td>52270</td>
<td>4,000.00</td>
<td>4,000C</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Required Vendor Ethics Disclosure Statement

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

Company Name: DuKane Asphalt Co.  
Company Contact: Matthew Dunsteman  
Contact Phone: (630) 629-4920  
Contact Email: DunstemanErudco.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>Add Line</th>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
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</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>
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</thead>
<tbody>
<tr>
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<td>x</td>
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- 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: [black]  
Printed Name: Matthew Dunsteman  
Title: Vice President  
Date: 2/14/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page of (total number of pages)
AWARDING RESOLUTION
ISSUED TO ASHLAND DOORS SOLUTIONS, LLC.,
TO PROVIDE DOOR MAINTENANCE, DOOR SALES
AND INSTALLATION
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED $45,960.00)

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 Ashland Doors Solutions, LLC., to provide door maintenance, door sales 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 door maintenance, door sales 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, Ashland Door Solutions, LLC., 185 Martin Lane, Elk Grove Village, IL 60007-6027, for a total contract amount not to exceed $45,960.00, per renewal option under bid award #15-054, third and final option to renew.

Enacted and approved this 27th 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 27, 2018</td>
</tr>
<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
</tr>
<tr>
<td>$45,960.00</td>
</tr>
</tbody>
</table>

## SOLICITATION METHOD FOR SOURCE SELECTION

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

- **Laura Grobe**  
  Completed 02/27/2018 10:47 AM
- **Tim Harbaugh**  
  Completed 02/27/2018 1:17 PM
- **Nick Kottmeyer**  
  Completed 02/28/2018 8:20 AM
- **Kathy Ostrowski**  
  Completed 02/28/2018 8:21 AM
- **James McGuire**  
  Completed 03/01/2018 11:39 AM
- **Paul Rafac**  
  Completed 03/01/2018 2:37 PM
- **Kathy Ostrowski**  
  Completed 03/02/2018 2:47 PM
- **Public Works Committee**  
  Pending 03/20/2018 9:15 AM
- **Finance Committee**  
  Pending 03/27/2018 8:00 AM
- **County Board**  
  Pending 03/27/2018 10:00 AM
## 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: Ashland Door Solutions, LLC</th>
<th>Vendor #: 22435</th>
<th>Contract: 04/15/18 through 04/14/19</th>
<th>Contract Total: $45,960.00</th>
</tr>
</thead>
</table>

**Dept:** Facilities Management  
**Contact:** Tim Harbaugh  
**Phone:** 630-407-5700  
**Assigned Committee:** County Board 03/27/18  
**Public Works Committee:** 03/20/18

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

Recommendation for the approval of a contract purchase order to provide door maintenance, door sales and installation, as needed for County facilities, for Facilities Management, for a total contract amount not to exceed $45,960.00, per renewal option under bid award #15-054-GV, third and final option to renew.

### Reason for Procurement

Facilities Management requires door hardware, doors, frames and parts to repair and replace worn doors, door hardware and services to install new doors, frames and 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, 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 Enter Bid # 15-054-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>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV</td>
<td>2-26-18</td>
</tr>
</tbody>
</table>

Recommended for Approval by [Initials]

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>3-1-18</td>
</tr>
</tbody>
</table>

Procurement Officer

Chairman's Office

Decision Memos Over $25,000:

- Buyer
- Chief Financial Officer

[Receipt]

Attachment: Ashland Doors Solutions - Checklist (FM-P-0089-18 : FM-Ashland Door Solutions)
COUNTY OF DUPage, 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 Ashland Door Solutions, LLC, of 185 Martin Ln, Elk Grove Village, IL 60007, hereinafter called the “Contractor”, witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Bid:15-054 which became effective April 15, 2017, and which will expire April 14, 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 15, 2018 and expires April 14, 2019 contingent upon any applicable Parent Committee and County Board approval.

Ashland Door Solutions, LLC

COUNTY OF DUPage, ILLINOIS

DENISE BOYD

Glenda Vasak

Buyer II

V.P. Operations

Packet Pg. 80
**Purchase Requisition**

**Procurement Services Division**

**Date:** Feb 20, 2018

**MinuteTraq (IQM2) ID #:** 12082

**Department Req #:**

**RFP, Bid or Quote #:** Bid#15-054

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Ashland Door Solutions, LLC</th>
<th>Vendor #: 22435</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Denise Boyd</td>
<td>Email: <a href="mailto:denise@ashlanddoor.com">denise@ashlanddoor.com</a></td>
</tr>
<tr>
<td>Address: 185 Martin Lane</td>
<td></td>
</tr>
<tr>
<td>City: Elk Grove Village</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 773-328-8283</td>
<td>Fax: 773-348-9559</td>
</tr>
</tbody>
</table>

**Send Invoices To:**

| Dept: Facilities Management |
| Attn: Tim Harbaugh | Email: mary.ventrella@dupageco.org |
| Address: 421 N. County Farm Road | Room: 2-700 |
| City: Wheaton | State: IL | Zip: 60187 |
| Phone: 630-407-5700 | Fax: 630-407-5701 |

**Send Payments To:**

| Dept: Facilities Management |
| Attn: Email: |
| Address: 2510 N. Ashland Avenue | Zip: 60614 |
| City: Chicago | State: IL |
| Phone: | Fax: |

**Ship To:**

| Dept: Facilities Management |
| Attn: Email: |
| Address: various locations | Room: |
| City: Wheaton | State: IL | Zip: 60187 |
| Phone: | Fax: |

**Payment Terms**

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER 50 ILCS 505/1</td>
<td>Contract Administrator</td>
<td>Mary Ventrella</td>
</tr>
</tbody>
</table>

**Use for PO25 only**

<table>
<thead>
<tr>
<th>Contract Start Date</th>
<th>Contract End Date</th>
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<tbody>
<tr>
<td>Apr 15, 2018</td>
<td>Apr 14, 2019</td>
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</table>

**Payment Terms**

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<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
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<td>LO</td>
<td>Materials and Supplies</td>
<td>Materials and Supplies</td>
<td>1000</td>
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<td>Labor and Miscellaneous Services</td>
<td>1000</td>
<td>1100</td>
<td>53300</td>
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</table>

**Unit Price**

<table>
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<tr>
<th>Unit Price</th>
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<tbody>
<tr>
<td>27,475.00</td>
</tr>
<tr>
<td>18,485.00</td>
</tr>
</tbody>
</table>

**Extension**

<table>
<thead>
<tr>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>27,475.00</td>
</tr>
<tr>
<td>18,485.00</td>
</tr>
</tbody>
</table>

**Requisition Total**

| $45,960.00 |

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

> Provide door maintenance, door sales 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):

> Ashland Door Solutions, LLC has agreed to the third and final option to renew the contract at the same 2015 unit costs.

> Public Works Committee: 03/20/18  County Board: 03/27/18
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, vendor, or vendor that is seeking or has previously obtained a contract, charge order 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, vendor, 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, vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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

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

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

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

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

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

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

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

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

Authorized Signature: [Redacted]
Printed Name: Denise Boyd
Title: V.P. Operations
Date: 1-5-18

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Requisition 25k and over
DC-P-0082-18

AWARDING RESOLUTION TO
HARRIS GOVERN
FOR ANNUAL SOFTWARE MAINTENANCE AND SUPPORT
(CONTRACT AMOUNT: $30,772.56)

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

WHEREAS the Development, Transportation and Public Works Committees recommend County Board approval for the issuance of a contract purchase order to Harris Govern, for annual software maintenance and support of the GOVERN system, for the Building & Zoning, the Division of Transportation and Public Works Departments.

NOW, THEREFORE, BE IT RESOLVED, that County contract covering said, for the annual software maintenance and support for the GOVERN system, for the period April 1, 2018 through March 31, 2019, for the Building & Zoning, the Division of Transportation and Public Works Departments, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Department to Harris Govern, 1 Antares Drive, Suite 400, Ottawa On Canada K2E 8C4, for a contract total amount not to exceed $30,772.56.

Enacted and approved this 27th 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>
</tr>
</thead>
<tbody>
<tr>
<td>March 7, 2018</td>
<td>$30,772.56</td>
<td>04-01-2018-03/31/2019</td>
<td>DEVELOPMENT COMMITTEE</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**No Decision Memo Required**  Sole Source - Attach Sole Source Justification

- Jan Janowicz  Completed  03/07/2018 2:15 PM
- Eva Hitchcock  Completed  03/08/2018 9:14 AM
- Christopher Snyder  Completed  03/08/2018 9:25 AM
- Angela Bendinelli  Completed  03/09/2018 9:54 AM
- Nick Kottmeyer  Completed  03/13/2018 9:51 AM
- Kathy Ostrowski  Completed  03/13/2018 10:00 AM
- James McGuire  Completed  03/14/2018 2:25 PM
- Paul Rafac  Completed  03/14/2018 4:01 PM
- Kathy Ostrowski  Completed  03/14/2018 4:23 PM
- Public Works Committee  Pending  03/20/2018 9:15 AM
- Transportation Committee  Pending  03/20/2018 10:00 AM
- Development Committee  Pending  03/20/2018 11:00 AM
- Finance Committee  Pending  03/27/2018 8:00 AM
- Technology Committee  Pending  03/27/2018 9:00 AM
- County Board  Pending  03/27/2018 10:00 AM
Procurement Review Checklist
Procurement Services Division

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

Vendor: Harris Govern
Vendor #: 88530

Contract
Term: 4/1/18 - 3/31/19

Contract
Total: $30,772.56

Dept: Building & Zoning
Contact: Marla Flynn
Phone: 6789

Assigned
Committee: Development

Description of
Procurement/Scope of Work/Background:
Annual Support & Maintenance for three (3) departments (42 users) of the GOVERN system, for the period of 4/1/18 - 3/31/19. FY18 Line 1: 1100-2810-53807 - $17,584.32; Line 2: 1500-3500-53807 - $9,524.84; Line 3: 2000-2665-53807 - $3,663.40.

Reason for Procurement:
The GOVERN system is unique to DuPage County and allows for review, issuance and tracking of all permits, impact fees, code violations and all accounts receivables associated with the County permitting process.

FUNDING SOURCE

☐ Procurement budgeted for (FY and budget code(s)): FY18 - See above under "Description" for budget codes.

☐ Budget Transfer (Date) ___________________________ Add'l Information ___________________________

DEcision Memo Not Required

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

☐ RENEWAL, Enter Bid # ___________________________ Intergovernmental Agreement

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

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

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

DEcision Memo Required

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

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

☐ RENEWAL OF RFP # ___________________________

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

☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)

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

☐ OTHER THAN LOWEST RESPONSIBLE, BID # __________________________

PREPARED BY AND APPROVAL(S) (Initials Only)

MAF
Prepared By ___________________________ Date 3-7-18
Recommended for Approval ___________________________ Date 3-7-18
IT Approval, if required ___________________________ Date

REVIEWED BY (Initials Only)

Buyer ___________________________ Date 3-14-18
Procurement Officer ___________________________ Date 3-14-18

Chief Financial Officer ___________________________ Date 3-14-18
(Decision Memos Over $25,000)

Chairman's Office ___________________________ Date 3-14-18
(Decision Memos Over $25,000)

Attachment: Harris Govern - Checklist (DPCP-0082-18 : Harris Govern)
### Purchase Requisition

**Procurement Services Division**

---

#### Send Purchase Order To:
- Vendor: Harris Govern
- Vendor #: 28530
- Attn: M’hammed Kettani
- Email: mkettani@harriscomputer.com
- Address: 1 Antares Dr, Ste 400
- City: Ottawa ON Canada
- Zip: K2E 8C4
- Phone: 1-800-561-8168

#### Send Invoices To:
- Dept: Building & Zoning
- Attn: Marla Flynn
- Email: marla.flynn@dupageco.org
- Address: 421 N County Farm Rd
- City: Wheaton
- State: IL
- Zip: 60187
- Phone: 630-407-6789
- Fax: 630-407-6702

#### Send Payments To:
- Vendor: Harris Govern
- Vendor #: 12706
- Attn: 
- Email: 
- Address: 62137 Collections Center Drive
- City: Chicago
- State: IL
- Zip: 60693-0621
- Phone: 
- Fax: 

#### Ship To:
- Dept: 
- Division: 
- Address: 
- Room: 
- City: 
- State: IL
- Zip: 
- Phone: 
- Fax: 

#### Payment Terms:
- F.O.B.: 
- PO 20 Delivery Date: 
- Requisitioner: 
- Use for:
  - PO25 only

#### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Annual Maintenance &amp; Support for the GOVERN Software System, for the period April 1, 2018 through March 31, 2019. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids - Sole Source</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30,772.56</td>
<td>30,772.56</td>
<td></td>
</tr>
</tbody>
</table>

#### Requisition Total: $30,772.56

---

**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):

This PO20 needs to be set up with 3 lines as follows: FY18 - Line 1: 1100-2810-53807 - $17,584.32; Line 2: 1500-3500-53807 - $9,528.48; Line 3: 2000-2665-53807 - $3,663.40 for a total of $30,772.57.

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

Dev Committee 3/20/18 - PW Committee 3/20/18 - Transportation Committee 3/20/18 - Tech Committee (Info Only) 3/27/18 - FIN/CB 3/27/18
JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
<th>MANUFACTURER</th>
<th>PRODUCT #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Building &amp; Zoning</td>
<td>Harris Govern</td>
<td>Permitting Software System</td>
</tr>
</tbody>
</table>

DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:

GOVERN Software Annual Maintenance & Support

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 product can be used)
- [X] the software manufacturer (and sole maintenance/update provider)
- [ ] other – (please detail below or in an attachment)

REQUESTED SOURCE: Harris Govern

PHONE: 1-800-561-8168 x76222

CONTACT: M'hammed Kettani

WEBSITE: mkettani@harrisc computing.com

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

The software was specifically written for DuPage County to allow for review, issuance and tracking of all permits and impact fees, as well as code violations and all accounts receivable functions associated with the permitting process.

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

No. The system is unique to DuPage County and was designed for DuPage County by this vendor. Harris Govern is the only vendor able to provide support and maintenance for their own system.

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)

Extensive research of the other comparable systems was performed before this vendor was selected. The system was chosen because it offered the most effective program based on department needs.

Signature on file: 8/14/18

Department Approval: 3-7-18

Purchasing Review: 8/14/18

Attachment: Harris Govern - Sole Source (DC-P-0082-18 : Harris Govern)
February 28, 2018

DuPage County Building and Zoning Department
Attn: Marla Flynn
421 North County Farm Road
Dupage Center
Wheaton, IL 60187

Dear Ms. Flynn,

This letter is to advise that Harris Govern (formerly MS Govern, a division of Harris) is the Sole Source Provider for support, maintenance, and licensing of the Govern / CMS products. The source code for these products is proprietary, and is not available to any other entity. The design of the software is unique and Harris Govern is uniquely qualified to provide support, fixes, and enhancements for it.

Sincerely,

[Redacted]

Dean deVilleneuve
Senior Executive Vice President
Remit To: Harris Govern;
62137 Collections Center Drive, Chicago
Chicago, IL 60693-0621

Bill To
DuPage County (IL)
Jay Puckett
421 North County Farm Road
DuPage Center
WHEATON, IL 60187
USA

Ship To
DuPage County (IL)
421 North County Farm Road
DuPage Center
WHEATON, IL 60187
USA

<table>
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<tr>
<th>PO Number</th>
<th>Customer No.</th>
<th>Salesperson ID</th>
<th>Shipping Method</th>
<th>Payment Terms</th>
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<tbody>
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<td>DUP100</td>
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<td>LOCAL DELIVERY</td>
<td>MN APR</td>
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<table>
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<tr>
<th>Ordered</th>
<th>Item Number</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>MAINTENANCE</td>
<td>Division of Transport 13 Users: 4/1/2018 to 3/31/2019</td>
<td>US$9,524.84</td>
<td>US$9,524.84</td>
</tr>
<tr>
<td>1.00</td>
<td>MAINTENANCE</td>
<td>Public Works 5 Users: 4/1/2018 to 3/31/2019</td>
<td>US$3,663.40</td>
<td>US$3,663.40</td>
</tr>
<tr>
<td>1.00</td>
<td>MAINTENANCE</td>
<td>Building and Zoning 24 Users: 4/1/2018 to 3/31/2019</td>
<td>US$17,584.32</td>
<td>US$17,584.32</td>
</tr>
</tbody>
</table>

Please Note: Payment is due at the start of the maintenance term

| Subtotal | US$30,772.56 |
| misc     | US$0.00      |
| tax      | US$0.00      |
| freight  | US$0.00      |
| trade discount | US$0.00 |
| total    | US$30,772.56 |

Invoice Questions? Please call Lee Ann Rooney at 1-888-847-7747 ext 2367 OR e-mail leandley@harriscomputer.com
Required Vendor Ethics Disclosure Statement

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

Company Name: Harris Govern
Contact Phone: 972-265-7300

Company Contact: Dean deVilleneuve
Contact Email: ddevilleneuve@harriscomputer.com

Date: March 1, 2018
Bid/Contract/PO #: 

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature: 

Printed Name: Dean deVilleneuve
Title: Senior Executive Vice President
Date: March 1, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
**FY2018 STRATEGIC INITIATIVES:**

<table>
<thead>
<tr>
<th>STRATEGIC INITIATIVE #1: (Provide a brief description of your strategic initiative.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide wetland creation, floodplain creation, flood protection berms and parking expansion for the County campus immediately behind the OEM and former Youth Detention facility along Winfield Creek, as part of the DU-COMM project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LINKAGE TO STRATEGIC PLAN: (Using the Strategic Plan, identify the strategic imperative and corresponding strategies to which your initiative is connected.)</th>
</tr>
</thead>
</table>
| Strategic Imperative: (1) Quality of Life  
High-Level Strategy: (1.3) Protect and enhance our natural resources and infrastructure by coordinating and improving planning, conservation, management, and communication with the public and across County departments  
Operational Strategy (1.3.4) Enhance the environment by creating and restoring wetlands, improving water quality, and expanding floodplain capacity. |

<table>
<thead>
<tr>
<th>BUDGETARY IMPACT: (Identify the resources that will be necessary during the fiscal year to support the strategic initiative.)</th>
</tr>
</thead>
</table>
| FY2018 Impact: Project was included with the DU-COMM Construction. Project is approximately 90% complete, construction will be completed Spring, 2018.  
Anticipated Future Impact(s): Project has a 5-year monitoring and maintenance component. Expenses will be paid from Facilities operating budget. No additional funding will be requested or required. |

<table>
<thead>
<tr>
<th>ONE-YEAR OUTLOOK: (State what you expect to accomplish with the strategic initiative during the fiscal year.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project will be completed and fully operational in 2018.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KEY MILESTONES: (List key milestones or indicators which demonstrate the initiative is on track. Use target dates and metrics where appropriate.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Board approved the project February, 2017. Construction began April, 2017. As of March 17, 2018, the project is approximately 90% completed, and will be 100% completed by June 30, 2018. The project is ahead of schedule and under budget.</td>
</tr>
</tbody>
</table>
FY2018 STRATEGIC INITIATIVES:

STRATEGIC INITIATIVE #2: (Provide a brief description of your strategic initiative.)

Develop a comprehensive long-term court needs assessment plan that includes an overall analysis of the remote traffic court locations.

LINKAGE TO STRATEGIC PLAN: (Using the Strategic Plan, identify the strategic imperative and corresponding strategies to which your initiative is connected.)

Strategic Imperative: (2) Comprehensive financial planning
High-Level Strategy: (2.1) Plan and prioritize for the short and long term to meet current and future operating and capital needs
Operational Strategy: (2.1.4) Develop a plan to meet future anticipated court expansion needs

BUDGETARY IMPACT: (Identify the resources that will be necessary during the fiscal year to support the strategic initiative.)

FY2018 Impact: In 2017 the Glendale Heights traffic court was moved to the Judicial Office Facility, saving $70,000 annually
Anticipated Future Impact(s): This initiative will only have a budgetary impact in future years if recommended changes are adopted by the County Board

ONE-YEAR OUTLOOK: (State what you expect to accomplish with the strategic initiative during the fiscal year.)

Renewal of the Addison traffic court lease was approved by the County Board on March 13, 2018. The County Board at the same meeting approved a 90-day extension to the Downers Grove lease as staff completes its analysis of this lease.

Facilities Management will continue to pursue long term leasing options with the Downers Grove facility.

KEY MILESTONES: (List key milestones or indicators which demonstrate the initiative is on track. Use target dates and metrics where appropriate.)

Staff will continue to work with the newly appointed Chief Judge throughout 2018 to determine additional court needs related to court traffic and/or regulatory requirements.
FY2018 STRATEGIC INITIATIVES:

STRATEGIC INITIATIVE #1: (Provide a brief description of your strategic initiative.)

In the Quality of Life, Section 1.3.5 Help Residents understand and manage their flood risk

LINKAGE TO STRATEGIC PLAN: (Using the Strategic Plan, identify the strategic imperative and corresponding strategies to which your initiative is connected.)

Strategic Imperative: 1. Quality of Life
High-Level Strategy: 1.3 Protect and enhance our natural resources and infrastructure by coordinating and improving planning, conservation, management, and communication efforts with the public and across County departments.
Operational Strategy: 1.3.5 Help residents understand and manage their flood risk

BUDGETARY IMPACT: (Identify the resources that will be necessary during the fiscal year to support the strategic initiative.)

FY2018 Impact: This would be part of the normal operations and maintenance for the Drainage Division. The only potential impacts would be if the Department did mailings and/or promotional items.
Anticipated Future Impact(s): There are no anticipated long term fiscal impacts

ONE-YEAR OUTLOOK: (State what you expect to accomplish with the strategic initiative during the fiscal year.)

The Drainage Division will conduct multiple meetings with homeowner associations to help them understand their flood preparedness and current drainage issues. Every service request gets a site visit and follow up conversation. Continue to offer cost sharing projects with homeowners and other governmental agencies.

KEY MILESTONES: (List key milestones or indicators which demonstrate the initiative is on track. Use target dates and metrics where appropriate.)

Multiple meetings are already set for 2018 with different Associations and multiple cooperative drainage projects are being considered with property owners and Township Highway departments throughout DuPage.
**FY2018 STRATEGIC INITIATIVES:**

**STRATEGIC INITIATIVE #2:** (Provide a brief description of your strategic initiative.)

Identifying a permanent funding source for the Drainage Division

**LINKAGE TO STRATEGIC PLAN:** (Using the Strategic Plan, identify the strategic imperative and corresponding strategies to which your initiative is connected.)

Strategic Imperative: 2. Comprehensive Financial
High-Level Strategy: 2.2 Optimize cost containment while maximizing service levels and quality
Operational Strategy: 2.2.3 Identify areas of departmental overlap where resources can be shared

**BUDGETARY IMPACT:** (Identify the resources that will be necessary during the fiscal year to support the strategic initiative.)

FY2018 Impact: The FY18 budget for Drainage is almost entirely an operations and maintenance budget. There is no FY18 budget impact for studying new or additional drainage projects. Fiscal 18 is intended to be a maintenance only budget.
Anticipated Future Impact(s): Unknown until a permanent funding source is identified for the Drainage Division.

**ONE-YEAR OUTLOOK:** (State what you expect to accomplish with the strategic initiative during the fiscal year.)

Drainage will continue to explore, in detail, with the Stormwater Management Group the merits of combining the functions and operations into the SMG, utilizing their in-house resources and expertise. Should this option prove beneficial to the residents of DuPage County, all assets attributable to the Drainage Division will be transferred to the Stormwater Management Group (SMG). It is possible that this consolidation could potentially produce an overall cost savings.

**KEY MILESTONES:** (List key milestones or indicators which demonstrate the initiative is on track. Use target dates and metrics where appropriate.)

The Drainage Division will have all of the day to day operations and maintenance being completed by the in-house SMG maintenance crews by the end of 2018. At this time we will evaluate the program as a whole to determine if it is feasible to offer the same, or improved, level of services through a consolidation with the SMG.
**FY2018 STRATEGIC INITIATIVES:**

**STRATEGIC INITIATIVE #3:** (Provide a brief description of your strategic initiative.)

To develop a comprehensive financial and 20-year capital improvement plan for the Public Works Wastewater Treatment facilities.

**LINKAGE TO STRATEGIC PLAN:** (Using the Strategic Plan, identify the strategic imperative and corresponding strategies to which your initiative is connected.)

- **Strategic Imperative:** 2. Comprehensive financial planning
- **High-Level Strategy:** 2.1 Plan and prioritize for the short and long term to meet current and future operating and capital needs.
- **Operational Strategy:** 2.1.1 Maintain a long term focus on County operating needs and capital needs to facilitate informed decision making.

**BUDGETARY IMPACT:** (Identify the resources that will be necessary during the fiscal year to support the strategic initiative.)

- **FY2018 Impact:** Approximately 4 million dollars in capital improvements are required due to regulatory limits on the treatment plants.
- **Anticipated Future Impact(s):** IEPA regulations continue to change, the 20 year capital improvement plan will help outline the necessary upgrades to the treatment facilities both with respect to regulatory requirements as well as required plant maintenance.

**ONE-YEAR OUTLOOK:** (State what you expect to accomplish with the strategic initiative during the fiscal year.)

- Completion of the 20-year capital improvement plan (Master Plan) for our Woodridge Greene Valley and Knollwood wastewater treatment plants.
- Control costs through cost-effective use of technology, procedures and efficient organizational practices as outlined in the Master Plan.

**KEY MILESTONES:** (List key milestones or indicators which demonstrate the initiative is on track. Use target dates and metrics where appropriate.)

- By mid-2018 the Knollwood facility must achieve a 1.0 mg/l phosphorus discharge limit. The project is currently being constructed for 2.5 million dollars.
- Completion of the 20-year facility plan for the Public Works Department by the end of 2018.
FY2018 STRATEGIC INITIATIVES:

STRATEGIC INITIATIVE #4: (Provide a brief description of your strategic initiative.)

Build On Successes of ACT Plus Quality And Leadership

LINKAGE TO STRATEGIC PLAN: (Using the Strategic Plan, identify the strategic imperative and corresponding strategies to which your initiative is connected.)

Strategic Imperative: 4. Build On Successes of ACT Plus Quality And Leadership
High-Level Strategy: 4.1 Pursue operation efficiencies by streamlining planning, minimizing duplication and sharing and consolidating resources.
Operational Strategy: 4.1.1 Engage with municipal partners to ensure customer service is provided and identify opportunities for shared services

BUDGETARY IMPACT: (Identify the resources that will be necessary during the fiscal year to support the strategic initiative.)

FY2018 Impact: Staff and equipment time, and possibly cost sharing of equipment.
Anticipated Future Impact(s): Continue to take advantage cost sharing and consolidated services with other Public Works and wastewater agencies throughout DuPage County.

ONE-YEAR OUTLOOK: (State what you expect to accomplish with the strategic initiative during the fiscal year.)

Currently developing intergovernmental agreements (IGA) with various municipalities where County equipment and crews can be utilized and the county reimbursed from the municipalities. Such as the use of larger, more expensive equipment, including televising and lining equipment.

Continued use and availability of the Vactor waste receiving station. The Public Works Department is continually adding new governmental customers for the Vactor receiving station. All customers have found this station to be economically and environmentally superior to other disposal options.

KEY MILESTONES: (List key milestones or indicators which demonstrate the initiative is on track. Use target dates and metrics where appropriate.)

IGA with IDOT, for use of the Vactor receiving station. Currently working with the Villages of Woodridge and Lisle to develop an IGA for shared services. Continue to add to our customer base for both Vactor customers and potential shared service opportunities.
**FY2018 STRATEGIC INITIATIVES:**

<table>
<thead>
<tr>
<th>STRATEGIC INITIATIVE #5:</th>
<th>Provide a brief description of your strategic initiative.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Through the consolidation process the County Public Works Department along with our municipal partner (Flagg Creek Sanitary District), the Highland Hills Sanitary District operations will be consolidated, the users transitioned to Lake Michigan water, and the district eventually eliminated.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LINKAGE TO STRATEGIC PLAN:</th>
<th>Using the Strategic Plan, identify the strategic imperative and corresponding strategies to which your initiative is connected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Imperative:</td>
<td>4. Building on successes of ACT plus Quality and Leadership</td>
</tr>
<tr>
<td>High-Level Strategy:</td>
<td>4.2 Work with local and regional partners to expand and promote the principles of the ACT Initiative beyond County government.</td>
</tr>
<tr>
<td>Operational Strategy:</td>
<td>4.2.1 Continue applying ACT Initiative principles to County government and the appointed agencies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGETARY IMPACT:</th>
<th>Identify the resources that will be necessary during the fiscal year to support the strategic initiative.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2018 Impact:</td>
<td>Highland Hills is covering all costs for the transition through their reserve accounts covering system repair and upgrades.</td>
</tr>
<tr>
<td>Anticipated Future Impact(s):</td>
<td>Once the District is dissolved their water system will become part of the Public Works enterprise fund and covered under user fees.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ONE-YEAR OUTLOOK:</th>
<th>State what you expect to accomplish with the strategic initiative during the fiscal year.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>During 2018, the dissolution process will legally be initiated and all operations of the Highland Hills Sanitary District will be overseen and reviewed by DuPage County. It is anticipated that during the first half of 2018 all customers will be transitioned to Lake Michigan water.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KEY MILESTONES:</th>
<th>List key milestones or indicators which demonstrate the initiative is on track. Use target dates and metrics where appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>During 2018 the projects to be completed are as follows: Water meter replacement system wide, sewer rehabilitation or lining as needed, interconnection of County water system to Highland Hills, delivery of Lake Michigan water to customers, billing system transfer and operations and maintenance of the entire system. It is anticipated that the entire dissolution process will take 15-18 months to complete.</td>
</tr>
</tbody>
</table>