1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. CHAIRMAN'S REPORT - GREG HART
5. APPROVAL OF MINUTES
   Health & Human Services - Regular Meeting - Tuesday May 15th, 2018
6. LENGTH OF SERVICE AWARDS
   Laura Ekelund - Community Services - Customer Service Assistant - 15 Years
7. COMMUNITY SERVICES - MARY KEATING
   A. CS Requests That Also Require Finance And/Or County Board Approval

   1. FI-R-0198-18 RESOLUTION -- Recommendation for approval of an Agreement with Outreach Community Services, Incorporated, for the operation of the York Center Community Resource Center from June 1, 2018 through May 31, 2019 in the amount of $62,600.00.

   2. HHS-P-0168-18 Recommendation for the approval of a contract purchase order to DuPage Federation on Human Services Reform (Language Access Resource Center)(LARC) to provide face-to-face and telephonic interpretation services and American Sign Language translation services, to Community Services - Senior Services. This contract covers the period of July 15, 2018 through July 14, 2019, for a contract total not to exceed $50,000.00, per renewal option under RFP-15-079-KK, third and final of three optional one year renewals.
B. CS Requests for Parent Committee Final Approval

2018-140 Recommendation for the approval of contract purchase order to Interpreters Unlimited, Inc., to provide interpretation service for Community Services' Senior Services from July 15, 2018 through July 14, 2019 for a contract total not to exceed $5,000.00, per renewal option under RFP-079-KK, third and final of three optional one year renewals.

8. DUPAGE CARE CENTER - JANELLE CHADWICK

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

1. FM-P-0164-18 Recommendation for the approval of a contract purchase order to ComEd, for electric utility distribution services for the connected County facilities, for Facilities Management, for the three-year period April 1, 2018 through March 31, 2021, $1,705,948.81 for Facilities Management, $8,517.66 for Animal Services, $428,130.83 for the Care Center, $70,837.54 for the Division of Transportation, $2,874.52 for ETSB, $138,690.64 for the Health Department and $100,000 for DUCOMM, for a total contract amount not to exceed $2,455,000.00. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) Not suitable for competitive bids – Public Utility

2. HHS-P-0169-18 Recommendation for the approval of a contract purchase order to DV Jahn, Inc., to furnish and deliver Ostomy, Tracheostomy, Enteral Feeding Formulas and Urological Supplies (MED B) and Services, for the period July 1, 2018 through June 30, 2019, for a total contract amount not to exceed $121,471.75, per sole, responsible bid #18-090-GV.

3. HHS-P-0170-18 Recommendation for the approval of a contract purchase order to Amerisourcebergen Drug Corporation, for the purchase of pharmaceuticals for the inpatient and outpatient Pharmacy Services at the DuPage Care Center, for the period June 25, 2018 through June 24, 2019, for a contract total amount not to exceed $2,400,000.00, per sole bid #18-109-DT.

4. Change Order -- AMENDMENT to County Contract #3228-0001 SERV issued to MP2 Energy NE, for electric utility supply and management services for the County Campus, Stormwater and Public Works, for Facilities Management, to decrease Facilities Management by $1,705,948.81, Animal Services by $8,517.66, the Care Center by $428,130.83, the Division of Transportation by $70,837.54, ETSB by $2,874.52, the Health Department by $138,690.64 and DUCOMM by $100,000.00, for a total decrease amount of $2,455,000.00, taking the original contract amount of $12,626,410.00, and resulting in an amended contract total amount not to exceed $10,171,410.00, a decrease of -19.44%.
B. DuPage Care Center Requests for Parent Committee Final Approval

2018-141 Recommendation for the approval of a contract purchase order to Complete Fence, for fencing for the resident courtyard garden area at the DuPage Care Center, for the period June 6, 2018 through June 5, 2019, for a total amount not to exceed $11,628.00, per sole quote #Q18-123-GV.

9. BUDGET TRANSFERS

A. Budget Transfers -- DuPage Care Center - To allow monies to be transferred to pay for managed care negotiations for the DuPage Care Center and for reimbursement to the Pharmacist for the purchase of carts for medications - $13,789.00

B. Budget Transfers -- Community Services - Psychological Services General Fund - To transfer funds to cover invoices from the DuPage County Health Department per Intergovernmental Agreement (IGA) HHS-R-0449-17 - $565,187.00

10. HEALTH DEPARTMENT - KAREN AYALA

A. HHS-O-0029-18 ORDINANCE -- Amendment to DuPage County Code Chapter 18, Article 1 - DuPage County Health Department - Annual Fee Schedule Ordinance

B. HHS-O-0030-18 ORDINANCE -- Amendment to DuPage County Code Chapter 18, Article II - DuPage County Health Department - Food and Food Handlers Ordinance

C. HHS-O-0031-18 ORDINANCE -- Amendment to DuPage County Code Chapter 18, Article III - DuPage County Health Department - Private Sewage Disposal Ordinance

D. HHS-O-0032-18 ORDINANCE -- Amendment to DuPage County Code Chapter 18, Article IV - DuPage County Health Department - Private, Semi-Private Non-Community Water Supply Ordinance

E. HHS-O-0033-18 ORDINANCE -- Amendment to DuPage County Code Chapter 18, Article V - DuPage County Health Department - Public Swimming Facilities Ordinance

11. TRAVEL REQUESTS - OVERNIGHT - REQUIRE COUNTY BOARD APPROVAL

A. Authorization for Overnight Travel -- Community Services Administrator to attend the Community Action Partnership Annual Convention in Denver, Colorado from August 28, 2018 through August 31, 2018, which will provide training on federal grants administered by Community Services; Community Services being the designated Community Action Agency for DuPage County. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total $2,110.30. CSBG grant funded 5000-1650.
B. Authorization for Overnight Travel -- Community Services - Homeless Management Information System (HMIS) Staff to attend the Mediware and Kinnser User Conference Care Forum 2018 for continued training and collaboration on ServicePoint and our HMIS database to be held in San Antonio, Texas from September 8, 2018 through September 13, 2018. Expenses to include registration, transportation, lodging, and per diem for approximate total of $1,759.00. Continuum of Care (CoC) grant funded 5000-1480

C. Authorization for Overnight Travel -- Community Services - Homeless Management Information System (HMIS) Manager to attend the Mediware and Kinnser User Conference Care Forum 2018 for continued training and collaboration on ServicePoint and our HMIS database to be held in San Antonio, Texas from September 9, 2018 through September 13, 2018. Expenses to include registration, transportation, lodging, and per diem for approximate total of $1,759.00. Continuum of Care (CoC) grant funded 5000-1480

D. Authorization for Overnight Travel -- Community Development Administrator to attend Weatherization Coordinator training in Champaign, Illinois from June 11, 2018 through June 15, 2018. Expenses to include lodging, miscellaneous expenses (parking, mileage, etc.), and per diem for approximate total of $885.00. Grant funded - Weatherization Grant 5000-1400.

E. Authorization for Overnight Travel -- Community Development Weatherization Coordinator to attend Weatherization Coordinator training in Champaign, Illinois from June 11, 2018 through June 15, 2018. Expenses to include lodging, miscellaneous expenses (parking, mileage, etc.), and per diem for approximate total of $735.00. Grant funded -Weatherization Grant 5000-1400.

12. CONSENT ITEMS

   A. Consent Item -- Family Shelter Services - 2995-0001 SERV - Decrease & Close

   B. Consent Item -- Redwood Toxicology Laboratory - 3020-0001 SERV - Decrease & Close

13. RESIDENCY WAIVERS - JANELLE CHADWICK

14. COMMUNITY SERVICES UPDATE - MARY KEATING

15. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

16. OLD BUSINESS

17. NEW BUSINESS

18. INFORMATIONAL ITEMS

19. ADJOURNMENT
1. CALL TO ORDER

10:15 AM meeting was called to order by District 6 Robert L Larsen at 10:17 AM. Robert Larsen, presiding as acting Chairman in the absence of Greg Hart, called the meeting to order at 10:17 AM.

2. ROLL CALL

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

3. PUBLIC COMMENT

4. CHAIRMAN'S REPORT - CHAIR HART

5. APPROVAL OF MINUTES

Health & Human Services - Regular Meeting - May 1, 2018 10:15 AM

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

6. COMMUNITY SERVICES - MARY KEATING

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

FI-R-0183-18 RESOLUTION -- Acceptance of a change in grant term of the Illinois Home Weatherization Assistance Program HHS Grant FY18 - Intergovernmental Agreement No. 17-221028 Company 5000 - Accounting Unit 1430
7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING

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

HHS-R-0184-18 RESOLUTION -- Recommendation for Approval of a Second Modification to a Housing Development Fund (HDF) Agreement for Project CD01-28D – Wood Glen Senior Apartments (West Chicago Senior Apartments) to Reduce the Monitoring Requirements of the Project.

RESULT: APPROVED [UNANIMOUS]
MOVER: Amy L Grant, District 4
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Grant, Khouri, Larsen, Tornatore
ABSENT: Hart

8. DUPAGE CARE CENTER - JANELLE CHADWICK

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

HHS-R-0185-18 RESOLUTION -- Recommendation for approval of an Internship Affiliation Agreement between the County of DuPage and Illinois State University for the Establishment of a Learning Site at the DuPage Care Center

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

9. BUDGET TRANSFERS

Items 9.A. and 9.B. were combined and approved.
RESULT: APPROVED [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Grant, Khouri, Larsen, Tornatore
ABSENT: Hart

A. Budget Transfers -- DuPage Care Center - To allow monies to be transferred to cover the Domestic Water Heater Replacement - $12,500.00

B. Budget Transfers -- DuPage Care Center - To establish an advertisement line and allow monies to be transferred to cover advertisement for nursing and support service positions - $1,750.00

10. TRAVEL REQUESTS - OVERNIGHT - REQUIRE COUNTY BOARD APPROVAL

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

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Amy L Grant, District 4
AYES: Chaplin, Grant, Khouri, Larsen, Tornatore
ABSENT: Hart

A. Authorization for Overnight Travel -- Community Services Director to attend the summer meetings of the National Association for County Community And Economic Development (NACCED) in Davidson County, Tennessee from July 11, 2018 through July 14, 2018. Expenses to include transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of $1,286.00. Community Development Block Grant funded.

B. Authorization for Overnight Travel -- Community Development Manager to attend training and committee meetings of the National Association for County Community and Economic Development (NACCED) and the National Association of Counties in Davidson County, Tennessee from July 11, 2018 through July 14, 2018. Expenses to include transportation, lodging, miscellaneous, and per diem for approximate total of $1,400. Community Development Block Grant (CDBG) funded.

C. Authorization for Overnight Travel -- Four Senior Services Staff members to attend the Illinois Department on Aging Symposium in Peoria, Illinois from June 11, 2018 through June 14, 2018. Expenses to include lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of $2,716.00. Seniors grant funded 5000-1720.

Due to a scrivener’s error, the travel request form was corrected to reflect the $1700.00 is being charged to lodging and not transportation for the four staff attending.

11. RESIDENCY WAIVERS - JANELLE CHADWICK
Out of County Residency Waiver

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

12. COMMUNITY SERVICES UPDATE - MARY KEATING
Mary Keating, Director of Community Services, stated the West Suburban Philanthropic Network (WSPN) will hold their annual luncheon on Tuesday, May 22, to recognize excellence in philanthropy. Community Services staff nominated the Humanitarian of the Year recipient, Mishael Sherley from Dental Network/Dearborn International. Ms. Sherley is a long-time volunteer with the Family Self Sufficiency (FSS) holiday party, rallying her co-workers annually to be a major donor for the FSS holiday party by providing gifts for the families and volunteering their time at the party.

Ms. Keating added that Senior Services staff provides Medicare overviews to residents and local community groups. Staff is now working with Human Resources to extend the Medicare overview to DuPage County employees via “Lunch N Learn”, with one being held this Thursday, May 17, from 12:00 to 1:00 in conference room 3500B. This is the second such event being held, with plans to present this Medicare overview to employees on an on-going basis due to the complexity of the Medicare benefits enrollment.

13. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK
Janelle Chadwick, Administrator of the DuPage Care Center, announced the DuPage Care Center Foundation’s 15th Annual Golf Outing is on Wednesday, June 6. The Care Center has already raised $21,000.00 in sponsorship, the highest amount to date. Ms. Chadwick distributed the Golf Outing brochure, which is attached hereto and made part of the minutes packet.

14. OLD BUSINESS

15. NEW BUSINESS

16. ADJOURNMENT
There being no further business, the meeting was adjourned at 10:25 AM.
Resolution
FI-R-0198-18

AGREEMENT WITH
OUTREACH COMMUNITY SERVICES, INCORPORATED
$62,600.00

WHEREAS, the County Board authorized funding in the FY18 budget for entering into an agreement with a non-profit organization that has extensive experience in running neighborhood resource centers, to handle the day to day operation of the York Center Community Resource Center; and

WHEREAS, Outreach Community Services, Inc. (Outreach) has submitted an application for this purpose; and

WHEREAS, the Health and Human Services Committee has reviewed and approved the recommendation of staff to accept this application and enter into an agreement with Outreach;

NOW THEREFORE BE IT RESOLVED by the County Board that the Agreement between the County of DuPage and Outreach Community Services, Inc., attached hereto, is hereby approved; and

BE IT FURTHER RESOLVED, that the Chairman of the DuPage County Board is authorized and directed to execute said Agreement on behalf of DuPage County, and the Clerk is hereby authorized and directed to attest to such execution and affix the official seal thereto; and

BE IT FURTHER RESOLVED that the County Clerk be directed to send certified copies of this Resolution to Outreach Community Services, Inc., 122 W. Liberty Drive, Wheaton, IL 60187; and to send copies to the Department of Community Services, Auditor, Finance, and the Treasurer.

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: ____________________
PAUL HINDS, COUNTY CLERK
AGREEMENT
BETWEEN THE COUNTY OF DU PAGE AND
OUTREACH COMMUNITY SERVICES, INC.
$62,600.00

This Agreement is entered into as of the _______ day of 2018, by and between the COUNTY OF DU PAGE, Illinois, a body corporate and politic of the State of Illinois ("County") with offices at 421 N. County Farm Road, Wheaton, IL 60187, and OUTREACH COMMUNITY SERVICES, INC., an Illinois Not-for-Profit Corporation ("Agency") with offices at 122 W. Liberty Drive, Wheaton, IL 60187 for the day-to-day operations of the York Center Community Resource Center, currently located at 1478 S. Meyers Rd., Lombard, IL ("Center").

RECITALS

WHEREAS, County has considered and approved the application of the Agency to run the day to day operations at the Center; and

WHEREAS, the County Board approved funding for this project out of Fund 1000-1750 as part of the Annual Appropriation Ordinance (FR-O-0044-17, passed on November 14, 2017 for the County 2018 fiscal year; and

WHEREAS, County and Agency enter into this Agreement pursuant to their respective powers to enter into such agreements, as those powers are defined in the Illinois Constitution and applicable statutes.

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms and conditions hereinafter set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

1. Incorporation and Construction: All recitals set forth above are incorporated herein and made part hereof, the same constituting the factual basis for this AGREEMENT. The headings of the paragraphs and subparagraphs of this AGREEMENT are inserted for convenience of reference only and this shall not be deemed to constitute part of this AGREEMENT or to affect the construction hereof.

2. Funding: County will provide funding for the purpose of assisting Agency with the activities as proposed in the Agency's original application and 2016 Program Plan. Direct funding shall be provided in the amount of Sixty Two Thousand, Six Hundred and 00/100 Dollars ($62,600.00). This amount includes $50,000 in Special Initiative set-aside funds, $10,000 in funding set-aside to pay for a part-time position at the Center, and $2,600 for occupancy costs.
3. **Term of the Agreement:** This Agreement begins as of June 1, 2018 and ends on May 31, 2019. Agreement will be reviewed prior to its ending date to determine the quality and level of services and whether it will be extended for another agreement period.

4. **Disbursement of the Funds:** Agency may request funds in two drawdowns by submitting an invoice for one-half of the funds in June and in November.

5. **Reporting requirements of this Agreement:** Agency shall submit a progress report in a format to be provided prior to the November drawdown.

6. **Operation of Center:** After School and Summer School services will be provided at the York Center Neighborhood Resource Center and made available first to students and families living in the unincorporated DuPage County area immediately surrounding the Center, which is primarily the Brandywine neighborhood area. As resources allow, the service area may expand, provided that residents of unincorporated DuPage receive priority for services within the constraints of Agency's program policies and the percentage of funding provided by DuPage County. County may monitor and conduct an evaluation of operations funded by this Agreement. An evaluation may include a visit from County staff to observe the Project, and/or to review the Agency's program materials relating to the activities financed or facilitated by this Agreement.

7. **Amendments to Agreement:** Any amendments including budget modification requests must be submitted in writing by Agency. County's Director of Community Services will review proposed changes to determine if they are within the spirit of the original proposed scope of work. Amendments to this Agreement must be then agreed upon by the parties in writing.

8. **Termination of Agreement:** Agreement is in effect for the stated period and may be amended, extended or canceled after a sixty-day written notice by either party.

9. **Contact with DuPage County:** Invoices and reports should be submitted to Director of Community Services, DuPage County, 421 N. County Farm Rd., Wheaton, IL 60187.
IN WITNESS WHEREOF, this AGREEMENT has been executed by the parties on the dates recited below to be effective on the date first written above.

COUNTY OF DU PAGE, a body politic in the State of Illinois

BY:

Daniel J. Cronin,
Chairman DuPage County Board

DATE:

ATTEST:

Paul Hinds,
County Clerk

AGENCY: Outreach Community Services, Inc., an Illinois Not-for-Profit Corporation

ADDRESS: 122 W. Liberty Drive,
Wheaton, IL 60187

BY: Signature on file

Vanessa Roth,
Chief Operating Officer

DATE: 5/30/18

ATTEST: Signature on file

Kathryn J. Nassbaum
Printed Name

Title
AWARDING RESOLUTION ISSUED TO
DUPAGE FEDERATION ON HUMAN SERVICES REFORM
FOR INTERPRETATION/TRANSLATION SERVICES
COMMUNITY SERVICES-SENIOR SERVICES
LANGUAGE RESOURCE CENTER (LARC)
(CONTRACT TOTAL AMOUNT $50,000.00)

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

WHEREAS, the County of DuPage had published a Request for Proposal (RFP- 15-079-KK) to provide face-to-face interpretation, and translation services and American Sign Language translation services, for Community Services - Senior Services, to forth the terms, conditions, and rate requests; and

WHEREAS, the Health and Human Services Committee recommends County Board approval for the issuance of a contract purchase order to DuPage Federation on Human Services Reform to provide face-to-face interpretation, and translation services, and American Sign Language translation services, for Community Services - Senior Services, for the period of July 15, 2018 through July 14, 2019.

NOW, THEREFORE BE IT RESOLVED, that a County contract covering said to provide face-to-face interpretation, and translation services, and American Sign Language translation services, for Community Services - Senior Services, for the period of July 15, 2018 through July 14, 2019, be, and is hereby approved for the issuance of a contract purchase order to DuPage Federation on Human Reform 246 E. Janata Blvd., Suite 265, Lombard, IL 60148 for a contract total not to exceed $50,000.00, per renewal option under RFP 15-079-KK, third and final of three optional one year renewal.

Enacted and approved this 12th day of June, 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>
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<tbody>
<tr>
<td>May 8, 2018</td>
<td>$50,000.00</td>
<td>7/15/2018 - 7/14/2019</td>
<td>HEALTH &amp; HUMAN SERVICES</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**  
Explanation of Request for Proposal (RFP) Instead of Bid - Most Qualified Offeror

- **Karen Graczyk**  
  Completed 05/08/2018 1:53 PM
- **Mary Keating**  
  Completed 05/08/2018 4:40 PM
- **Kathy Ostrowski**  
  Completed 05/17/2018 10:29 AM
- **James McGuire**  
  Completed 05/17/2018 10:31 AM
- **Paul Rafac**  
  Completed 05/18/2018 4:37 PM
- **Tom Cuculich**  
  Completed 05/21/2018 10:48 AM
- **Kathy Ostrowski**  
  Completed 05/29/2018 10:58 AM
- **Health & Human Services**  
  Pending 06/05/2018 10:15 AM
- **Finance Committee**  
  Pending 06/12/2018 8:00 AM
- **County Board**  
  Pending 06/12/2018 10:00 AM
### Purchase Requisition
**Procurement Services Division**

**Date:** May 8, 2018
**MinuteTraq (IQM2) ID #:** 12672
**Department Req #:**
**RFP, Bid or Quote #:** RFP15-079

#### Send Purchase Order To:
- **Vendor:** DuPage Federation on Human Services Reform
- **Vendor #:** 11348
- **Attn:** Candace King/Lourdes Lonergan
- **Email:** LARC@dupagefederation.org
- **Address:** 246 Janata Blvd Suite 265
- **City:** Lombard
- **State:** IL
- **Zip:** 60148
- **Phone:** 630-782-4782
- **Fax:** 630-748-4794

#### Send Invoices To:
- **Dept:** Community Services
- **Division:**
- **Attn:** Karen Graczyk
- **Email:** karen.graczyk@dupageco.org
- **Address:** 421 N. County Farm Road Room: 3200
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-6500
- **Fax:** 630-407-6501

#### Send Payments To:
- **Vendor:** DuPage Federation on Human Services Reform
- **Vendor #:** 11348
- **Attn:** Candace King/Lourdes Lonergan
- **Email:** LARC@dupagefederation.org
- **Address:** 246 Janata Blvd Suite 265
- **City:** Lombard
- **State:** IL
- **Zip:** 60148
- **Phone:** 630-782-4782
- **Fax:** 630-748-4794

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

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

#### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
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**Requisition Total:** $50,000

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

To provide face to face, telephonic, translation, and American Sign Language interpretation services per RFP-15-079-KK to Community Services' departments, as needed to assist non English speaking clients.

**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):

HHS - June 5, 2018 County Board - June 12, 2018
Decision Memo

Procurement Services Division

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

Date: May 8, 2018

MinuteTraq (IQM2) ID #: 12672

Department Requisition #: _______________________

<table>
<thead>
<tr>
<th>Requesting Department:</th>
<th>Community Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Contact:</td>
<td>Karen Graczyk</td>
</tr>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:karen.graczyk@dupageco.org">karen.graczyk@dupageco.org</a></td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>630-407-6500</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>DuPage Federation on Human Services Reform</td>
</tr>
<tr>
<td>Vendor #:</td>
<td>11348</td>
</tr>
</tbody>
</table>

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

Renew Contract - Third and final of three annual renewals ($50,000.00) July 15, 2018 - July 14, 2019

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

To provide interpreter services to the Senior Services clients as mandated by the State of Illinois and other departments as needed.

Strategic Impact

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

In order for Community Services to provide services and referrals to the diverse clientele that make up the DuPage County residents, they must be able to communicate effectively. We do not have permanent staff that can speak all the languages.

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

RFP 15-079-KK 2015

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

1. Award the renewal of the contract in the amount of $50,000.00 for face-to-face, telephonic, and American Sign Language interpretation services.
2. Do not award the contract and continue to purchase all interpreter services from another vendor contracted with DuPage County.
3. Do not award contracts for interpreter services and not be able to assist non-English speaking clients.

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

$50,000.00 out of the Community Services' budgeted funds to 1000-1750/53040.
### 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: DuPage Federation on Human Services Reform - LARC</th>
<th>Vendor #: 11348</th>
<th>Contract Term: 7/15/2018 - 7/14/2019</th>
<th>Contract Total: $50,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Community Services</td>
<td>Contact: Karen Graczyk</td>
<td>Phone: 630-407-6500</td>
<td>Assigned Committee: HHS</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background:** To provide face-to-face and telephonic interpreter services, American Sign Language, and translation services to the Community Services' Senior Services clients that are non English speaking.

**Reason for Procurement:** This the third and final of three renewals to the original contract, P.O. 1179-0001 SERV, RFP-15079-KK. The State of Illinois mandates the provision of interpretation services to the Senior Services clients.

### FUNDING SOURCE

- [x] Procurement budgeted for (FY and budget code(s)): 1000-1750/53040
- [ ] 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 and/or PO# ____________________ Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(G) (attach Sole Source Justification form)
- [ ] PER 55 ILCS S/S-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- [ ] PER 55 ILCS S/S-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### BASIS OF DECISION MEMO (attach Decision Memo)

- [ ] EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
- [x] EXPLANATION OF REQUEST FOR PROPOSAL RFP # 15079 KK ____________________ (include Evaluation Summary if applicable)
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 5/102 (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>MAX</td>
<td>5/18/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUYER:**

- Date: 5-16-18

**Procurement Officer:**

- Date: 5-17-18

**CHIEF FINANCIAL OFFICER:**

- Date: 5-18-18

**CHAIRMAN’S OFFICE:**

- Date: 5-24-18

---

**Attachment:** DuPage Federation - Checklist (HHS-P-0168-18 : DuPage Federation on Human Services Reform - LARC)

---

**Note:** Form optimized for Acrobat and Adobe Reader version 9 or later. Rev 1.6
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "County" and DuPage Federation on Human Services Reform, hereinafter called the "Contractor", witeneth;

The County and the Contractor previously entered into Contract #1179-1-SERV pursuant to RFP #15-079-KK, which became effective 7/15/2015 which expired 7/14/2016.

The contracts First Renewal was entered under Contract #1916-1-SERV which became effective 7/15/2016 and expires 7/14/2017.

The contracts Second Renewal was renewed under Contract #2649-1-SERV which became effective 7/15/2017 and expires 7/14/2018.

The contract is subject to an option to renew for a Third and Final 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 3rd and Final contract renewal becomes effective 7/15/2018 and will expire 7/14/2019, contingent upon Parent Committee and County Board approval.

DuPage Federation on Human Services Reform

Signature on File

COUNTY OF DU PAGE, ILLINOIS

Signature on File

Debra Thompson, OIPB
DuPage County Auditor

7.A.2.d
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: LARC/DuPage Federation on Human Services
Company Contact: Louise Lonergan
Contact Phone: 630-282-7544
Contact Email: llonergan@dupagefederation.org

Bid/Contract/PO #: [ ]
Date: May 10, 2018

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 $5,000, 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 contractor 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 or all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

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

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

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

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

Authorized Signature: [Signature on File]
Printed Name: Louise Lonergan
Title: Associate Executive Director DuPage Federation on Human Services
Date: May 10, 2018

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

2018-140
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8, 2018</td>
<td>JULY 15, 2018 - JULY 14, 2019</td>
<td>$5,000.00</td>
<td>HEALTH &amp; HUMAN SERVICES</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Keating</td>
<td>Completed</td>
<td>05/08/2018 4:40 PM</td>
</tr>
<tr>
<td>Karen Graczyk</td>
<td>Completed</td>
<td>05/17/2018 2:00 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>05/25/2018 12:06 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>05/25/2018 2:36 PM</td>
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<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>05/29/2018 11:30 AM</td>
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<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>05/30/2018 9:32 AM</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>Pending</td>
<td>06/05/2018 10:15 AM</td>
</tr>
</tbody>
</table>
# Purchase Requisition
## Procurement Services Division

### Send Purchase Order To:
- **Vendor:** Interpreters Unlimited, Inc.
- **Vendor #:** 22885
- **Dept:** Community Services
- **Attn:** Sayed Ali
- **Email:** shamus.sayed@iugroup.com
- **Address:** 10650 Treena Street, San Diego, CA 92131
- **Phone:** 800-726-9891 x115
- **Fax:** 800-726-9822

### Send Invoices To:
- **Dept:** Community Services
- **Attn:** Karen Graczyk
- **Email:** karen.graczyk@dupageco.org
- **Address:** 421 N. County Farm Road, Room: 3200, Wheaton, IL 60187
- **Phone:** 630-407-6500
- **Fax:** 630-407-6501

### Send Payments To:
- **Vendor:** Interpreters Unlimited, Inc.
- **Vendor #:** 22885
- **Attn:** Sayed Ali
- **Email:** shamus.sayed@iugroup.com
- **Address:** 10650 Treena Street, San Diego, CA 92131
- **Phone:** 800-726-9891 x115
- **Fax:** 800-726-9822

### Ship To:
- **Dept:** Community Services
- **Attn:** Sayed Ali
- **Email:** shamus.sayed@iugroup.com
- **Address:** 10650 Treena Street, San Diego, CA 92131
- **Phone:** 800-726-9891 x115
- **Fax:** 800-726-9822

### Payment Terms
- **F.O.B.:** PO 20 Delivery Date
- **PO 20 Delivery Date:** Jul 15, 2018
- **Requisitioner:** Contract Administrator
- **Contract Start Date:** Jul 15, 2018
- **Contract End Date:** Jul 14, 2019

<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>Renewal 3 of 3 renewals</td>
<td>1000</td>
<td>1750</td>
<td>53040</td>
<td></td>
<td></td>
<td></td>
<td>5000.00</td>
<td>5000.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** $5,000.00

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

To provide face-to-face, telephonic, and video remote interpretation services per RFP 15-079-KK to Community Services’ departments, as needed.

**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):

HHS - June 5, 2018  County Board - June 12, 2019
Requesting Department: Community Services
Contact Email: karen.graczyk@dupageco.org
Vendor Name: Interpreter's Unlimited, Inc.

Department Contact: Karen Graczyk
Contact Phone: 630-407-6500
Vendor #: 22885

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

Contract renewal - Third and final of three annual renewals ($5,000.00)

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

To provide interpreter services to the Senior Services clients as mandated by the State of Illinois and other departments as needed.

**Strategic Impact**

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

In order for Community Services to provide services and referrals to the diverse clientele that make up the DuPage County residents, they must be able to communicate effectively. We do not have permanent staff that can speak all the languages.

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

RFP 15-079-KK 2015

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

1. Award the renewal of the contract in the amount of $5,000.00 for face-to-face, telephonic, American Sign Language, and video remote interpretation.
2. Do not award the contract and continue to purchase all interpreter services from another vendor contracted with DuPage County.
3. Do not award contracts for interpreter services and not be able to assist non-English speaking clients.

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

$5,000.00 out of the Community Services' budgeted funds to 1000-1750/53040.
### Procurement Review Checklist

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Interpreters Unlimited, Inc.</th>
<th>Vendor #:</th>
<th>2288S</th>
<th>Contract:</th>
<th>July 15, 2018 through July 14, 2019</th>
<th>Contract Total:</th>
<th>$5,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept:</td>
<td>Community Services</td>
<td>Contact:</td>
<td>Karen Graczyk</td>
<td>Phone:</td>
<td>630-407-6500</td>
<td>Assigned Committee:</td>
<td>HHS</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**: Provide face-to-face, telephonic, video remote, and sign language interpretation services for Community Services’ departments as needed. ($35,000.00)

**Reason for Procurement**: Senior Services is mandated by the State of Illinois to provide interpretation/translation services. This is the third and final of three optional one year renewals.

### FUNDING SOURCE

- [x] Procurement budgeted for (FY and budget code(s)): 1000-1750/53040
- [ ] 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 and/or PO #
- [ ] 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
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:

### BASIS OF DECISION MEMO (attach Decision Memo)

- [ ] EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
- [x] EXPLANATION OF REQUEST FOR PROPOSAL RFP #15-079-KK (include Evaluation Summary if applicable)
- [ ] 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>KSG</th>
<th>Prepared By</th>
<th>Recommended for Approval</th>
<th>IT Approval, if required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May 8, 2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reviewed By (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Procurement Officer</th>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5-10-18</td>
<td>5-25-18</td>
</tr>
</tbody>
</table>

Date

---

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: May 10, 2018

Bid/Contract/PO #: RFP #15-079-KK

Company Name: Interpreters Unlimited, Inc.
Company Contact: Shamus Sayed
Contact Phone: 800-726-9891
Contact Email: shamus.sayed@iupergroup.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>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

Signature on file

Printed Name: Shamus Sayed
Title: Vice President
Date: May 10, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
AWARDING RESOLUTION
ISSUED TO COM ED
FOR ELECTRIC UTILITY DISTRIBUTION SERVICES
FOR THE CONNECTED COUNTY FACILITIES
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT: $2,455,000)

WHEREAS, an agreement has been negotiated 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 ComEd, for electric utility distribution services, for the connected County facilities, for the three-year period April 1, 2018 through March 31, 2021, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for electric utility distribution services, for the connected County facilities, for the three-year period April 1, 2018 through March 31, 2021, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, ComEd, PO Box 6111, Carol Stream, IL 60197, $1,705,948.81 for Facilities Management, $8,517.66 for Animal Services, $428,130.83 for the Care Center, $70,837.54 for the Division of Transportation, $2,874.52 for ETSB, $138,690.64 for the Health Department and $100,000 for DU-COMM, for a total contract amount not to exceed $2,455,000.00. Public Utility

Enacted and approved this 12th day of June, 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>May 22, 2018</td>
</tr>
</tbody>
</table>

## SOLICITATION METHOD FOR SOURCE SELECTION

**No Decision Memo Required**  
Public Utility

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
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<tbody>
<tr>
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<td>Tim Harbaugh</td>
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<td>Nick Kottmeyer</td>
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<tr>
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<td>Eva Hitchcock</td>
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<td>Christopher Snyder</td>
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<td>Linda Zerwin</td>
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<td>Paul Rafac</td>
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<tr>
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<td>Public Works Committee</td>
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<tr>
<td>Transportation Committee</td>
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<td>06/05/2018 10:00 AM</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>Pending</td>
<td>06/05/2018 10:15 AM</td>
</tr>
<tr>
<td>Animal Services Committee</td>
<td>Pending</td>
<td>06/05/2018 10:30 AM</td>
</tr>
<tr>
<td>ETSB - Emergency Telephone System Board</td>
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<td>06/12/2018 8:50 AM</td>
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<tr>
<td>Finance Committee</td>
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<td>06/12/2018 8:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>06/12/2018 10:00 AM</td>
</tr>
</tbody>
</table>
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: ComEd</th>
<th>Vendor #: 10023</th>
<th>Contract Term: 4/1/18 - 3/31/21</th>
<th>Contract Total: $2,455,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Facilities Management</td>
<td>Contact: Laura Grobe</td>
<td>Phone: 407-5665</td>
<td>Assigned Committee: PW, DOT, HHS 6/5/18</td>
</tr>
</tbody>
</table>

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

Recommendation for the approval of a contract purchase order to ComEd, for electric utility distribution services for the connected County facilities, for Facilities Management, for the three-year period April 1, 2018 through March 31, 2021, $1,705,948.81 for Facilities Management, $8,517.66 for Animal Services, $428,130.83 for the Care Center, $70,837.54 for the Division of Transportation, $2,874.52 for ETSB, $138,690.64 for the Health Department and $100,000 for DU-COMM, for a total contract amount not to exceed $2,455,000.00. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) Not suitable for competitive bids – Public Utility

### Reason for Procurement

Electric utility services are required to maintain the operations of the County Facilities.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): See Requisition
- Budget Transfer (Date): Add'l Information

### DECISION Memo NOT REQUIRED

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

  - Public Utility

### 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>
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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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May 17, 2018

### REVIEWED BY (Initials Only)

<table>
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<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
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<tr>
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<td>5/24/18</td>
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<td>5-25-18</td>
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<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>5-29-18</td>
<td>(Decision Memos Over $25,000)</td>
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**Purchase Requisition**

**Procurement Services Division**

**Date:** May 17, 2018

**MinuteTraq (IQM2) ID #:** 12739

**Department Req #:**

**RFP, Bid or Quote #:**

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: ComEd</th>
<th>Vendor #: 10023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Email:</td>
</tr>
<tr>
<td>Address:</td>
<td>City: Oak Brook</td>
</tr>
<tr>
<td>State: IL</td>
<td>Zip: 60523</td>
</tr>
<tr>
<td>Phone:</td>
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**Send Invoices To:**

<table>
<thead>
<tr>
<th>Vendor: ComEd</th>
<th>Dept: Facilities Management</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Tim Harbaugh</td>
<td>Email: <a href="mailto:katrina.boffa@dupageco.org">katrina.boffa@dupageco.org</a></td>
</tr>
<tr>
<td>Address:</td>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone: 630-407-5700</td>
<td>Fax: 630-407-5701</td>
</tr>
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</table>

**Send Payments To:**

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<tbody>
<tr>
<td>Attn:</td>
<td>Email:</td>
</tr>
<tr>
<td>Address:</td>
<td>City: Carol Stream</td>
</tr>
<tr>
<td>State: IL</td>
<td>Zip: 60197</td>
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<td>Phone:</td>
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**Send To:**

<table>
<thead>
<tr>
<th>Dept: Facilities Management</th>
<th>Attn:</th>
<th>Email: <a href="mailto:katrina.boffa@dupageco.org">katrina.boffa@dupageco.org</a></th>
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<tbody>
<tr>
<td>Address: 421 N. County Farm Road</td>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 630-407-5700</td>
<td>Fax: 630-407-5701</td>
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**Payment Terms:**

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<th>Requisitioner</th>
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<tr>
<td></td>
<td>Laura Grobe</td>
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**Use for:**

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<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
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<tr>
<td>Laura Grobe</td>
<td>Apr 1, 2018</td>
<td>Mar 31, 2021</td>
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**Payment Terms:**

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<th>Contract Start Date</th>
<th>Contract End Date</th>
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<tr>
<td>PO25 only</td>
<td>Laura Grobe</td>
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<td>Mar 31, 2021</td>
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**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acct #** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension** |
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<td>1100</td>
<td>53210</td>
<td>10000</td>
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<td>53210</td>
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<td></td>
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**Requisition Total:** $2,455,000

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

Electric utility distribution services for the connected County facilities, for the three year period 4/1/18 through 3/31/21.

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

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

PW, DOT, HHS, AS, 6/5/18, ETSB 6/12/18, CB 6/12/18
AWARDING RESOLUTION
ISSUED TO DV JAHN, INCORPORATED
TO FURNISH AND DELIVER OSTOMY, TRACHEOSTOMY,
ENTERAL FEEDING FORMULAS AND
UROLOGICAL SUPPLIES (MED B) AND SERVICES
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT: $121,471.75)

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

WHEREAS, the Health and Human Service Committee recommends County Board approval for the issuance of a contract purchase order to furnish and deliver ostomy, tracheostomy, enteral feeding formulas and urological supplies (med b) and services, for the period July 1, 2018 through June 30, 2019 for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that County Requisition covering said to furnish and deliver ostomy, tracheostomy, enteral feeding formulas and urological supplies (med b) and services, for the period July 1, 2018 through June 30 2019, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract Purchase Order by the Procurement Division to DV Jahn, Incorporated, 881 South Northpoint Boulevard, Waukegan, Illinois 60085, for a total contract amount not to exceed $121,471.75, per sole responsible bid #18-090-GV.

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

___________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Requisition 25k and over
HHS-P-0169-18

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>DATE SUBMITTED</td>
</tr>
<tr>
<td>CONTRACT TERM</td>
</tr>
<tr>
<td>CONTRACT TOTAL AMOUNT</td>
</tr>
<tr>
<td>REQUESTING DEPT.</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

Karen Graczyk                          Completed 05/22/2018 11:39 AM
Janelle Chadwick                      Completed 05/22/2018 1:06 PM
Kathy Ostrowski                        Completed 05/23/2018 4:22 PM
James McGuire                          Completed 05/24/2018 3:10 PM
Paul Rafac                             Completed 05/25/2018 9:22 AM
Kathy Ostrowski                        Completed 05/25/2018 11:29 AM
Health & Human Services               Pending 06/05/2018 10:15 AM
Finance Committee                     Pending 06/12/2018 8:00 AM
County Board                           Pending 06/12/2018 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: DV Jahn, Inc.</th>
<th>Vendor #: 26998</th>
<th>Contract: July 1, 2018 - June 30, 2019</th>
<th>Contract Total: $121,471.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: DuPage Care Center</td>
<td>Contact: Clementine Nelson and Mario Plata</td>
<td>Phone: 630-784-4251 &amp; 630-784-44</td>
<td>Assigned Committee: Health and Human</td>
</tr>
</tbody>
</table>

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

Furnish and Deliver Ostomy, Tracheostomy, Enteral Feeding Formulas and Urological Supplies (Med B) and Services for the DuPage Care Center, for the period July 1, 2018 through June 30, 2019, per sole bid #18-090-GV

### Reason for Procurement

- 20 invitations sent
- 6 requested documents
- 1 bid received

The DuPage Care Center currently does not have the resources to bill Medicare Part B for these products. Allowing a company to bill Medicare is a cost-effective way of providing these products. DuPage Care Center is regulated by the IL Department of Public Health which mandates and monitors our ongoing compliance with all applicable State and Federal regulations that govern our practices, policies and procedures which in turn drive our are delivery system. Adherence to physician prescribed orders for tube feeding and enteral dietary supplements is necessary to provide an appropriate level of care to residents, as well as maintaining compliances.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1200-2050-52320 and 1200-2025-52210
- Budget Transfer (Date): Add Info

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # 18-090-GV (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid and/or PO# Intergovernmental Agreement
- EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
- PER 55 ILCS 5/10-22 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- PER 55 ILCS 5/10-22 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### BASIS OF DECISION MEMO (attach Decision Memo)

- EXPLANATION OF REQUEST FOR PROPOSAL RFP # (Include Evaluation Summary if applicable)
- 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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<th>cdk</th>
<th>May 18, 2018</th>
<th>5-18-18</th>
<th>5-24-18</th>
<th>5-2-4-18</th>
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<td>Date</td>
<td>Recommended for Approval</td>
<td>Date</td>
<td>IT Approval, if required</td>
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</tbody>
</table>

### REVIEWED BY (Initials Only)

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

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

---

Rev 1.5

Packet Pg. 32
<table>
<thead>
<tr>
<th>LN</th>
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<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
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<td>52320</td>
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<td>79,900.43</td>
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<td>1</td>
<td>EA</td>
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<td>Enteral Formulas</td>
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<td>2025</td>
<td>52210</td>
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<td>41,571.32</td>
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**Requisition Total**: $121,471

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

Furnish and deliver Ostomy, Tracheostomy, Enteral Feeding Formulas and Urological Supplies (Med B) and Services for the period July 1, 2018 through June 30, 2019 per sole bid #18-090-GV.

**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)

HHS June 20, 2017

County Board June 27, 2017
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 totaling in an aggregate amount of or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union, or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, “contractor or vendor” includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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

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

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

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

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

Authorized Signature: [signature]
Printed Name: Dmitri Jahn
Title: [title]
Date: [date]

Attach additional sheets if necessary. Sign each sheet and number each page. Page 34 of 37 (total number of pages)
THE COUNTY OF DuPAGE  
# 18-090-GV OSTEOMY, TRACHEOSTOMY, ENTERAL FEEDING  
FORMULAS & UROLOGICAL SUPPLIES (MED B) & SERVICES 
BID OPENING DATE: 04/26/18 - 1:00 P.M.  

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<tr>
<th>CATEGORY 1 – ENTERAL SUPPLIES</th>
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<tbody>
<tr>
<td>Description</td>
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<tr>
<td>Feeding Bag Container E-Pump 30cs</td>
</tr>
<tr>
<td>Feeding Bag Container E-Pump each</td>
</tr>
<tr>
<td>G-Tube 14FR w/5cc Balloon</td>
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<tr>
<td>G-Tube 16FR w/15cc Balloon</td>
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<tr>
<td>G-Tube 18FR w/15cc Balloon</td>
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<tr>
<td>G-Tube 22FR w/15cc Balloon</td>
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<tr>
<td>Kangaroo safety screw pouch</td>
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<tr>
<td>Spike Set for E-Pump each</td>
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<tr>
<td>Spike Set for E-Pump each</td>
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<tr>
<td>Syringe, 30cc Catheter Tip Piston each</td>
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<td>Tube Anchor Device</td>
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**TOTAL CATEGORY 1** $25,300.57

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<tr>
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<td>Adapt Barrier Rings 13/16&quot; 20mm 10/box</td>
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<tr>
<td>Coloplast barrier 2 1/2&quot; 1 pc closed w/ filter</td>
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<tr>
<td>Convatec barrier</td>
</tr>
<tr>
<td>Convatec barrier</td>
</tr>
<tr>
<td>Convatec pouch</td>
</tr>
<tr>
<td>Convatec pouch</td>
</tr>
<tr>
<td>Eakin Cohesive Seal Small 2&quot; each</td>
</tr>
<tr>
<td>Hollister drain/tube attachment device</td>
</tr>
<tr>
<td>Hollister pouch</td>
</tr>
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<td>Hollister pouch</td>
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<tr>
<td>Hollister pouch</td>
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<tr>
<td>Ostomy pouch, 1-1/2&quot; 1 pc closed w/ filter</td>
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<tr>
<td>Ostomy drain-repl</td>
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<tr>
<td>Paste skin barrier tube</td>
</tr>
<tr>
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<tr>
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<tr>
<td>Pouch, 2-3/4&quot; DRAINABLE with filter</td>
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<tr>
<td>Pouch 2-3/4&quot; closed end with filter</td>
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<td>Pouch, 2-3/4&quot; surfit natura 60/box</td>
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<td>Pouch, 2-3/4&quot; urostomy w/accuseal tap with valve</td>
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<td>Pouch, 2-3/8&quot; Esteem Synergy 60/box</td>
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<tr>
<td>Pouch, drainable ¾&quot; – 2-1/4&quot; box of 10</td>
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<td>Pouch, drainable 7/8 w/convex barrier</td>
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<td>Pouch, drainable mini pouch, ex wear cut to fit</td>
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<td>Pouch, 2 3/4 drainable new image 2 pc beige 10/box</td>
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<td>Powder, Stomahesive protective powder 1oz bottle</td>
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<td>Wafer 2-3/4&quot; FlexWEar</td>
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<td>Wafer 2-1/4&quot; Durahesive Flexible Skin Barrier</td>
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<td>Wafer 2 3/4 Durahesive</td>
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<tr>
<td>Wafer 2-3/8&quot; Esteem Synergy 10/bx</td>
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<td>Wafer Esteem 1 pc Stomahesive 3/8-4</td>
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**TOTAL CATEGORY 2**

$14,885.43

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**CATEGORY 3 — TRACHEOSTOMY SUPPLIES**

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<td>$8,264.40</td>
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<td>Shiley</td>
<td>Shiley 4DCT</td>
<td>5</td>
<td>$78.00</td>
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<td>Trach tube cuff 4DCT</td>
<td>Shiley</td>
<td>TRA-SHI-4DCFSSea</td>
<td>5</td>
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<td>Unit Price</td>
<td>Total Price</td>
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<td>Kendall</td>
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<td>Kendall</td>
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<td>$34.16</td>
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<td>$39.04</td>
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<td>$213.85</td>
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<td>Foley Insertion Tray</td>
<td>URO-AMS-AS890ea</td>
<td>880</td>
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<td>Tru Close Gravity Drainage Bag 600ml ea</td>
<td>URO-URE-TC600Lea</td>
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<td>$44.15</td>
<td>$176.60</td>
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<td>Urinary 18&quot; Extension Drain Tubing</td>
<td>Kendall</td>
<td>11</td>
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<td>$20.45</td>
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<td>$1,123.38</td>
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<td>URO-MCI-5445-9ea</td>
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<td>CATEGORY 5 - ENTERAL FEEDING FORMULAS</td>
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<tr>
<td>Ensure Enlive Apple Drink 32/6.7 ounce</td>
<td>Abbott-Ross</td>
<td>Case</td>
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<td>51</td>
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<td>Glucerna 1.2 packed 8/1000ml RTH bottles</td>
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<td>Case</td>
<td>10</td>
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<td>Jevity 1.5 Cal packed 8/1000ml RTH bottles</td>
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<td>Nepro packed 24/250ml cans</td>
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<td>Case</td>
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<td>Promote packed 8/1000ml bottles</td>
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<td>Case</td>
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**TOTAL CATEGORY 5**

$41,571.32

| CATEGORY 1 - ENTERAL SUPPLIES | $25,300.97 |
| CATEGORY 2 - OSTMOM SUPPLIES | $14,885.43 |
| CATEGORY 3 - TRACHEOSTOMY SUPPLIES | $13,050.83 |
| CATEGORY 4 UROLOGICAL SUPPLIES | $26,663.20 |
| CATEGORY 5 - ENTERAL FEEDING FORMULAS | $41,571.32 |

**TOTAL**

$121,471.75

---

*CORRECTED TOTAL

INVITATIONS SENT: 20

POTENTIAL BIDDERS REQUESTING BID DOCUMENTS: 6

TOTAL BID RESPONSES RECEIVED: 1

BID ATTENDED BY: GV, CH
AWARDING RESOLUTION
ISSUED TO AMERISOURCEBERGEN DRUG CORPORATION
PURCHASE OF PHARMACEUTICALS FOR INPATIENT AND
OUTPATIENT PHARMACY SERVICES
(CONTRACT TOTAL AMOUNT: $2,400,000.00)

WHEREAS, bids have been taken and processed in accordance with County Board policy; resulting in a contract with the lowest qualified bidder at the time; and

WHEREAS, the Health and Human Service Committee recommends County Board approval for the issuance of a contract purchase order for the purchase pharmaceuticals for inpatient and outpatient pharmacy services, for the period June 25, 2018 through June 24, 2019, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that County contract covering said, for the purchase pharmaceuticals for inpatient and outpatient pharmacy services, for the DuPage Care Center, for the period June 25, 2018 through June 24, 2019, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to AmerisourceBergen Drug Corporation, 1300 Morris Drive, Chesterbrook, Pennsylvania 19087, for a total contract amount of $2,400,000.00, per sole responsible bid #18-109-DT.

Enacted and approved this 12th day of June, 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>May 22, 2018</td>
<td>$2,400,000.00</td>
<td>JUNE 25, 2018 - JUNE 24, 2019</td>
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## SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>Karen Graczyk</td>
<td>Completed</td>
<td>05/22/2018 11:41 AM</td>
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<tr>
<td>Janelle Chadwick</td>
<td>Completed</td>
<td>05/22/2018 1:07 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>05/23/2018 3:22 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>05/24/2018 2:49 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>05/25/2018 10:23 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>05/25/2018 10:53 AM</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>Pending</td>
<td>06/05/2018 10:15 AM</td>
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<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>06/12/2018 8:00 AM</td>
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<td>County Board</td>
<td>Pending</td>
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## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Amerisourcebergen Drug Corporation</th>
<th>Vendor #: 10682</th>
<th>Contract: June 25, 2018 - June 24, 2019</th>
<th>Contract Total: $2,400,000.00</th>
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</thead>
<tbody>
<tr>
<td>Dept: DuPage Care Center</td>
<td>Contact: Dale Wagener</td>
<td>Phone: 630-784-4275</td>
<td>Assigned Committee: Health and Human Services</td>
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</tbody>
</table>

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

Purchase and supply pharmaceuticals for in patient and out patient pharmacy services at the DuPage Care Center for the period June 25, 2018 through June 24, 2019, per sole bid #18-109-DT.

### Reason for Procurement

To purchase and supply pharmaceuticals for in patient and out patient pharmacy services at the DuPage Care Center.

### FUNDING SOURCE

- [x] Procurement budgeted for (FY and budget code(s)): 1200-2085-52300 and 1200-2090-52300
- [ ] Budget Transfer (Date) __________________ Add'l Information

### DECISION MEMO NOT REQUIRED

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # 18-109-DT (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # ____________________________ Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 [ ] Public Utility
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

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

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Recommended for Approval</th>
<th>IT Approval, if required</th>
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<tbody>
<tr>
<td>cdk</td>
<td>May 15, 2018</td>
<td>5-16-18</td>
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### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Procurement Officer</th>
<th>Date</th>
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<tbody>
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<table>
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<tr>
<th>Chief Financial Officer</th>
<th>Chairman's Office</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
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**Purchase Requisition**

**Procurement Services Division**

**Date:** May 15, 2018  
**MinuteTraq (IQM2) ID #:** 12774  
**Department Req #:** 7  
**RFP, Bid or Quote #:** 18-109-DT  

**Send Purchase Order To:**

- **Vendor:** Amerisourcebergen Drug Corporation  
  **Vendor #:** 10682
- **Attn:** Len Moretti  
  **Email:**  
- **Address:** 1300 Morris Drive  
- **City:** Chesterbrook  
  **State:** PA  
  **Zip:** 19087
- **Phone:** 610-727-7000  
  **Fax:** 610-727-3600

**Send Invoices To:**

- **Vendor:** Amerisourcebergen Drug Corporation  
  **Vendor #:** 10682
- **Attn:** Dale Wagener  
  **Email:** dale.wagener@dupageco.org
- **Address:** 400 N. County Farm Road  
- **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187
- **Phone:** 630-784-4275  
  **Fax:**

**Send Payments To:**

- **Vendor:** Amerisourcebergen Drug Corporation  
  **Vendor #:** 10682
- **Attn:**  
  **Email:**  
- **Address:** 21978 Network Place  
- **City:** Chicago  
  **State:** IL  
  **Zip:** 60673-1219
- **Phone:**  
  **Fax:**

**Ship To:**

- **Vendor:** Amerisourcebergen Drug Corporation  
  **Vendor #:** 10682
- **Attn:** Dale Wagener  
  **Email:** dale.wagener@dupageco.org
- **Address:** 400 N. County Farm Road  
- **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187
- **Phone:** 630-784-4275  
  **Fax:**

**Payment Terms:** F.O.B.

**PO 20 Delivery Date:**

**Requisitioner:** Christine Kliebhan

**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>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>Pharmaceuticals for the in patient pharmacy services at the DuPage Care Center</td>
<td>1200</td>
<td>2085</td>
<td>52300</td>
<td></td>
<td>1,900,000.00</td>
<td></td>
<td>1,900,000</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>EA</td>
<td>Pharmaceuticals for the out patient pharmacy services at the DuPage Care Center</td>
<td>1200</td>
<td>2090</td>
<td>52300</td>
<td></td>
<td>500,000.00</td>
<td></td>
<td>500,000</td>
</tr>
</tbody>
</table>

**Requisition Total:** $2,400,000

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

Purchase of pharmaceuticals for the in patient and out patient pharmacy services at the DuPage Care Center for the period June 25, 2018 through June 24, 2019, per sole responsible bid #18-109-DT

**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):

June 5, 2018 HHS  
June 12, 2018 County Board

---

Attachment: Amerisourcebergen Drug Corporation - Requisition (HHS-P-070-18 : Amerisourcebergen Drug Corporation)
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: May 8, 2018
Bid/Contract/PO #: #18-109-DT

Company Name: AmerisourceBergen Drug Corporation
Company Contact: Ted Power, Sales Executive
Contact Phone: 773-318-9112
Contact Email: lpower@amerisourcebergen.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.

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>
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</thead>
<tbody>
<tr>
<td>X</td>
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<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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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 or bid</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
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<tr>
<td>X</td>
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<td></td>
<td></td>
</tr>
</tbody>
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A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

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

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

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

Authorized Signature: Signature on file
Printed Name: Krishn A. Schneider
Title: Vice President, Business Enablement
Date: May 8, 2018

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

Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #</th>
<th>Original Purchase Order Date</th>
<th>Change Order #</th>
<th>Department</th>
<th>Vendor Name</th>
<th>Vendor #</th>
<th>Dept Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>3228-0001 SERV</td>
<td>Apr 1, 2018</td>
<td>1</td>
<td>Facilities Management</td>
<td>MP 2 Energy NE</td>
<td>28847</td>
<td>Laura Grobe</td>
</tr>
</tbody>
</table>

**Background and/or Reason for Change Order Request:**
Change order to decrease line 1 1000-1100-53210 by $1,705,948.81, line 2 1100-1300-53210 by $8,517.66, line 3 1200-2045-53210 by $428,130.83, line 4 1500-3510-53210 by $70,837.54, line 5 4000-5820-53210 by $2,874.52, (as informational: decrease the Health Department by $138,690.64 and DU-COMM by $100,000); to allow for electric utility distribution services to be billed directly to DuPage County by ComEd.

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

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

### INCREASE/DECREASE

| A | Starting contract value | $12,626,410.00 |
| B | Net $ change for previous Change Orders | |
| C | Current contract amount (A + B) | $12,626,410.00 |
| D | Amount of this Change Order | □ Increase □ Decrease | ($2,455,000.00) |
| E | New contract amount (C + D) | $10,171,410.00 |
| F | Percent of current contract value this Change Order represents (D / C) | -19.44% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | -19.44% |

### DECISION MEMO NOT REQUIRED

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

### DECISION MEMO REQUIRED

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

![Signature]  
LG 5665  May 17, 2018  x6818  S-18-2018

**REVIEWED BY (Initials Only)**

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

2018-141
Requisition under 25k dollars

2018-141

PROCUREMENT REVIEW CHECKLIST
REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONCEPT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
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<tbody>
<tr>
<td>May 18, 2018</td>
<td>JUNE 6, 2018 - JUNE 5, 2019</td>
<td>$11,628.00</td>
<td>DUPAGE CARE CENTER</td>
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SOLICITATION METHOD FOR SOURCE SELECTION

Karen Graczyk  Completed  05/18/2018 3:03 PM
Janelle Chadwick  Completed  05/22/2018 1:06 PM
Kathy Ostrowski  Completed  05/23/2018 2:30 PM
James McGuire  Completed  05/24/2018 3:09 PM
Paul Rafac  Completed  05/25/2018 10:24 AM
Kathy Ostrowski  Completed  05/29/2018 11:36 AM
Health & Human Services  Pending  06/05/2018 10:15 AM
## Procurement Review Checklist
### Procurement Services Division

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

**Vendor:** Complete Fence  
**Vendor #:** 11248
**Contract:** June 6, 2018 - June 5, 2019  
**Contract Total:** $11,628.00

**Dept:** DuPage Care Center  
**Contact:** Shauna Berman  
**Phone:** 630-784-4261

**Description of Procurement/Scope of Work/Background:** Fencing for the resident courtyard garden area at the DuPage Care Center, for the period June 6, 2018 through June 5, 2019, per sole quote #Q18-123-GV.

**Reason for Procurement:** Fencing to provide safety for the residents in the resident courtyard garden area at the DuPage Care Center.

### FUNDING SOURCE
- [ ] Procurement budgeted for (FY and budget code(s)): 1200-2040-54010
- [ ] Budget Transfer (Date)  
  - Add'l Information

### DECISION MEMO NOT REQUIRED
- [ ] LOWEST RESPONSIBLE QUOTE # or BID # Q18-123-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)

<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>
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<tbody>
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<td>May 16, 2018</td>
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</tr>
<tr>
<td></td>
<td>5-16-18</td>
<td>5-16-18</td>
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</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
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<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>5/24/18</td>
<td>8m</td>
<td>5-24-18</td>
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</table>

<table>
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<tr>
<td>(Decision Memos Over $25,000)</td>
<td></td>
<td>(Decision Memos Over $25,000)</td>
<td></td>
</tr>
</tbody>
</table>
**Purchase Requisition**

**Procurement Services Division**

**Date:** May 16, 2018

**MinuteTraq (IQM2) ID #:** 12751

**Department Req #:** 7

**RFP, Bid or Quote #:** Q18-123

---

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Complete Fence</th>
<th>Vendor #:</th>
<th>Dept: DuPage Care Center</th>
<th>Division: Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Matt Breen</td>
<td>Email: <a href="mailto:mbreen@cnifence.com">mbreen@cnifence.com</a></td>
<td>Attn: Shauna Berman</td>
<td>Email: <a href="mailto:shauna.berman@dupageco.org">shauna.berman@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 27W174 North Avenue</td>
<td></td>
<td>Address: 400 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-273-7293</td>
<td>Fax:</td>
<td>Phone: 630-784-4261</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Send Invoices To:

<table>
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<th>Vendor: Complete Fence</th>
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<td>Email: <a href="mailto:mbreen@cnifence.com">mbreen@cnifence.com</a></td>
<td>Attn: Shauna Berman</td>
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<tr>
<td>Phone: 630-273-7293</td>
<td>Fax:</td>
<td>Phone: 630-784-4295</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor: Complete Fence</th>
<th>Vendor #:</th>
<th>Dept: DuPage Care Center</th>
<th>Division: Facilities Management</th>
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<tbody>
<tr>
<td>Attn: Matt Breen</td>
<td>Email: <a href="mailto:mbreen@cnifence.com">mbreen@cnifence.com</a></td>
<td>Attn: Al Therriault</td>
<td>Email: <a href="mailto:al.therriault@dupageco.org">al.therriault@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 27W174 North Avenue</td>
<td></td>
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### Send Payments To:

<table>
<thead>
<tr>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 6, 2018</td>
<td>Christine Kliebhan</td>
</tr>
</tbody>
</table>

### Header Comments:

1. **Use for PO25 only**

Fencing for the resident courtyard at the DuPage Care Center for the period June 6, 2018 through June 5, 2019, per sole quote #18-123-GV.

### Special Instructions/Comments to Buyer or Approver:

- **Use for PO25 only**

### User Department Internal Notes:

- June 5, 2018  HHS Committee
Required Vendor Ethics Disclosure Statement

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

Date: 5/8/18

Bid/Contract/PO #: 

<table>
<thead>
<tr>
<th>Company Name: Complete Fence</th>
<th>Company Contact: Matt Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 630-273-7293</td>
<td>Contact Email: <a href="mailto:MBREEN@CNEFENCE.COM">MBREEN@CNEFENCE.COM</a></td>
</tr>
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</table>

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<th>Email</th>
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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/County/Boards/Proc/23113/

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

Authorized Signature

Signature on file

Printed Name | Matt Green |
|-------------|-------------|

Title | Account Manager |

Date | 5/8/18 |

Packet Pg. 49
DuPage County, Illinois
BUDGET ADJUSTMENT
Effective September 21, 2016

From: 1200

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
<th>Date of Balance</th>
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<tbody>
<tr>
<td>2000</td>
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<td>INSTRUCTION &amp; SCHOOLING</td>
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<td>$28,462.50</td>
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<td></td>
<td>OPERATING SUPPLIES &amp; MATERIALS</td>
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<td>2053.21</td>
<td>1564.21</td>
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Total $13,789.00

To: 1200

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<tr>
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<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
<th>Date of Balance</th>
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<tbody>
<tr>
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Total $13,789.00

Reason for Request:
To allow monies to be transferred to pay for managed care negotiations for the DPCC and reimbursement to Pharmacist of purchasing carts for medications.

Signature on file

***Please sign in blue ink on the original form***
DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective September 21, 2016

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
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<td>$1,062.00</td>
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<tr>
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<td>52200</td>
<td></td>
<td>OPERATING SUPPLIES &amp; MATERIALS</td>
<td>$2,634.00</td>
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<td>2,634.00</td>
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<td>MEDICAL/DENTAL/LAB SUPPLIES</td>
<td>$300.00</td>
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<td>300.00</td>
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</table>

Total $565,187.00

Reason for Request:
To cover invoices from the DuPage County Health Department per IGA.

Signature on file

Department Head

Chief Financial Officer

**Please sign in blue ink on the original form**

Finance Department Use Only

Fiscal Year 2018 Budget Journal # Acctg Period

Entered By/Date Released By/Date Posted By/Date

H.H. F.

Packet Pg. 51
WHEREAS, the DuPage County Health Department has enacted a Fees Ordinance; and

WHEREAS, Ordinance Ord. HHS-O-0034-15 last amended the Fees Ordinance on September 22, 2015; and

WHEREAS, it is necessary from time to time, to amend the fee section to reflect program changes; and

WHEREAS, the DuPage County Board of Health reviewed, approved, and recommends adoption of the attached amendments to Chapter 18, Article I of the County Code; and

WHEREAS, the Health and Human Services Committee has reviewed and recommends adoption of the attached amendments to Chapter 18, Article I of the County Code.

NOW, THEREFORE BE IT ORDAINED by the DuPage County Board that Chapter 18, Article I. Fees Ordinance of the DuPage County Code is hereby amended to reflect the attached amendments.

BE IT FURTHER ORDAINED that the County Clerk is hereby directed to make the Ordinance available to the public; and

BE IT FURTHER ORDAINED by the County Board of DuPage County, Illinois that should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: ____________________________
PAUL HINDS, COUNTY CLERK
Date: May 2, 2018

To: Board of Health Members, DuPage County Health Dept.

Cc: Karen Ayala, Executive Director
    Lisa Smith, DuPage County Assistant State’s Attorney

From: Kevin T. Dixon, Director of Environmental Health Service Unit

Re: Approval of Proposed Amendments to Chapter 18 of the County Code:
    Article I, Fees
    Article II, Food and Food Handlers
    Article III, Private Sewage Disposal
    Article IV, Private, Semi-Private and Non-Community Water Supply
    Article V, Public Swimming Facilities

Please review, approve, and recommend adoption of the attached proposed amendments to Articles I, II, III, IV, and V of Chapter 18 of the DuPage County Code.

Article I, Fees

Amendments are proposed to Article I, Fees to ensure consistency with terminology with State Code and add five new fees. Three additional new fees are proposed to allow for review of food service variance requests, hazards analysis critical control point applications, and food product assessment reviews. We anticipate receiving variance requests and product assessment reviews regarding reduced oxygen packaging and other novel food preparation and packaging methods. All three of the new fees are consistent with the new federal Food and Drug Administration’s model food code adopted by Illinois in 2016.

The fourth new fee would be a fee for indoor pools that operate year-round. The current pool fee would still apply to outdoor pools that operate on a part-time seasonal basis. A higher fee for indoor pools would allow for an additional inspection each year. About 1/3 of the public pools in DuPage are indoor pools and 2/3 are outdoor pools. The new indoor pool fee would generate about $49,000 in additional revenue in 2019.

The fifth new fee would formalize a currently informal fee we have been charging for seasonal food establishment permits. Seasonal food permits are more economical for food vendors.
Article II, Food and Food Handlers

Amendments are proposed to Article II, Food and Food Handlers handler portions of the ordinance to clarify that retail food stores (grocery stores) are considered food establishments that are permitted and inspected by the Health Department. The Health Department’s adoption of the State Food Code already includes our authority to permit and inspect grocery stores but adding it to the definition in the DuPage County Code will create consistency. A new definition is being added for “shared kitchen” that reflects changes in business practices and clarifies how to permit such facilities. A shared kitchen is generally a commercial kitchen that rents out space to multiple tenants that use the kitchen to prepare various food products. Shared kitchens can be viewed as potential economic development opportunities for small growing food service companies that have outgrown a smaller kitchen but are not yet ready to lease or buy an entire storefront. The balance of the amendments in this section provide for the use of the adjudication hearing process implemented by DuPage County to supplement our current administrative process to address ordinance violations.

The County’s adjudication hearing process is a relatively informal administrative hearing process whereby clients cited for violations of the County Code, including those that have not paid for their permit fees, receive a notice to appear in front of an administrative hearing officer who can then seek resolution to outstanding code violations and assess fines as appropriate. Use of the adjudication hearing process is expected to be a more efficient way to provide administrative hearings for the Health Department. An intergovernmental agreement between DuPage County and the Health Department is anticipated as a means to formalize administration of this program. County staff have requested fees in the range of about $100 for each case processed through the adjudication hearing process. Hearing fees will be paid by residents violating ordinance requirements. Health Department staff estimate routing about 50 to 80 cases per year through the adjudication hearing process. The program will be reviewed after the first year to evaluate how well the adjudication hearing approach is working out for both parties and residents.

Article III, Private Sewage Disposal

An amendment is proposed to allow only one field size reduction in the calculation of the septic system seepage field area. Currently, an unclear number of field size reductions are allowed per Illinois Private Sewage Code. The proposed amendment to allow only one field size reduction to the seepage field area has been staff’s practice and the clarification is reasonable and protective to ensure seepage fields are not created too small to handle sewage volume. Amendments are also proposed to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.
**Article IV, Private, Semi-Private and Non-Community Water Supply**

Amendments are proposed to Article III, Private Sewage Disposal to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.

**Article V, Public Swimming Facilities**

Amendments are proposed to Article III, Private Sewage Disposal to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.

In terms of process, it is expected that the ordinance amendments will be routed through the DuPage County Health and Human Services Committee for additional public review before being forwarded to the County Board for final adoption.

Attached are the detailed proposed code amendments.
ARTICLE I. - FEES

18-101: - TERMS DEFINED.

**Department:** The DuPage County Health Department.

**Director:** The Executive Director of the DuPage County Health Department.

**Fee exempt:** An annual license or permit holder that has the status of being: a) a nongovernmental organization that has Illinois not for profit status and that does not charge for services b) a temporary event operator that has Illinois not for profit status or Federal 5013(c) charitable organization designation and that uses the event as a fundraising activity.

**License fee:** A renewal fee for charges for the issuance of a license by the DuPage County Health Department.

**Permit fee:** A renewal fee charged for the issuance of a license by the DuPage County Health Department.

**Service fee:** A fee charged for a service provided by the DuPage County Health Department which is not a renewable permit or license fee.

**Seasonal Operation:** an annual permit holder which operates for 6 months or less in a calendar year. A reduced annual permit/license fee may be assessed for seasonal operations.

(2005 Code)

18-102: - FEE SCHEDULE.

That the following annual fees be charged for the issuance of permits by the DuPage County Health Department in pursuance of its authority to regulate and supervise food services and retail food store sanitation:

**ANNUAL FOOD SERVICE SANITATION PERMIT and SERVICE FEES**

**Annual Food service establishment and retail food store permit fees:**

- **Risk Category type 3**...... $233.00
- **Risk Category type 2**...... $519.00
- **Risk Category type 1**...... $830.00

- **Seasonal food establishment**...... $233.00
- **Milk only permit - schools**...... $78.00
- **Conditional Operating permit (90 days)**...... $218.00
- **Follow up Inspection (after first follow up)**...... $52.00
- **Reopening inspection of closed facility due to enforcement action**...... $202.00

- **Food Service Variance Request Review fee**...... $100.00
- **Hazard Analysis Critical Control Point (HACCP Plan) Application Review**...... $150.00
- **Food Product Assessment Review**...... $50.00
Annual mobile vendor permit fees:

- Risk Category type 1A M.... $155.00
- Risk Category type 2A M.... $337.00
- Risk Category type 3A M.... $415.00

Note: A twenty-five percent (25%) penalty shall be assessed the license or permit holder for which an annual permit or license fee has not been paid by the expiration date.

Temporary food stands or booth permit fees:

- Permit is for up to fourteen (14) days. Single operator at any one (1) event with multiple food stands is charged per booth.
  - Risk Category type 1B T..... $62.00
  - Risk Category type 2B T.... $125.00
  - Risk Category type 3B T... $202.00

Note: A twenty-five percent (25%) penalty shall be assessed for temporary food service permits that are not obtained at least ten (10) three (3) business days before the event start date.

Food service plan review fees:

- Type I plan review..... $207.00
- Type II plan review..... $519.00
- Type II plan review..... $830.00
- Plan Review Consultation...$215.00
- Priority plan review (Completed in three (3) business days in addition to applicable fees)..... 830.00
- Plan review resubmittal fee (fee assessed at 3rd and subsequent resubmittals)..... 260.00


18-103: - PRIVATE, SEMI-PRIVATE AND NON-COMMUNITY WATER SUPPLY FEES.

- Water well construction and installation permit fee..... $285.00
- Variance request review fee..... $233.00
- Permit to seal a well..... $130.00
- Supplemental well conversion inspection..... $104.00
- Non-community water system annual operating permit wells..... 213.00
18-104: - PRIVATE SEWAGE DISPOSAL FEES.

Private sewage disposal system permit and plan review fee..... $519.00
Private sewage disposal system renovation permit fee..... $260.00
Variance request review fee..... $233.00
Annual surface discharge system operating permit fee..... $104.00
Priority plan review (completed in three (3) days in addition to applicable fee)..... $467.00
Plan review resubmittal fee (fee assessed at third and subsequent resubmittals)..... $104.00

18-105: - WELL AND SEPTIC EVALUATION SERVICE FEES.

Well and septic evaluation fee..... $285.00
Well evaluation only fee..... $233.00
Septic evaluation only fee..... $260.00
Site evaluation fee - type I..... $130.00
Site evaluation fee - type II..... $213.00

18-106: - SPA POOLS, SWIMMING POOLS AND WATER SLIDE FEES.

Each public spa pool or water slide annual fee..... $265.00
Each public swimming pool, spa pool, water slide, aquatic feature and public bathing beach annual fee (seasonal operation)..... $265.00
Each public swimming pool, spa pool, water slide, aquatic feature and public bathing beach annual fee (year round operation) ... $500.00
18-107: - EXEMPTIONS.

All organizations, establishments and facilities, which are regulated by the department, are required to obtain a permit where required by ordinance. Those organizations, establishments and facilities that are "fee exempt" as defined in Section 18-101 of this article shall not pay a fee for said permit. Permit, license or service fees may be fully or partially waived at the discretion of the director.


18-108: - FEES FOR RENEWAL OF PERMITS AND LICENSES.

All permits and licenses are valid for a period of one (1) year from issuance unless otherwise specified in this article. Renewal of any permit or license shall be subject to the annual fee.

(Ord. OHS-001I-02, 9-12-2006)

18-109: - LATE FEES.

A twenty-five percent (25%) penalty shall be assessed the license or permit holder for which an annual permit or license fee has not been paid by the expiration date. A twenty-five percent (25%) penalty shall be assessed for temporary food service permits that are not obtained at least ten (10) 3 business days before the event start date.

(Ord. OHS-001I-02, 9-12-2006)

18-110: - NONPAYMENT OF FEES.

Failure to pay the fee for any permit, license or the renewal of any permit or license within thirty (30) days of the due date or expiration date shall result in the immediate forfeiture of said permit or license.

(Ord. OHS-001I-02, 9-12-2006)

18-111: - CPI ESCALATION.

Fees will be increased annually to be effective December 1 of each year starting in 2016 based on the Illinois Department of Revenue Consumer Price Index. The Health Department shall calculate the new fees each year and submit to the County Clerk prior to December 1 of each year. Fee amounts will be rounded to the nearest whole dollar. If the CPI for the year is negative, fees will remain unchanged from the previous year.


18-112: - FEE DISCOUNT.

The DuPage County Health Department may extend a discount of up to five percent (5%) for clients who setup online billing or permit accounts.

Ordinance
HHS-O-0030-18

AMENDMENTS TO CHAPTER 18, ARTICLE II.
FOOD AND FOOD HANDLERS

WHEREAS, the DuPage County Health Department has enacted a Food and Food Handlers Ordinance; and

WHEREAS, Ordinance OHS-0047-16 last amended the Food and Food Handler Ordinance on November 8, 2016; and

WHEREAS, the DuPage County Health Department intends to enter into an intergovernmental agreement or contract with DuPage County to utilize the Administrative Adjudication Hearing process for the administrative adjudication of violations of its ordinances and

WHEREAS, The State of Illinois has made changes to the Illinois Food Sanitation Code

WHEREAS, it is necessary from time to time, to amend the Food and Food Handler Ordinance to reflect changes to reflect changes State Code; and

WHEREAS, the DuPage County Board of Health reviewed, approved, and recommends adoption of the attached amendments to Chapter 18, Article II of the County Code; and

WHEREAS, the Health and Human Services Committee has reviewed and recommends adoption of the attached amendments to Chapter 18, Article II of the County Code.

NOW, THEREFORE BE IT ORDAINED by the DuPage County Board that Chapter 18, Article II, Food and Food Handler Ordinance of the DuPage County Code is hereby amended to reflect the attached amendments.

BE IT FURTHER ORDAINED that the County Clerk is hereby directed to make the Ordinance available to the public; and

BE IT FURTHER ORDAINED by the County Board of DuPage County, Illinois that should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

__________________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD
Ordinance

HHS-O-0030-18

Attest: _________________________________

PAUL HINDS, COUNTY CLERK
Date: May 2, 2018

To: Board of Health Members, DuPage County Health Dept.
Cc: Karen Ayala, Executive Director
Lisa Smith, DuPage County Assistant State’s Attorney

From: Kevin T. Dixon, Director of Environmental Health Service Unit

Re: Approval of Proposed Amendments to Chapter 18 of the County Code:
   Article I, Fees
   Article II, Food and Food Handlers
   Article III, Private Sewage Disposal
   Article IV, Private, Semi-Private and Non-Community Water Supply
   Article V, Public Swimming Facilities

Please review, approve, and recommend adoption of the attached proposed amendments to Articles I, II, III, IV, and V of Chapter 18 of the DuPage County Code.

**Article I, Fees**

Amendments are proposed to Article I, Fees to ensure consistency with terminology with State Code and add five new fees. Three additional new fees are proposed to allow for review of food service variance requests, hazards analysis critical control point applications, and food product assessment reviews. We anticipate receiving variance requests and product assessment reviews regarding reduced oxygen packaging and other novel food preparation and packaging methods. All three of the new fees are consistent with the new federal Food and Drug Administration’s model food code adopted by Illinois in 2016.

The fourth new fee would be a fee for indoor pools that operate year-round. The current pool fee would still apply to outdoor pools that operate on a part-time seasonal basis. A higher fee for indoor pools would allow for an additional inspection each year. About 1/3 of the public pools in DuPage are indoor pools and 2/3 are outdoor pools. The new indoor pool fee would generate about $49,000 in additional revenue in 2019.

The fifth new fee would formalize a currently informal fee we have been charging for seasonal food establishment permits. Seasonal food permits are more economical for food vendors.
Article II, Food and Food Handlers

Amendments are proposed to Article II, Food and Food Handlers handler portions of the ordinance to clarify that retail food stores (grocery stores) are considered food establishments that are permitted and inspected by the Health Department. The Health Department’s adoption of the State Food Code already includes our authority to permit and inspect grocery stores but adding it to the definition in the DuPage County Code will create consistency. A new definition is being added for “shared kitchen” that reflects changes in business practices and clarifies how to permit such facilities. A shared kitchen is generally a commercial kitchen that rents out space to multiple tenants that use the kitchen to prepare various food products. Shared kitchens can be viewed as potential economic development opportunities for small growing food service companies that have outgrown a smaller kitchen but are not yet ready to lease or buy an entire storefront. The balance of the amendments in this section provide for the use of the adjudication hearing process implemented by DuPage County to supplement our current administrative process to address ordinance violations.

The County’s adjudication hearing process is a relatively informal administrative hearing process whereby clients cited for violations of the County Code, including those that have not paid for their permit fees, receive a notice to appear in front of an administrative hearing officer who can then seek resolution to outstanding code violations and assess fines as appropriate. Use of the adjudication hearing process is expected to be a more efficient way to provide administrative hearings for the Health Department. An intergovernmental agreement between DuPage County and the Health Department is anticipated as a means to formalize administration of this program. County staff have requested fees in the range of about $100 for each case processed through the adjudication hearing process. Hearing fees will be paid by residents violating ordinance requirements. Health Department staff estimate routing about 50 to 80 cases per year through the adjudication hearing process. The program will be reviewed after the first year to evaluate how well the adjudication hearing approach is working out for both parties and residents.

Article III, Private Sewage Disposal

An amendment is proposed to allow only one field size reduction in the calculation of the septic system seepage field area. Currently, an unclear number of field size reductions are allowed per Illinois Private Sewage Code. The proposed amendment to allow only one field size reduction to the seepage field area has been staff’s practice and the clarification is reasonable and protective to ensure seepage fields are not created too small to handle sewage volume. Amendments are also proposed to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.
Article IV, Private, Semi-Private and Non-Community Water Supply

Amendments are proposed to Article III, Private Sewage Disposal to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.

Article V, Public Swimming Facilities

Amendments are proposed to Article III, Private Sewage Disposal to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.

In terms of process, it is expected that the ordinance amendments will be routed through the DuPage County Health and Human Services Committee for additional public review before being forwarded to the County Board for final adoption.

Attached are the detailed proposed code amendments.
ARTICLE II. - FOOD AND FOOD HANDLERS [1]

Footnotes:
--- (1) ---

18-201: - DEFINITIONS.

Category 1 means a food establishment that presents a high relative risk of causing food-borne illness, based on the large number of food handling operations typically implicated in food-borne outbreaks and/or the type of population served by the facility. A category 1 food service facility includes those where the following operations occur: Potentially hazardous foods are cooled, as part of the food handling operation at the facility; potentially hazardous foods are prepared hot or cold and held hot or cold for more than 12 hours before serving; potentially hazardous cooked and cooled foods must be reheated; complex preparation of foods or extensive handling of raw ingredients with hand contact for ready-to-eat foods; vacuum packaging, other forms of reduced oxygen packaging or other special processes that require a HACCP plan; immunocompromised individuals, such as the elderly, young children under age four and pregnant woman are served, in a facility in which these individuals compose the majority of the consuming population.

Category 2 means a food establishment that presents a medium relative risk of causing food-borne illness, based upon a few food handling operations typically implicated in food-borne illness outbreaks. Category 2 facilities include those where the following operations occur: Hot or cold foods are held at required temperatures for no more than 12 hours and are restricted to same day service; foods are prepared from raw ingredients using only minimal assembly; and foods that require complex preparation (whether canned, frozen or fresh) are obtained from approved food-processing plants, high risk food service establishments or retail food stores.

Category 3 means a food establishment that presents a low relative risk of causing food-borne illness, based on few or no food handling operations typically implicated in food-borne illness outbreaks. Category 3 facilities include those where the following operations occur: Only potentially hazardous foods that are pre-packaged in an approved processing plant are available or served at the facility; only limited preparation of non-potentially hazardous foods and beverages occurs at the facility; or only beverages (alcoholic and non-alcoholic) are served at the facility; only foods that are packaged or require minimal or no handling are offered or served.

Department: The DuPage County Health Department.

Director: The Executive Director of the DuPage County Health Department or their designee.

Fee exempt: The license or permit holder has the status of being: a) nongovernmental organization that has Illinois not for profit status and does not charge for services b) a temporary event operator that has Illinois not for profit status or Federal 5013(c) charitable organization status that uses the event as a fundraising activity.

Food establishment means an operation that: stores, prepares, packages, serves, vends food directly to the consumer, or otherwise provides food for human consumption, such as a restaurant, retail food store, shared kitchen, satellite or catered feeding location, catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people, market, vending location, institution or food pantry; and relinquishes possession of food to a consumer directly, or indirectly, through
a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

**Food establishment** includes: an element of the operation, such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location, unless the vending or feeding location is permitted by the regulatory authority; and an operation that is conducted in a mobile, stationary, temporary or permanent facility or location. This inclusion applies regardless of whether consumption is on or off the premises and whether there is a charge for the food.

**Food establishment** does not include: an establishment or retail food store that offers only prepackaged foods that are not time/temperature controlled for safety; a banquet or rental room that provides space for individuals or licensed caterers to provide food for private party functions; a produce stand that only offers whole, uncut fresh fruits and vegetables; a food processing plant, including those that are located on the premises of a food establishment; a kitchen in a private home, such as a small family daycare provider or a bed and breakfast operation as defined in the Bed and Breakfast Act that prepares and offers food to guests; a private home that receives catered or home delivered food; a closed family function where food is prepared or served for individual family consumption; or a test kitchen used for food product research that does not offer the food produced to the general public; a religious institution conducting food service functions that are limited to congregation members; a school or park district home economics class that prepares food providing food is not sold or offered to the general student body or public; a domestic kitchen at a place of business used as a kitchenette where personal food is stored and prepared for individual consumption.

**Health authority:** DuPage County Health Department.

**License fee:** A renewable fee charged for the issuance of a license by the DuPage County Health Department.

**Person:** An individual, or a firm, partnership, company, corporation, trustee, association, or public or private entity.

**Service fee:** A fee charged for a service provided by the DuPage County Health Department which is not a renewable permit or license fee.

**Shared Kitchen:** is "a food establishment that is used as a place of business for the purpose of providing commercial space and equipment to multiple individuals or business entities which commercially prepare or handle food that will be offered for retail sale. The risk category for a shared kitchen will be assigned based on the highest risk category of any food operation using the establishment.

(Ord. No. HHS-O-0047-16)

18-202: - COMMON USAGE.

Terms not herein defined shall have the meaning customarily assigned to them.

(Ord. No. HHS-O-0047-16)

18-203: - ADOPTION BY REFERENCE.

18-204: - PERMITS IN GENERAL.

It shall be unlawful for any person to operate a food service establishment within DuPage County in the State of Illinois, who does not possess a valid permit issued to him by the Health Authority. A valid permit shall be posted at all times so as to be clearly visible to all patrons.

Permits for permanent food service establishments shall be valid for one (1) year following the date of issuance unless suspended or revoked as herein provided. Permits for temporary food service establishments and temporary retail food stores shall be valid only for the period of time designated for said temporary permit, but in no event shall said temporary permit exceed one (1) year from the date of issuance.

All food service establishment permits for fixed, mobile or temporary establishments will be classified into one of the three risk categories defined in this Ordinance. Classification of the permit risk category, operational requirements and permit fees will be determined by the Health Authority after review of the permit application and may be reviewed and adjusted based on the operator’s performance, establishment menu and available facilities.

18-205: - ISSUANCE OF PERMITS.

Any person desiring a permit to operate a food service establishment, or any person desiring to renew such a permit, shall make written application on forms or through electronic means provided by the Health Authority. Such application shall include, but not be limited to, the following:

A. The full name and post office address(s) of the person(s) applying, and whether such applicant is an individual, partnership, or corporation or other entity;
B. The name, location and type of the proposed food service establishment;
C. The signature of the applicant(s).

If the application is for a temporary food service establishment, it shall also specify the dates of the proposed operation.

Upon receipt of such application, the Health Authority shall make an inspection of the food service establishment to determine compliance with the provisions of this article. If the inspection reveals that the applicable requirements of this article have been met, a permit shall be issued by the Health Authority.

18-206: - PERMIT FEE.

The fee to be charged for the issuance of a permit shall be in accordance with Section 18-102 of this chapter.

18-207: - RENEWAL OF ANNUAL PERMITS.

An application must be completed annually prior to the expiration date of the permit. Whenever an inspection, or the record, reveal(s) a serious or repeated violation of this article, the permit may not be renewed and the Health Authority shall, within a reasonable time, notify the applicant in writing. Such notice shall state that an opportunity for a hearing shall be provided for the applicant at a reasonable time and place designated by the County Administrative Adjudication Hearing Officer hereinafter, the Hearing Officer of the Health Authority. The notice referred to in this paragraph shall be delivered to the applicant in person by the Health Authority or may be sent by registered or certified mail.
18-208: - OFFICE CONFERENCES.

At the discretion of the health department, an office conference conducted by this Department may be used with all food service permit holders in order to achieve compliance with this article. The office conference will be conducted following the Department's policy on office conferences. If the office conference is unsuccessful in achieving compliance, the health department may use other means to achieve compliance. Other means include but are not limited to issuing a suspension order, referring the matter for a hearing on the ordinance violation before the Administrative Hearing Officer or referring the matter to the DuPage County State's Attorney's Office for compliance with this article.

18-209: - SUSPENSION OF PERMITS.

A. Whenever the Health Authority determines that a food service establishment fails to comply with the provisions of this article and any rules and regulations herein adopted or any notice issued hereeto, the permit therefore may be suspended. The person in charge shall then be advised in writing of the intended suspension, the reason therefore, and the effective date of such suspension. Any time prior to effective date of such suspension, the person in charge may file with the Health Authority a written request for a hearing to show cause why such suspension should not ensue.

B. Upon receipt of the request for hearing, the Health Authority shall schedule a hearing before the Hearing Officer upon that Hearing Officer's next scheduled hearing date.

C. The Hearing Officer shall hear testimony from the Health Authority and respondents relating to the violations underlying the suspension notice and shall determine whether the suspension shall take effect or whether the suspension shall not take effect. At the Hearing Officer's discretion, the Hearing Officer may impose such fines as provided by statute, ordinance, or administrative code.

D. Notwithstanding any other provision of this article, whenever the Health Authority finds any condition in the operation of a food service establishment which, in his judgment, constitutes a substantial hazard to the public health, he shall immediately and without warning or hearing notify the person in charge of said condition and suspend the permit. All food service operations shall then be immediately discontinued.

18-210: - REINSTATEMENT OF SUSPENDED PERMITS.

A. Any person whose permit has been suspended may apply in writing for a reinstatement of the permit when the conditions causing the suspension have been corrected and a written plan to address monitoring of those issues for which the permit was suspended is submitted and approved by the Health Authority. When the Health Authority has verified that said corrections and a written plan to assure continued compliance have been satisfactorily completed, said permit shall be reinstated.

B. Any person or entity whose permit has been suspended after a hearing by the Administrative Hearing Officer, may apply in writing for reinstatement of the permit when the conditions causing the suspension have been corrected and a written plan to address monitoring of those issues is submitted to and approved by the Health Authority. When the Health Authority has verified that said corrections and the written plan to assure compliance have been satisfactorily completed and that any fines assessed by the Hearing Officer have been paid, the person or entity whose permit has been suspended may apply to the Hearing Officer for reinstatement.

18-211: - REVOCATION OF PERMITS.

A. The Health Authority may revoke any permit for serious or repeated violations of this article, or for interference with the Health Authority in the performance of his duties. Prior to such action, the
Health Authority shall notify in writing the person in charge advising him of the intended revocation, the reason, and effective date of such permanent revocation. Any time prior to revocation, the person in charge may file with the Health Authority a written request for a hearing to show cause why such revocation should not ensue.

B. Upon receipt of the request for a hearing, the Health Authority shall schedule a hearing before the Hearing Officer upon that Hearing Officer’s next available hearing date as established by the Hearing Officer.

C. The Hearing Officer shall hear testimony from the Health Authority and Respondent relating to the violations underlying the revocation and shall determine whether the permit shall be revoked. At the Hearing Officer’s discretions, the Hearing Officer may impose fines as provided by statute, ordinance or administrative code.

D. Application for permit, following revocation, shall require a plan review and compliance with all current applicable rules and regulations.

(Ord. No. HHS-O-0047-16)

18-2142: - PERMITS NOT TRANSFERABLE.

A permit may not be transferred from one person to another person, from one food establishment to another or from one type of operation to another if the type of food service operation changes from the type of operation specified on the establishment application and the change is not approved.

(Ord. No. HHS-O-0047-16)

18-2123 - HEARING.

The hearings provided for in this section shall be conducted by the Health Authority (other than the person making the field inspection) or a person appointed by the Health Authority at a time and place designated by him. Based upon the record of such hearing, the Health Authority shall make a finding and shall sustain, modify, or rescind any official notice or order considered in the hearing. The decision of the Health Authority shall be furnished to the permit holder in writing. Unless a party appeals to the Director of the Health Authority within 15 days of the hearing, the decision of the Hearing Officer shall be a binding decision and final order.

Hearings provided for by any section of this code shall be conducted by the DuPage County Hearing Officer at the time and place designated by the Code Hearing Unit. Based upon the record of such hearings, the Hearing Officer shall make a finding and shall sustain, modify or rescind any official notice or order considered in the hearing. All final orders of the Hearing Officer shall be in writing and a copy of such orders shall be provided to the respondent at no cost.

The findings, decision and order of the Hearing Officer shall be subject to review in the Eighteenth Judicial Circuit Court, sitting in DuPage County, Illinois. The Administrative Review law (735 ILCS 5/3-101 et seq.) and the rules pursuant thereto shall apply to and govern every action for the judicial review of the final findings, decisions and order of a Hearing Officer under this section.

(Ord. No. HHS-O-0047-16)

18-2134: - INSPECTION OF FOOD SERVICE ESTABLISHMENTS.

The Health Authority shall inspect each food service establishment located within the County of DuPage, State of Illinois, in accordance with the Illinois Department of Public Health Local Health Protection Grant Rules and shall make as may additional inspections as necessary for the enforcement of this article.

(Ord. No. HHS-O-0047-16)
18-2145: - ACCESS TO ESTABLISHMENTS.

The Health Authority, after showing proper identification, shall have access at any reasonable time to a facility regulated by this article. The Health Authority shall be permitted to examine all areas and records of the facility which are reasonably necessary to its inspection or investigation. Denial of access as herein provided shall be deemed an interference with the Health Authority in the performance of its duties, provided that the Health Authority has presented proper identification, if requested.

(Ord. No. HHS-O-0047-16)

18-2156: - INSPECTION RECORDS.

Whenever the Health Authority makes an inspection, it shall record its findings on an inspection report form provided for that purpose. The original copy of each said report shall be given to the person in charge.

(Ord. No. HHS-O-0047-16)

18-216: - INSPECTION REPORTS.

Whenever the Health Authority makes an inspection of a food service establishment and discovers that any of the requirements of this article have been violated, it shall notify the person in charge of such violations in writing. In such inspection report notification, the Health Authority shall:

A. Set forth the specific violations found;
B. Establish a reasonable time period within which such violations shall be corrected, and;
C. State that an opportunity for appeal from any inspection report will be provided for if a written request is filed with the Health Authority within the period of time established herein, but not to exceed fourteen (14) days from the date of the inspection report.

(Ord. No. HHS-O-0047-16)

18-217: - SERVICE OF NOTICES.

Notices provided for under this section shall be deemed to have been properly served when a copy of the notice has been delivered personally or has been sent by registered or certified mail to the person in charge at the address of the business affected. A copy of such notice shall be filed with the records of the Health Authority.

(Ord. No. HHS-O-0047-16)

18-218: - EXAMINATION, CONDEMNATION AND HOLD ORDERS.

Samples of food and related products may be examined, sampled, or obtained by the Health Authority as often as necessary to determine possible adulteration, misbranding, or contamination. The Health Authority, at its sole discretion, pending such examination, may by its written order cause to be held, removed, destroyed, or denatured, any food which the Health Authority determines to be unwholesome, adulterated, or misbranded. If a hold order is issued by the Health Authority, the order must state that the Permit Holder has the right to appeal hearing and may request a hearing within seven (7) calendar days of issuance of that order. Failure or refusal to comply with the Health Authority order hereunder shall constitute a serious violation of this article.

(Ord. No. HHS-O-0047-16)

18-219: - FOOD ESTABLISHMENTS OUTSIDE JURISDICTION OF DU PAGE COUNTY.

Food prepared for human consumption outside of DuPage County and transported into DuPage County shall conform to the standards and provisions of this article. To determine the extent of compliance...
with such provisions, the Health Authority may accept reports from responsible authorities where such establishments are located.

(Ord. No. HHS-O-0047-16)

18-220: - REVIEW OF CONSTRUCTION OR REMODELING PLANS.
When a food service establishment is to be constructed or remodeled, or there is a change in the type of food operations and when an existing structure is to be converted to use as a food service establishment, properly prepared plans and specifications shall be submitted to the Health Authority and approved in writing before such work is begun. Said plans shall be drawn to scale and shall show locations of all fixed equipment.

   Plans must include the following:
   A. Specifications of construction materials and equipment by manufacturer and model number.
   B. Floor plans and food service equipment layouts.
   C. Plumbing plans and layouts.
   D. Room and area finish schedules for floors, coved surfaces, walls, doors and ceilings.
   E. Mechanical kitchen ventilation exhaust plans.
   F. A copy of the intended menu.

(Ord. No. HHS-O-0047-16)

18-221: - RULES AND REGULATIONS FOR FOOD SERVICE ESTABLISHMENTS.
This article shall be regulated by the Health Authority in accordance with the current "Food Service Sanitation Code" as established by the Illinois Department of Public Health, and any subsequent revisions. Copies of said rules and regulations shall be on file in the County Clerk's Office and the Offices of the Health Authority. Copies may be purchased at the Office of the Health Authority.

(Ord. No. HHS-O-0047-16)

18-222: - REPEAL AND DATE OF EFFECT.
This article shall be in full force and effective following its adoption and publication as provided for by law and in accordance with the law, and at that time all ordinances and parts of ordinances in conflict with this article are hereby repealed.

(Ord. No. HHS-O-0047-16)

18-223: - CONFLICT OF ORDINANCE, EFFECT ON PARTIAL INVALIDITY.
A. In any case where a provision of this article is found to be in conflict with a provision of any building, fire, safety, or health ordinance, or other code, existing on effective date of this article, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.

B. If any section, subsection, paragraph, sentence, clause, or phrase of this article shall be declared invalid for any reason whatsoever, such invalidation shall not affect the remaining portions of this article which shall remain in full force and effect. To this end, the provisions of this article are hereby declared to be joint and severable.

(Ord. No. HHS-O-0047-16)
18-224: - INSTITUTIONS OF JUDICIAL OR INJUNCTIVE ENFORCEMENT PROCEEDINGS.
Proceedings to enforce this Code may be instituted by the Health Authority according to law by issuing a citation or summons or by filing a misdemeanor complaint affidavit with a court of competent jurisdiction. The Health Authority may, according to law, petition a court of competent jurisdiction for temporary or permanent injunctive relief to achieve compliance with provisions of this ordinance or its orders.

(Ord. No. HHS-O-0047-16)

18-225: - PENALTIES.
Whoever violates any of the provisions of this article, or refuses to comply with any lawful order or requirement of the Health Authority duly made in writing as provided herein shall be guilty of a class B misdemeanor; and each day after the expiration of the time limit for abating unsanitary conditions and completing improvements to abate such conditions as ordered by the Health Authority shall constitute a distinct and separate offense.

(Ord. No. HHS-O-0047-16)

18-226: - VARIANCES.
The Health Authority may grant a variance by modifying or waiving the requirements of this Code if in the opinion of the Health Authority a health hazard or nuisance will not result from the variance. When requesting a variance, the person requesting a variance must provide written information as follows:

A) A statement of the proposed variance of Code requirements including citation of relevant Code section numbers.

B) An analysis of the rationale for how the potential public health hazards and nuisances will be alternately addressed by the proposal.

C) A Hazard Analysis Critical Control Point Plan (HACCP) if required by the Code for the specific procedure or process for which the variance is being requested.

(Ord No. HHS-O-0047-16)
Ordinance
HHS-O-0031-18

AMENDMENTS TO CHAPTER 18, ARTICLE III.
PRIVATE SEWAGE DISPOSAL

WHEREAS, the DuPage County Health Department has enacted a Private Sewage Disposal Ordinance; and

WHEREAS, Ordinance HHS-O-0028-16, last amended the Ordinance on August 9, 2016; and

WHEREAS, the DuPage County Health Department intends to enter into an intergovernmental agreement or contract with DuPage County to utilize the Administrative Adjudication Hearing process for the administrative adjudication of violations of its ordinances and

WHEREAS, the State of Illinois revised its Code affecting private sewage systems; and

WHEREAS, it is necessary from time to time, to amend the Private Sewage Disposal Ordinance to reflect changes to State Code; and

WHEREAS, the DuPage County Board of Health reviewed, approved, and recommends adoption of the attached amendments to Chapter 18, Article III of the County Code; and

WHEREAS, the Health and Human Services Committee has reviewed and recommends adoption of the attached amendments to Chapter 18, Article III of the County Code.

NOW, THEREFORE BE IT ORDAINED by the DuPage County Board that Chapter 18, Article III. Private Sewage Disposal Ordinance of the DuPage County Code is hereby amended to reflect the attached amendments.

BE IT FURTHER ORDAINED that the County Clerk is hereby directed to make the Ordinance available to the public; and

BE IT FURTHER ORDAINED by the County Board of DuPage County, Illinois that should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

___________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _______________________
PAUL HINDS, COUNTY CLERK
Date: May 2, 2018

To: Board of Health Members, DuPage County Health Dept.

Cc: Karen Ayala, Executive Director
    Lisa Smith, DuPage County Assistant State’s Attorney

From: Kevin T. Dixon, Director of Environmental Health Service Unit

Re: Approval of Proposed Amendments to Chapter 18 of the County Code:
    Article I, Fees
    Article II, Food and Food Handlers
    Article III, Private Sewage Disposal
    Article IV, Private, Semi-Private and Non-Community Water Supply
    Article V, Public Swimming Facilities

Please review, approve, and recommend adoption of the attached proposed amendments to Articles I, II, III, IV, and V of Chapter 18 of the DuPage County Code.

**Article I, Fees**
Amendments are proposed to Article I, Fees to ensure consistency with terminology with State Code and add five new fees. Three additional new fees are proposed to allow for review of food service variance requests, hazards analysis critical control point applications, and food product assessment reviews. We anticipate receiving variance requests and product assessment reviews regarding reduced oxygen packaging and other novel food preparation and packaging methods. All three of the new fees are consistent with the new federal Food and Drug Administration’s model food code adopted by Illinois in 2016.

The fourth new fee would be a fee for indoor pools that operate year-round. The current pool fee would still apply to outdoor pools that operate on a part-time seasonal basis. A higher fee for indoor pools would allow for an additional inspection each year. About 1/3 of the public pools in DuPage are indoor pools and 2/3 are outdoor pools. The new indoor pool fee would generate about $49,000 in additional revenue in 2019.

The fifth new fee would formalize a currently informal fee we have been charging for seasonal food establishment permits. Seasonal food permits are more economical for food vendors.
Article II, Food and Food Handlers

Amendments are proposed to Article II, Food and Food Handlers handler portions of the ordinance to clarify that retail food stores (grocery stores) are considered food establishments that are permitted and inspected by the Health Department. The Health Department’s adoption of the State Food Code already includes our authority to permit and inspect grocery stores but adding it to the definition in the DuPage County Code will create consistency. A new definition is being added for “shared kitchen” that reflects changes in business practices and clarifies how to permit such facilities. A shared kitchen is generally a commercial kitchen that rents out space to multiple tenants that use the kitchen to prepare various food products. Shared kitchens can be viewed as potential economic development opportunities for small growing food service companies that have outgrown a smaller kitchen but are not yet ready to lease or buy an entire storefront. The balance of the amendments in this section provide for the use of the adjudication hearing process implemented by DuPage County to supplement our current administrative process to address ordinance violations.

The County’s adjudication hearing process is a relatively informal administrative hearing process whereby clients cited for violations of the County Code, including those that have not paid for their permit fees, receive a notice to appear in front of an administrative hearing officer who can then seek resolution to outstanding code violations and assess fines as appropriate. Use of the adjudication hearing process is expected to be a more efficient way to provide administrative hearings for the Health Department. An intergovernmental agreement between DuPage County and the Health Department is anticipated as a means to formalize administration of this program. County staff have requested fees in the range of about $100 for each case processed through the adjudication hearing process. Hearing fees will be paid by residents violating ordinance requirements. Health Department staff estimate routing about 50 to 80 cases per year through the adjudication hearing process. The program will be reviewed after the first year to evaluate how well the adjudication hearing approach is working out for both parties and residents.

Article III, Private Sewage Disposal

An amendment is proposed to allow only one field size reduction in the calculation of the septic system seepage field area. Currently, an unclear number of field size reductions are allowed per Illinois Private Sewage Code. The proposed amendment to allow only one field size reduction to the seepage field area has been staff’s practice and the clarification is reasonable and protective to ensure seepage fields are not created too small to handle sewage volume. Amendments are also proposed to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.
**Article IV, Private, Semi-Private and Non-Community Water Supply**

Amendments are proposed to Article III, Private Sewage Disposal to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.

**Article V, Public Swimming Facilities**

Amendments are proposed to Article III, Private Sewage Disposal to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.

In terms of process, it is expected that the ordinance amendments will be routed through the DuPage County Health and Human Services Committee for additional public review before being forwarded to the County Board for final adoption.

Attached are the detailed proposed code amendments.
ARTICLE III. - PRIVATE SEWAGE DISPOSAL

Footnotes:
---(2)---


18-301: - GENERAL PROVISIONS
18-301.1: - TITLE.
This article shall be known and may be cited as the "Private Sewage Disposal Ordinance."

(Ord. HHS-O-0028-16, 8-9-2016)

18-301.2: - AUTHORITY.
This article is promulgated under the authority provided by the 225 Illinois Compiled Statutes 225/10.

(Ord. HHS-O-0028-16, 8-9-2016)

18-301.3: - PURPOSE.
It is hereby declared that there exists within the County of DuPage, State of Illinois, the need for a system of controls over the design, construction, materials, operation and maintenance of private sewage disposal systems, and the disposal of residues therefrom. Therefore, the purpose of this article is to protect and promote the public health, safety and general welfare by providing those controls.

(Ord. HHS-O-0028-16, 8-9-2016)

18-301.4: - GENERAL RULE.
Construction of private sewage disposal systems shall not be permitted on property where a sanitary sewer is reasonably available. If a sanitary sewer is not reasonably available then every residence, business building or enterprise shall have its own private sewage disposal system in conformance with the provisions set forth in this article.

(Ord. HHS-O-0028-16, 8-9-2016)

18-301.5: - APPLICABILITY.
After the effective date of adoption of this article, all private sewage disposal systems as defined herein shall only be constructed, renovated, repaired, operated, encroached upon by building projects or serviced in accordance with the provisions set forth in this article.

(Ord. HHS-O-0028-16, 8-9-2016)

18-302: - DEFINITIONS.
18-302.1: - TERMS DEFINED.
A. For the purpose of this article, unless the context specifies otherwise, the words and phrases used herein shall have the meaning and interpretation as set forth in this section:

Aerobic treatment plant system: The aerobic treatment plant and all its appurtenances: e.g., the pre-treatment tank, chlorinator, and point of surface or subsurface discharge.

Applicant: The property owner as defined herein or an authorized agent.
**Approved:** Accepted by or acceptable to the department.

**Bedroom:** Any room one hundred (100) square feet or larger that has a closet and shares a common hallway with at least a three-quarter (¾) bathroom. Studies, libraries, sitting rooms, play rooms, or dens having closets shall be considered bedrooms for the purpose of private sewage disposal system design. This excludes living, kitchen, dining, utility and sunrooms.

**Chamber system:** A subsurface seepage system constructed with hemispherical panel sections open at the bottom.

**Department:** The DuPage County Health Department.

**Director:** The Executive Director of the DuPage County Health Department or their designee.

**Effluent receiving trench:** A seepage line of gravel, gravel-less, or chamber system design, meeting the specifications outlined in Appendix A of this article, used to receive the treated discharge from an aerobic treatment plant or sand filter prior to discharge to the ground surface or other location.

**Evaporation bed:** The end component of a surface discharge system meeting the specifications outlined in Appendix B of this article.

**Expansion area:** An area designated for the replacement or enlargement of a seepage field.

**Failing:** A condition whereby a) a private sewage disposal system discharges untreated or partially treated sewage, as defined in Section 18-303.1.C, to a receiving watercourse, lake, pond, or the ground surface, and/or b) sewage backs up into the building from the private sewage disposal system.

**Fee exempt:** The license or permit holder has the status of being a) a non-governmental organization that has Illinois not-for-profit status that does not charge for services, or b) a temporary event operator that has Illinois not-for-profit status that uses the event as a fundraising activity.

**Food service establishment:** A restaurant, retail food store, tavern or other facility which processes, prepares and/or serves food and/or drink and which requires a permit from the department to operate as a food service establishment.

**Human waste:** The normal excretory waste of the human body.

**Permit fee:** A fee charged for the issuance of a permit by the DuPage County Health Department.

**Person:** Any individual, group of individuals, association, trust, partnership, corporation, person doing business under an assumed name, or any other entity, government or private.

**Population equivalent:** An average waste loading equivalent to that produced by one (1) person. It is equal to one hundred (100) gallons per day or any lesser volume containing a biochemical oxygen demand of seventeen-hundredths (0.17) pounds per day.

**Private sewage disposal system:** Any sewage handling or treatment facility receiving human waste or domestic waste or both from less than fifteen (15) people or population equivalent and having ground surface discharge, or any sewage handling or treatment facility receiving human waste or domestic waste or both and having no ground surface discharge.

**Private sewage disposal installation contractor:** Any person operating with a valid license from the Illinois Department of Public Health for constructing, installing, repairing, renovating, modifying or maintaining private sewage disposal systems.

**Private sewage pumping contractor:** Any person operating with a valid license from the Illinois Department of Public Health for cleaning or pumping waste from a private sewage disposal system or hauling and disposing of wastes removed therefrom.

**Privy:** A structure allowing for the disposal of human excreta into an excavation in the ground.

**Property:** Any parcel or combination of contiguous parcels, under ownership or control for which legal title has been recorded and which is designated by its owner as a tract of land to be used, developed, or built upon as a unit.
**Property owner:** The person recorded in the official records of the state, county, or municipality as holding title to the property.

**Reasonably available:** That an Illinois Environmental Protection Agency-approved sanitary sewer is reasonably available for connection if a) there are no local ordinances or restrictions preventing a property owner from connecting, b) the sewerage system is located in a public right-of-way or easement contiguous to the property, c) the sewer or service stub can be reached without tunneling or boring for a distance of more than forty (40) feet under a roadway, building, or flowing stream, and d) the property owner is not required to annex the property or sign a pre-annexation agreement in order to connect.

**Repair:** Adding or replacing a septic tank(s), aerobic treatment plant, chlorinator, and/or adding to or replacing septic fields, effluent receiving trenches, surface discharge location, and/or evaporation beds. These activities require a permit. Replacement of non-perforated pipe does not constitute renovation. All other activities or replacements not listed are considered to be maintenance and a permit is not required.

**Sanitary sewer:** A sewer system operated and maintained under a permit or authorization of the Illinois Environmental Protection Agency.

**Scum:** The mass of sewage solids floating at the surface of sewage.

**Seepage field:** Open-jointed or perforated pipes or chamber sections placed in trenches to which the effluent from a treatment unit is discharged for seepage into the soil. The field is covered with earth.

**Septic tank:** A watertight, covered receptacle designed and constructed to receive waste from a building sewer, settle solids from the liquid, retain floating scum accumulations, digest organic matter, store digested solids through a period of retention, and allow the clarified liquids to discharge to other treatment units for final disposal.

**Septic tank capacity:** See definition for "Liquid capacity."

**Sewage:** Either human waste or domestic waste or both.

**Shall:** The stated provision is mandatory.

**Should:** The stated provision is recommended.

**Sludge:** The accumulated solids settled from waste.

**Special flood hazard area:** The area lower than the base flood elevation, which is the elevation having a one (1) percent probability of being equaled or exceeded in a given year by the base flood. The base flood is also known as the one hundred-year flood. The special flood hazard areas (SFHA) are generally identified as such on the flood insurance rate maps for the appropriate municipal or county jurisdiction. These maps were prepared for the Federal Emergency Management Agency and are amended from time to time.

**Surface discharge:** Properly treated wastewater from an onsite system, in compliance with the quality of effluent standards in Section 18-310, released back into the environment through open discharge to a receiving watercourse, lake, pond, or to the ground surface in compliance with the provisions of this article.

**Watercourse:** A drainage way identified on the U.S. Geological Survey maps as a permanent or intermittent stream.

**Wetlands:** Land areas periodically inundated or saturated by surface or groundwater at a frequency and duration under normal circumstances sufficient to support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs and similar areas.

B. Any other words and phrases not defined in this section or elsewhere in this article shall have the meaning customarily assigned to them.

(Ord. HHS-O-0028-16, 8-9-2016)

18-303: - GENERAL REQUIREMENTS.
18-303.1: - OWNER'S/TENANTS' RESPONSIBILITIES.
A. Property owners of all buildings or places where people live, work or assemble shall provide for the sanitary disposal of all human waste and domestic waste. Human waste and domestic waste from each such building or place not disposed of by discharging into a sanitary sewer shall be disposed of into a private sewage disposal system in compliance with this article.

B. The owner of any property on which a private sewage disposal system or any of its components is located, shall be responsible for maintaining the private sewage disposal system, its components and the designated expansion area, according to the provisions of this article. The owner shall maintain the private sewage disposal system in a condition that does not pose a hazard to public health or safety, or create a public nuisance.

C. There shall be no discharge of untreated or partially treated sewage to the surface of the ground or to drain tiles, streams, rivers, lakes, or other collectors of water. Untreated or partially treated sewage is sewage that does not meet the effluent requirements of Section 18-310, or sewage that comes directly from a septic tank or building sewer. Sewage or effluent from any private sewage disposal system or component shall not be discharged into any well, cistern, basement, or into any underground mine, cave, sinkhole, or tunnel. An action for violation of this section may be brought against the owner, lessee or a manager of the property wherein the violation occurs.

D. It shall be the responsibility of the property owner to protect all components and expansion areas of the owner’s private sewage disposal system from damage. This includes, but is not limited to, vehicular traffic, landscaping, and excavation for installation of underground utilities and buried sprinkler systems.

Land selected for a private sewage disposal system and designated expansion area shall be maintained free from encroachment, as described in Section 18-307. In addition, this area shall be protected from encroachment by any other structure or activity that may damage the soil structure or limit access to the system for maintenance, servicing, or proper operation.

E. The volume of sewage generated per day in a given building shall not exceed the capacity of the designed flow rate for the private sewage disposal system serving that building. Occupancy of the building shall not exceed original designed occupancy. For residential buildings occupancy is based on two (2) persons per bedroom.

F. Septic tanks shall be pumped by a licensed septic pumping contractor as needed to prevent solids from leaving the tank.

G. The owner of any property on which a private sewage disposal system and a water well is located shall have a water meter temporarily installed on the water supply line to the building or sewage meter on the sewage discharge line leaving the building when required by the department for diagnostic and/or system assessment purposes.

(Ord. HHS-O-0028-16, 8-9-2016)

18-303.2: - INDIVIDUAL SERVICE.
The use of a private sewage disposal system to serve more than one (1) property is prohibited. Any private sewage disposal system shall be located on the same property as the building it serves.

(Ord. HHS-O-0028-16, 8-9-2016)

18-303.3: - SANITARY SEWER.
A. New private sewage disposal systems shall not be approved where a public sanitary sewer is reasonably available for connection.

B. When an existing system is failing, the correction of which would require a permit from the department, and when a sanitary sewer is reasonably available, connection to the sewer is mandatory. Operation of any private sewage disposal system shall be discontinued at that time.
18-303.4: BUILDING OCCUPANCY.
No person shall occupy or permit occupancy of any building not in compliance with Section 18-303.1 A, B, and C, Owner's/Tenants' Responsibilities, and/or Section 18-311.4, Permits for Operating Surface Discharge Systems.

18-303.5: FACILITIES NOT ALLOWED.
After the effective date of this article, private sewage disposal systems shall not be approved for food service establishments, car wash facilities, hair salons, photographic laboratories, medical facilities, facilities that generate automotive type waste and multi-family dwellings served by a single septic system.

18-303.6: FAILING OR UNAPPROVED SYSTEMS.
A. Under no circumstance shall any person maintain or operate a private sewage disposal system in such a manner that the department determines it to be an ongoing public nuisance or hazard to the public health or safety. Repeated pumping of a septic tank to prevent such public nuisance or hazard is not an acceptable long term or ongoing remedy to a failing system.
B. Single sumps that accept both domestic waste and clear water waste are not approved. Existing diversion valves shall be eliminated upon notice from the department.

18-303.7: PERMIT REQUIRED.
A. CONSTRUCTION AND RENOVATION PERMITS: No private sewage disposal system shall be constructed or renovated until a permit has been issued by the department.
B. OPERATING PERMITS: No person shall operate a private sewage disposal system designed for surface discharge without a valid operating permit issued by the department.

18-303.8: FEES.
Fees to be charged for permits to construct or renovate a private sewage disposal system, for variance requests and for surface discharge system operating permits shall be in accordance with Section 18-104 of this chapter.

18-303.9: INSPECTIONS.
The department shall have access to any property or building currently served by a private sewage disposal system or for which permit application has been made, to determine satisfactory compliance with the provisions set forth in this article.
Access shall be deemed essential for, but not necessarily limited to, the following:
A. On-site layout review.
B. At any stage of installation of system.
C. Final inspection following completion of grading.
D. Inspection and investigation of a potentially failing private sewage disposal system.
E. Inspection and sampling of surface discharging systems.

(Ord. HHS-O-0028-16, 8-9-2016)

18-303.10: - NOTIFICATION.
The owner or contractor shall give reasonable (minimum of twenty-four (24) hours, Monday through Friday) advance notice to the department before installation of any component of the private sewage disposal system.

(Ord. HHS-O-0028-16, 8-9-2016)

18-304: - CONTRACTOR LICENSING AND REGISTRATION.
18-304.1: - GENERAL PROVISIONS.
A. Any person who constructs, installs, repairs, renovates, modifies, or maintains a private sewage disposal system other than a system which serves the owner's own single family residence shall possess a valid Illinois Private Sewage Disposal Installation Contractor license and be registered with this department.
B. Any person who cleans or pumps waste from a private sewage disposal system, other than a system that serves the owner's own single family residence, or hauls or disposes of waste removed therefrom shall possess a valid Illinois Private Sewage Pumping Contractor license and be registered with this department.

(Ord. HHS-O-0028-16, 8-9-2016)

18-305: - SITE SUITABILITY.
18-305.1: - SPECIAL FLOOD HAZARD AREA.
No private sewage disposal system should be installed in a special flood hazard area as herein defined and determined from the flood insurance studies, particularly the profiles, prepared for the Federal Emergency Management Agency for the appropriate municipal or county jurisdiction.

(Ord. HHS-O-0028-16, 8-9-2016)

18-305.2: - WETLANDS.
No private sewage disposal system shall be installed in an area designated as wetlands as defined in this article.

(Ord. HHS-O-0028-16, 8-9-2016)

18-305.3: - WATER TABLE.
A. A seepage field shall not be constructed in an area where the seasonal high water table is at or above the bottom of the trench.
B. A subsurface seepage system shall not be constructed in an area where the seasonal high water table is within two (2) feet below the bottom of the trench.
C. A Class I aerobic treatment plant shall be installed when the seasonal high water table is within two (2) feet of the bottom of the trench.

(Ord. HHS-O-0028-16, 8-9-2016)
18-305.4: - DRAINAGE.
The site selected for a private sewage disposal system shall be well-drained with flow of surface drainage over the area minimized.

(Ord. HHS-O-0028-16, 8-9-2016)

18-305.5: - ACCESS.
The site selected for a private sewage disposal system shall be accessible for both installation and maintenance of all components of the system.

(Ord. HHS-O-0028-16, 8-9-2016)

18-306: - SOIL SUITABILITY.
18-306.1: - GENERAL PROVISIONS.
Soil suitability and hydraulic conductivity shall be based on soil investigation.

(Ord. HHS-O-0028-16, 8-9-2016)

18-306.2: - SOIL INVESTIGATIONS.
Soil investigations for the purpose of private sewage disposal system design shall be conducted by a soil classifier. Determination of soil characteristics shall be based on soil boring data collected during the soil investigation. Soil investigation results shall be valid for a period of one (1) year from the date of the test.

(Ord. HHS-O-0028-16, 8-9-2016)

18-307: - PRIVATE SEWAGE DISPOSAL SYSTEM DESIGN AND CONSTRUCTION.
18-307.1: - SYSTEM DESIGN.

A. GENERAL PROVISIONS.
1. Gravity Flow: In order to obtain maximum efficiency and to facilitate maintenance, any private sewage disposal system shall be installed at the minimum practical depth, and gravity flow shall be utilized to the greatest possible extent.
2. Clear Water Sources: Drainage from foundation footing drains, air conditioners, humidifiers, dehumidifiers, water softeners, downspouts and other clear water wastes shall not be discharged into or onto the private sewage disposal system area.
3. Backwash from Water Treatment Systems: Backwash water from water treatment systems and discharge water from hot tubs, spa pools, swimming pools, and other similar units, which are not normally drained, cleaned and refilled after each use shall not discharge into or onto the private sewage disposal system area.
4. Isolation Requirements: Location of the various components of a private sewage disposal system shall comply with distances specified in the Illinois Private Sewage Code, and shall also comply with the following:
   a. Structures: Sheds, driveways, patios, and like structures and improvements shall not be placed in any area or expansion area designated for any private sewage disposal system.
   b. Easements: No portion of any private sewage disposal system shall be located in a designated easement.
c. **Utility Conduit and Buried Sprinkler Systems:** A minimum ten-foot horizontal separation between all sewage system components and utility conduit/buried sprinkler systems shall be maintained.

d. **Pastures, Animal Confinement Lots:** Horse pastures or animal confinement lots shall not be located in any area or expansion area designated for any private sewage disposal system.

e. **Other:**
   1. For a garage use property dwelling isolation distance.
   2. For an above ground pool use the property line isolation distance.

5. **Connecting Pipe:**
   a. All private sewage system pipe shall be in compliance with the material listed in Illinois Private Sewage Code.
   b. All connecting pipe between tanks and within the excavation area of the tanks shall be schedule forty (40) or SDR 26 PVC pipe or equivalent.
   c. The slope of non-perforated sewage pipe from the building to the septic tank or the aerobic treatment plant shall be a minimum of one (1) percent, with no bends or angles greater than forty-five (45) degrees.
   d. Building sewers in excess of fifty (50) feet in length that carry wastewater by gravity flow from the building served to the septic tank or aerobic treatment plant shall be provided with at least one (1) cleanout every fifty (50) feet. The cleanout shall terminate above grade.
   e. All other non-perforated pipe shall have a minimum slope of one (1) percent.

6. **Electrically Activated Components:**
   a. Any component of a private sewage disposal system that is electrically activated shall be provided with a visible and audible warning device. This device shall be installed within the building served. Alarm circuitry shall be separate from the pump circuitry.
   b. The wiring for electrically activated components shall be of permanent installation and in compliance with the National Electrical Code or a local electrical code, whichever is more stringent.

B. **SYSTEM SIZING:**
   1. **Sewage Volume Calculations:**
      a. The volume of sewage flow for residential buildings shall be based on the number of bedrooms.
      b. The volume of sewage flow for other than residential buildings shall be based on the estimated maximum population to be served using the estimated unit quantities of sewage listed in Illinois Private Sewage Code.

   2. **Calculation of Seepage Field Area:**
      a. Subsurface seepage fields, if acceptable, shall be designed and constructed in accordance with Illinois Private Sewage Code except that only one field size reduction will be allowed per system design.

   3. **Expansion Area:**
      a. A sufficient area of suitable ground (expansion area) shall be provided for a second subsurface seepage system designed for soil absorption of a size equal to the minimum required by this article for all new construction homes as defined by the local building department.
C. **APPROVED PRIVATE SEWAGE DISPOSAL SYSTEMS:** Only the following systems and those listed in the Illinois Private Sewage Code are approved for private sewage disposal when designed, constructed, operated, and maintained in accordance with this article.


(Ord. HHS-O-0028-16, 8-9-2016)

18-307.2: - SEPTIC TANKS.
A. **SPECIFICATIONS:** All septic tanks and pre-treatment tanks shall be watertight and conform to the specifications of the Illinois Department of Public Health.

B. **SEPTIC TANK CAPACITY:**
   1. Septic tank capacities for private residences shall be sized in accordance with the provisions in Illinois Private Sewage Code. The minimum septic tank capacity for any installation shall be one thousand (1,000) gallons. Non-residential minimum tank capacity shall be one thousand (1,000) gallons.
   2. Septic tanks for any building other than residential units shall be sized at two and one-half (2.5) times the estimated flow determined from data provided in Illinois Private Sewage Code.

C. **SEPTIC TANKS IN SERIES:**
   1. Whenever two (2) or more septic tanks are to be used, they shall be installed in series.
   2. If two (2) tanks are used, the capacity of the first tank shall be at least one-half (½) but not more than two-thirds (2/3) of the total liquid capacity as calculated from the Illinois Private Sewage Code.
   3. If three (3) tanks are used in series, one-half (½) of the total capacity shall be in the first tank and one-fourth (¼) in each of the last two (2).

D. **TANK ACCESSIBILITY:** Access to the interior of the tank shall be provided to allow inspection and maintenance. A minimum eighteen-inch wide diameter manhole or riser shall extend a minimum three (3) inches above grade for every tank installed.

(Ord. HHS-O-0028-16, 8-9-2016)

18-307.3: - LIFT STATION TANKS, DOSING TANKS, AND PUMPING CHAMBERS.
A. **SPECIFICATIONS:** All lift station tanks, dosing tanks, and pumping chambers shall be watertight and conform to the specifications of the Illinois Department of Public Health.

B. **DOSSING REQUIREMENTS:**
   1. Dosing pumps, when used, shall comply with the requirements of the National Electric Code and shall be sized to provide the required dose in no more than twenty (20) minutes. Systems with design plans in excess of one thousand (1,000) gallons per day shall have alternating pumps to provide discharge to the system at the proper flow.
   2. Access to dosing tanks shall be by a minimum twenty-four-inch diameter manhole. If the top of the tank is less than three (3) inches above grade a riser is necessary. Risers shall be watertight and extend a minimum of three (3) inches above grade.
   3. Dosing tanks shall be designed and installed so the pumps can be disconnected and removed without entering the tank.
   4. Dosing tanks before aerobic treatment plants shall be designed and installed according to the manufacturer's specifications.
(Ord. HHS-O-0028-16, 8-9-2016)

18-308: - VARIANCES.
18-308.1: - GENERAL PROVISIONS.
A. When circumstances exist which make impractical full compliance with the requirements of this article, an applicant may request that the Director grant a variance. The Director may grant the variance provided it does not conflict with the stated purpose of this article.
B. Application for a variance shall be in writing on forms provided by the department and shall be accompanied by system plans and other pertinent data which might support the request.
C. The owner of the property for which a variance has been granted shall have an approved variance request application filed on the property's deed by the DuPage County Recorder of Deeds. A copy of the recorded approved variance request application must be returned to the department prior to permit issuance.
D. The fee for seeking a variance shall be in accordance with Section 18-104 of this article; payable at the time application is made.

(Ord. HHS-O-0028-16, 8-9-2016)

18-309: - SURFACE DISCHARGE SYSTEMS.
18-309.1: - GENERAL PROVISIONS.
A. Surface discharge systems shall not be approved for new construction.
B. After the adoption of this article, surface discharge systems shall not be approved for repair of existing subsurface seepage systems unless approved by variance and a copy of the USEPA NPDES permit is provided.
C. Existing private sewage disposal systems designed for surface discharge, and those approved by variance after the adoption of this article, shall meet USEPA guidelines and the following conditions:
   1. The effluent shall not pond.
   2. The effluent shall enter either an evaporation bed or effluent receiving trenches before reaching the discharge point.
   3. The discharge point shall be located to minimize the possibility of effluent reaching neighboring properties and shall be a minimum of ten (10) feet inside any property line.
   4. Effluent that is discharged to the ground surface or to a receiving watercourse, lake or pond shall be disinfected in accordance with and meet the parameters of Section 18-310 of this article.

(Ord. HHS-O-0028-16, 8-9-2016)

18-310: - EFFLUENT DISCHARGES.
18-310.1: - QUALITY OF EFFLUENT.
A. Effluent approved for discharge to the ground surface or to a lake, pond or watercourse shall meet the following effluent quality standards:
   1. A five-day biochemical oxygen demand (BOD₅) not exceeding ten (10) mg/l.
   2. A total suspended solids concentration not exceeding twelve (12) mg/l.
   3. A fecal coliform bacteria concentration not exceeding 400 organisms per one hundred (100) ml.
   4. No effluent shall contain settleable solids, floating debris, visible oil, and grease, scum, or sludge solids.
   5. Color, odor and turbidity shall be reduced to below discernable levels.
Samples shall be analyzed in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater" as published by the American Public Health Association.

B. **DISINFECTION:**

1. The department shall require disinfection of any effluent discharged to a watercourse, lake, and pond or to the ground surface. Disinfection shall be with chlorine used according to manufacturer’s labeling or another agent approved by the department. A free chlorine residual between two-tenths (0.2) and one (1) milligrams per liter shall remain following a thirty-minute contact period.

2. Each private sewage disposal system requiring disinfection of its effluent shall be equipped with the following:
   a. A chlorine contact chamber meeting the following requirements:
      1. The chlorine contact chamber shall be baffled and shall provide a contact time of at least thirty (30) minutes based on two and one-half (2½) times the average flow.
      2. The minimum capacity of any chlorine contact chamber shall be three hundred (300) gallons. Otherwise, chlorine contact chambers shall be sized at one (1) gallon of contact chamber capacity per four (4) gallons of average daily flow.
      3. Chlorine contact chambers that are dosed shall be dosed at a rate equal to the contact chamber's capacity and at intervals greater than thirty (30) minutes.
   b. A sampling port at least four (4) inches in diameter shall be provided on the chlorine contact chamber outlet baffle.
   c. Any disinfection chamber shall be maintained with enough approved disinfecting product in the unit at all times to properly treat the effluent before discharge.

(Ord. HHS-O-0028-16, 8-9-2016)

18-311: - PERMITS.
18-311.1: - PROTECTION OF AREA.
A. Before the issuance of private sewage disposal system and building permits, the seepage area and expansion area shall be fenced off with plastic or chain link fencing with a height of three (3) feet. The fenced areas shall remain protected until building construction is completed and an occupancy permit is issued. No vehicular traffic is permitted within the fenced off areas, except for installation and final grading of the private sewage disposal system. No soil shall be stored or piled in the fenced off areas.

B. Any violation of this requirement shall require the complete re-examination and re-evaluation of the seepage areas. This procedure may include new percolation tests and soil evaluations. The current percolation test or soil evaluation shall be considered invalid and the permit suspended.

(Ord. HHS-O-0028-16, 8-9-2016)

18-311.2: - PERMITS FOR NEW CONSTRUCTION.
A. Application for a permit shall be in writing on forms provided by the department, shall indicate the owner's name and address, and shall be signed by the owner or the authorized agent.

B. Application for a permit shall be accompanied by seven (7) copies of a plat drawn to scale and fully dimensioned, with specifications as necessary to fully describe the system. It shall show property boundaries, easements, location of existing or planned in ground sprinkler system, underground utilities, including gas and electric lines, and locations and sizes of all drains, wells, buildings, driveways, sidewalks, patios, whether existing or proposed, and percolation test holes or soil boring locations.

The application shall be accompanied by the soil classifier’s report if soil investigation rather than percolation test is being used for private sewage disposal system design.
Existing and proposed topography and building foundation elevations shall be referenced to a clearly described bench mark which will be maintained throughout the construction period. All elevations necessary to describe flow to and through the private sewage disposal system shall be shown, referenced to the same bench mark. The locations of all wells and areas used for or reserved for private sewage disposal systems on adjoining lots shall be shown.

The location of existing and proposed sewer, gas, telephone, and electrical lines must be accurately indicated on the plat.

C. The application shall be accompanied by one (1) complete set of building plans.

D. Said permit to construct shall be valid for a period of twelve (12) months from date of issuance. If construction has not started within this period, the permit is void unless an extension is requested in writing and approved by the department.

E. The permit issued by the department is in addition to any required building permit and shall be obtained prior to issuance of the building permit.

F. No private sewage disposal system shall be put into use until it has been inspected and approved by the department.

G. No permit shall be issued for the installation of a new private sewage disposal system on property having a private sewage disposal system already located thereon and where that system serves another property.

(Ord. HHS-O-0028-16, 8-9-2016)

18-311.3: - PERMITS FOR SYSTEM RENOVATION.
A. Application for a permit shall be in writing on forms provided by the department, shall indicate the owner’s name and address, and be signed by the owner or the authorized agent.

B. Application for a private sewage disposal system renovation permit shall include four (4) copies of the system renovation plan fully dimensioned and/or drawn to scale. If changes are made to the plan during system installation, four (4) copies of the as-built plan shall be submitted at the time of inspection. The renovated private sewage disposal system shall not be approved until the as-built drawing has been submitted and approved.

C. No renovated private sewage disposal system shall be put into use until it has been inspected and approved by the department.

D. Said permit to renovate shall be valid for a period of twelve (12) months from the date of issuance. If construction has not started within this period, the permit is void unless an extension is requested in writing and approved by the department.

(Ord. HHS-O-0028-16, 8-9-2016)

18-311.4: - PERMITS FOR OPERATING SURFACE DISCHARGE SYSTEMS.

No person shall occupy or permit occupancy of any building served by a private sewage disposal system with a surface discharge component until a surface discharge system operating permit has been issued by the department. Property owners with surface discharge systems installed prior to the effective date of this article shall obtain a surface discharge system operating permit upon notification by the department.

(Ord. HHS-O-0028-16, 8-9-2016)

18-312: - SERVICING, CLEANING, TRANSPORTING, AND DISPOSING OF WASTES FROM PRIVATE SEWAGE DISPOSAL SYSTEMS.
18-312.1: - SEPTIC PUMPERS REGISTRATION.
Each private sewage pumping contractor and each company engaged in the business of servicing, cleaning, transporting and disposing of septage from private sewage disposal systems, shall register with the department. Each contractor and company shall provide the following information on forms provided by the department:

A. The name, address, phone number, and Illinois Private Sewage Pumping Contractor License number of the contractor.
B. The name, address, and phone number of the company owned by or employing the private sewage pumping contractor.
C. The make, model year, license plate number and other identifying information about each pumper truck operated by the private sewage pumping contractor.
D. The location of any disposal site used by the private sewage pumping contractor or company.
E. An annual estimate of the total gallons of septage disposed of at each site.
F. A description of disposal methods at each site.

(Ord. HHS-O-0028-16, 8-9-2016)

18-312.2: - PUMPER TRUCKS.
A. **TRUCK IDENTIFICATION:** The name under which the business is conducted, the name and address of each contractor and the Illinois Department of Public Health Private Sewage Pumping Contractor license number shall be painted on each side of every pumper truck in operation. The letters shall be easily legible and at least eight (8) inches high.

B. **PUMPER TRUCK EQUIPMENT INSPECTION:** Equipment shall be subject to inspection and approval by a representative of the department at any reasonable time, and upon request, shall be available for inspection at a designated location.

C. **VEHICLE CONSTRUCTION AND EQUIPMENT:** Each vehicle used for the collection and transportation of septage shall be equipped with a leak proof and tightly sealed tank for septage hauling. The interior and exterior sections of all portable containers, pumps, hoses, tools, or other implements which have been contaminated shall be rinsed clean after each use and the rinsing shall be disposed of such that no health hazard or nuisance results. Trucks and tanks shall comply with the following:

1. The pumper truck shall be equipped with either a vacuum pump or other type of pump that is self-priming and will not allow any seepage from the diaphragm or packing glands.
2. The discharge nozzle shall be located so that there is no flow or drip onto any portion of the truck.
3. The discharge nozzle shall be capped when not in use.

(Ord. HHS-O-0028-16, 8-9-2016)

18-312.3: - APPROVED DISPOSAL METHODS.
Methods of septage disposal approved by the department are as follows:

A. **Discharge to a Sanitary Sewer System:** Discharge to a sanitary sewer system is approved when the sanitary district has approval from the Illinois Environmental Protection Agency to receive septage from private sewage disposal systems and the contractor has written approval from the sanitary district to discharge septage into the system.

B. **Other Application and Discharge Methods:** Septage may be applied to agricultural land or discharged to sludge lagoons, drying beds, incinerator devices, and sanitary landfills in accordance with the requirements of the Illinois Environmental Protection Agency.
(Ord. HHS-O-0028-16, 8-9-2016)

18-312.4: - PORTABLE TOILET WASTES.
Waste from portable toilets shall be disposed of:
A. To a sanitary sewer system, or
B. To a sludge lagoon or sludge drying bed, or
C. To an incinerator device.

(Ord. HHS-O-0028-16, 8-9-2016)

18-312.5: - OTHER WASTES.
Restaurant grease, automotive grease, oil, grit, car wash mud, and similar type wastes shall not be applied to land.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313: - ADMINISTRATION.
18-313.1: - POWERS AND DUTIES OF THE DEPARTMENT.
In accordance with the provisions of this article, the department has the following powers and duties:
A. To make such inspections as are necessary to determine satisfactory compliance with the Private Sewage Disposal Ordinance.
B. To cause investigations to be made when a violation of any provision of this article is observed by or reported to the department.
C. To enter at reasonable times upon private or public property for the purpose of inspecting and investigating conditions relating to the administration and enforcement of this article.
D. To refer violations of the Private Sewage Disposal Ordinance for proceedings before the DuPage County Administrative Hearing Officer hereinafter, the Hearing Officer.
D.E. To institute or cause to be instituted legal proceedings in the Circuit Court of DuPage County in cooperation with the State's Attorney's Office in cases of non-compliance with the provisions of the Private Sewage Disposal Ordinance.
E.F. To institute emergency legal proceedings in the Circuit Court of DuPage County in cooperation with the State's Attorney's Office where a condition presents a substantial hazard to the public health. Upon a showing of good cause, the court shall grant such relief as is necessary under the circumstances to abate the hazard.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313.2: - VIOLATIONS.
A. Whenever the department determines, through inspections or other means, that there is a violation of any provision of this article, the department shall give notice of such alleged violation. Such notice shall:
1. Be in writing.
2. Include a statement of the reasons for the issuance of the notice.
3. Contain a statement of remedial action and allow a reasonable time to effect compliance with this article.
4. Be served upon the owner, operator or resident as the case may require, provided that such notice shall be deemed to have been properly served when the notice has been personally delivered or sent by registered or certified mail.

B. A "Health Violation" sticker posted on the property shall indicate the following:
   1. Date and time of inspection.
   2. Inspector's name and phone number.

It shall be a violation of this article for any person except a representative of the department to remove or allow to be removed a "Health Violation" sticker posted on any property. The "Health Violation" sticker shall be removed from the property by approval of the department when remedial actions have been completed and approved.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313.3: - OFFICE CONFERENCES.

An office conference may be conducted by this department at the discretion of the health department. An office conference conducted by this department may be used with all property owners and Illinois licensed water well contractor or pump installer who violates this ordinance in order to achieve compliance with this ordinance. The office conference will be conducted following the department's policy on office conferences. If the office conference is unsuccessful in achieving compliance, the health department may use other means to achieve compliance, such as referring the matter for a hearing of ordinance violation before the Administrative Hearing Officer or referring the matter to the DuPage County State's Attorney's Office for compliance with this article.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313.4: - REVOCATION OR SUSPENSION OF PERMIT.

The department shall have the authority to revoke or suspend permits when they are issued in error or where the provisions of this article are violated. The reason for revocation or suspension of a permit shall be posted in writing at the site, or mailed to the applicant at the address provided in the permit application.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313.5: - REVOCATION OR SUSPENSION OF CONTRACTOR REGISTRATION.

The department shall have the authority to revoke or suspend the registration of any contractor when that contractor has failed to comply with or has violated the provisions of this article.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313.6: - COMPLAINTS.

A. The Director or the State's Attorney is hereby authorized to sign a complaint on behalf of the department alleging a violation of this article, a provision or condition contained in a permit issued pursuant to this article, or any rule or regulation promulgated pursuant to this article.

B. Each day's violation constitutes a separate offense. The DuPage County State's Attorney shall bring such action as he or she deems appropriate in the name of the department.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313.7: - CIVIL AND CRIMINAL PENALTIES.

A. Any person who violates any provision of this article, or any provision or condition contained in a permit issued pursuant to this article, or any rule of regulation promulgated pursuant to this article shall commit
a Class A misdemeanor which is punishable by a fine of not less than one hundred dollars ($100.00). Each day's violation constitutes a separate offense.

B. In addition to any other penalty provided under this article, the Health Department in an administrative proceeding, or the court in an action brought under subsection (c) of this section, may impose upon any person who violates this article or any rule or regulation promulgated under this article, or who violates any determination or order of the Health Department under this article, a civil penalty not exceeding one thousand dollars ($1,000.00) for each violation plus one hundred dollars ($100.00) for each day that the violation continues.

C. The State's Attorney may bring enforcement actions for the enforcement of this article and the rules, regulations and orders issued under this article, in the name of the People of the State of Illinois, and may, in addition to other remedies provided in this article, bring an action for an injunction to restrain any actual or threatened violation, or to enjoin the operation of any establishment operated in violation, or to impose or collect a civil penalty for any violation.

D. The Health Department may bring an enforcement action for the enforcement of this article and the rules and regulations and order issued under this article before the Administrative Hearing Officer. In addition to the other remedies provided in this article, the Hearing Officer may issue an injunction to enjoin any actual or threatened violation, or to enjoin the operation of any establishment operated in violation, or to impose or collect a civil penalty or fine for any violation.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313.8: INVALIDITY.

Should any section, clause or provision of this article be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the article as a whole, or any part hereof, other than the part so declared to be invalid.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313.9: ADOPTION BY REFERENCE.

In addition to the provisions of this article, there is adopted by reference and incorporated as a minimum standard, herein, the "Private Sewage Disposal Code," 77 Illinois Administrative Code 905(2013) and as amended, three (3) copies of which shall be on file in the office of the DuPage County Clerk.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313.10: CONFLICTING ORDINANCES.

In any case where a provision of this article is found to be in conflict with a provision of any zoning, building, safety, or health ordinance or code in force, or adopted subsequent to the effective date of this article, the more stringent provision shall prevail.

(Ord. HHS-O-0028-16, 8-9-2016)
18-313.11: - REPEALER.
The following Ordinance is superseded by this Ordinance: Ordinance Number OHS-001b-02, Article 18.3, of the DuPage County Code entitled Private Sewage Disposal Ordinance.

(Ord. HHS-O-0028-16, 8-9-2016)

18-313.12: - EFFECTIVE DATE.
This article shall be in full force and effect from the date of its adoption.

(Ord. HHS-O-0028-16, 8-9-2016)

APPENDIX A. - EFFLUENT RECEIVING TRENCHES
Effluent receiving trenches, when allowed, shall be designed and installed in accordance with Section 18-307 of this article except for the following criteria:

1. The effluent receiving trench shall be designed at a minimum of twenty-two (22) linear feet per bedroom based on the daily design flow of the system.

2. Effluent receiving trenches shall be installed at eighteen (18) inches below the ground surface.

3. Effluent receiving trenches shall be designed so the entire trench is completely filled with liquid prior to discharge.

(Ord. HHS-O-0028-16, 8-9-2016)
APPENDIX B. - EVAPORATION BEDS

1. Evaporation beds shall be located in well-drained areas that are not subject to flooding or periodic inundation with surface water.

2. Evaporation beds shall be located to minimize the possibility of overflow discharge reaching neighboring properties, and shall be a minimum of ten (10) feet inside any property line.

3. Evaporation beds shall not be sodded or covered over with soil. The gravel in the evaporation bed shall remain exposed to the ground surface.

4. Evaporation beds shall be designed so the entire bed is completely filled with liquid prior to discharge.

5. The gravel shall extend the full depth of the bed and to a depth of not less than three (3) inches beneath the bottom of the distribution lines.

### SIZING CRITERIA FOR EVAPORATION BEDS

<table>
<thead>
<tr>
<th>Daily Volume of Treated Effluent</th>
<th>Area Required for a Residential Evaporation Bed</th>
<th>Area Required for a Non-Residential Evaporation Bed</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 gallons</td>
<td>100 ft.²</td>
<td>200 ft.²</td>
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<tr>
<td>600 gallons</td>
<td>120 ft.²</td>
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<td>800 gallons</td>
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<td>1000 gallons</td>
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<td>400 ft.²</td>
</tr>
<tr>
<td>1250 gallons</td>
<td>250 ft.²</td>
<td>500 ft.²</td>
</tr>
<tr>
<td>1500 gallons</td>
<td>300 ft.²</td>
<td>600 ft.²</td>
</tr>
</tbody>
</table>

### TECHNICAL SPECIFICATIONS FOR EVAPORATION BEDS

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum depth</td>
<td>12 inches</td>
</tr>
<tr>
<td>Maximum depth</td>
<td>18 inches</td>
</tr>
<tr>
<td>Depth of gravel</td>
<td>The full depth of the bed</td>
</tr>
<tr>
<td>Bed cover</td>
<td>None; gravel to the surface</td>
</tr>
<tr>
<td>Gravel size and type</td>
<td>¾-inch to 1½-inch washed septic stone</td>
</tr>
<tr>
<td>Elevation</td>
<td>One edge of the bed must be lower than the invert of the outlet of the chlorine contact chamber. Otherwise, a lift station shall be installed.</td>
</tr>
<tr>
<td>Type of distribution pipe</td>
<td>Any listed in Table 8 for a subsurface seepage system, minimum 4 inches in diameter.</td>
</tr>
<tr>
<td>Slope of bed bottom</td>
<td>None; level</td>
</tr>
<tr>
<td>Slope of distribution pipe</td>
<td>None; pipe shall be laid level.</td>
</tr>
</tbody>
</table>

(Ord. HHS-O-0028-16, 8-9-2016)
Ordinance
HHS-O-0032-18

AMENDMENTS TO CHAPTER 18, ARTICLE IV.
PRIVATE, SEMI-PRIVATE
NON-COMMUNITY WATER SUPPLY

WHEREAS, the DuPage County Health Department has enacted a Private, Semi-Private Non-Community Water Supply Ordinance; and

WHEREAS, Ordinance HHS-O-0027-16, last amended the Private, Semi-Private Non-Community Water Supply Ordinance on August 8, 2016; and

WHEREAS, the DuPage County Health Department intends to enter into an intergovernmental agreement or contract with DuPage County to utilize the Administrative Adjudication Hearing process for the administrative adjudication of violations of its ordinances and

WHEREAS, the DuPage County Board of Health reviewed, approved, and recommends adoption of the attached amendments to Chapter 18, Article IV of the County Code; and

WHEREAS, the Health and Human Services Committee has reviewed and recommends adoption of the attached amendments to Chapter 18, Article IV of the County Code.

NOW, THEREFORE BE IT ORDAINED by the DuPage County Board that Chapter 18, Article IV. Private, Semi-Private Non-Community Water Supply Ordinance of the DuPage County Code is hereby amended to reflect the attached amendments.

BE IT FURTHER ORDAINED that the County Clerk is hereby directed to make the Ordinance available to the public; and

BE IT FURTHER ORDAINED by the County Board of DuPage County, Illinois that should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _______________________________________
PAUL HINDS, COUNTY CLERK
Date: May 2, 2018

To: Board of Health Members, DuPage County Health Dept.

Cc: Karen Ayala, Executive Director  
Lisa Smith, DuPage County Assistant State’s Attorney

From: Kevin T. Dixon, Director of Environmental Health Service Unit

Re: Approval of Proposed Amendments to Chapter 18 of the County Code:
   Article I, Fees  
   Article II, Food and Food Handlers  
   Article III, Private Sewage Disposal  
   Article IV, Private, Semi-Private and Non-Community Water Supply  
   Article V, Public Swimming Facilities

Please review, approve, and recommend adoption of the attached proposed amendments to Articles I, II, III, IV, and V of Chapter 18 of the DuPage County Code.

**Article I, Fees**
Amendments are proposed to Article I, Fees to ensure consistency with terminology with State Code and add five new fees. Three additional new fees are proposed to allow for review of food service variance requests, hazards analysis critical control point applications, and food product assessment reviews. We anticipate receiving variance requests and product assessment reviews regarding reduced oxygen packaging and other novel food preparation and packaging methods. All three of the new fees are consistent with the new federal Food and Drug Administration’s model food code adopted by Illinois in 2016.

The fourth new fee would be a fee for indoor pools that operate year-round. The current pool fee would still apply to outdoor pools that operate on a part-time seasonal basis. A higher fee for indoor pools would allow for an additional inspection each year. About 1/3 of the public pools in DuPage are indoor pools and 2/3 are outdoor pools. The new indoor pool fee would generate about $49,000 in additional revenue in 2019.

The fifth new fee would formalize a currently informal fee we have been charging for seasonal food establishment permits. Seasonal food permits are more economical for food vendors.
Article II, Food and Food Handlers

Amendments are proposed to Article II, Food and Food Handlers handler portions of the ordinance to clarify that retail food stores (grocery stores) are considered food establishments that are permitted and inspected by the Health Department. The Health Department’s adoption of the State Food Code already includes our authority to permit and inspect grocery stores but adding it to the definition in the DuPage County Code will create consistency. A new definition is being added for “shared kitchen” that reflects changes in business practices and clarifies how to permit such facilities. A shared kitchen is generally a commercial kitchen that rents out space to multiple tenants that use the kitchen to prepare various food products. Shared kitchens can be viewed as potential economic development opportunities for small growing food service companies that have outgrown a smaller kitchen but are not yet ready to lease or buy an entire storefront. The balance of the amendments in this section provide for the use of the adjudication hearing process implemented by DuPage County to supplement our current administrative process to address ordinance violations.

The County’s adjudication hearing process is a relatively informal administrative hearing process whereby clients cited for violations of the County Code, including those that have not paid for their permit fees, receive a notice to appear in front of an administrative hearing officer who can then seek resolution to outstanding code violations and assess fines as appropriate. Use of the adjudication hearing process is expected to be a more efficient way to provide administrative hearings for the Health Department. An intergovernmental agreement between DuPage County and the Health Department is anticipated as a means to formalize administration of this program. County staff have requested fees in the range of about $100 for each case processed through the adjudication hearing process. Hearing fees will be paid by residents violating ordinance requirements. Health Department staff estimate routing about 50 to 80 cases per year through the adjudication hearing process. The program will be reviewed after the first year to evaluate how well the adjudication hearing approach is working out for both parties and residents.

Article III, Private Sewage Disposal

An amendment is proposed to allow only one field size reduction in the calculation of the septic system seepage field area. Currently, an unclear number of field size reductions are allowed per Illinois Private Sewage Code. The proposed amendment to allow only one field size reduction to the seepage field area has been staff’s practice and the clarification is reasonable and protective to ensure seepage fields are not created too small to handle sewage volume. Amendments are also proposed to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.
Article IV, Private, Semi-Private and Non-Community Water Supply

Amendments are proposed to Article III, Private Sewage Disposal to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.

Article V, Public Swimming Facilities

Amendments are proposed to Article III, Private Sewage Disposal to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.

In terms of process, it is expected that the ordinance amendments will be routed through the DuPage County Health and Human Services Committee for additional public review before being forwarded to the County Board for final adoption.

Attached are the detailed proposed code amendments.
ARTICLE IV. - PRIVATE, SEMI-PRIVATE AND NON-COMMUNITY WATER SUPPLY

Footnotes:
--- (3) ---


18-401: - GENERAL PROVISIONS
18-401.1: - TITLE.
This article shall be known and may be cited as the "Private, Semi-Private and Non-Community Water Supply Ordinance."

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-401.2: - AUTHORITY.
This article is promulgated under the authority provided by the 415 Illinois Compiled Statutes 30 et seq.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-401.3: - PURPOSE.
It is hereby declared that there exists within the County of DuPage, State of Illinois, the need for a system of controls over the design, construction, materials, operation, and maintenance of private, semi-private and non-community water supply systems. Therefore, the purpose of this article is to protect, promote, and preserve the public health, safety and general welfare by providing those controls.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-401.4: - APPLICABILITY.
After the effective date of adoption of this article, all private, semi-private and non-community water supply systems as defined herein shall only be constructed or modified in accordance with the provisions of this article.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-401.5: - OWNER'S RESPONSIBILITY.
The owner of each building in which people live, work, or assemble shall provide a potable water supply sufficient in quantity and pressure to serve adequately all plumbing fixtures therein.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-401.6: - BUILDING OCCUPANCY.
No person shall occupy or permit occupancy of any building not in compliance with Section 18-401.5 of this article.

(Ord. No. HHS-O-0027-16, 8-9-2016)
18-401.7: - MAINTENANCE.

The owner of each private water supply system shall maintain all components of that system so that they function properly and are in good repair.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-401.8: - PUBLIC WATER SUPPLIES.

1. Construction of a water well shall not be permitted on property where a community water supply is reasonably available except that permits for supplemental wells may be issued as provided in Section 18-404.12. of this article. If a community water supply is not reasonably available, then every residence, business building, or enterprise shall have its own private water supply in conformance with the provisions set forth in this article.

2. That portion of the glacial aquifer underlying the area of the County described in Table 1 may contain substances which might make its use as a source of water supply a detriment to the public health, safety or welfare. When a community water supply is, or becomes, reasonably available to any property described in Table 1 the owner of every residence, business building or enterprise on such property shall make or cause to be made connection to such community water supply, and all groundwater wells on such property for purposes other than groundwater monitoring or remediation shall be abandoned and sealed in compliance with Section 18-405.1. of this article, within three (3) months of the date of such community water supply being, or becoming, reasonably available thereto.

TABLE 1
AREA OF REQUIRED CONNECTION TO REASONABLY AVAILABLE COMMUNITY PUBLIC WATER SUPPLY AND ABANDONMENT OF GROUNDWATER WELLS FOR PURPOSES OTHER THAN GROUNDWATER MONITORING OR REMEDIATION

PART I

Lots 2, 3, 4, 5, 6, 7, 8, 9, 10, and 12 in Block 6 of McLeran and Blair’s Addition; and

Lots K, L, M, N, O, P, Q, and R in Block 6 of Westshire Gardens 1st Addition; and

Lots 1, 2, 3, 4, 5, 6, 7, and 8 in Block 7 and Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 in Block 12 of Westshire Gardens, all in the southeast quarter of Section 9, Township 39 North, Range 9 East of the Third Principal Meridian, in DuPage County, Illinois.

PART II

Lots 7, 8, 28, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, and the portions of Lots 9, 10, and 11 lying North of Kress Creek, in West Park; and

Lots 1 and 2 in George D. DeBeau’s plat of survey; and

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42 and 43 in West-Win Meadows; and

Lots 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, and 88 in West-Win Meadows 2nd Unit all in the northeast and southeast quarters of Section 16, Township 39 North, Range 9 East of the Third Principal Meridian, in DuPage County, Illinois; and

Lots 4 and 5 in Block 1, Lot 14 in Block 2, Lots 1 through 5, 8, 10 and 11 in Block 3, Lots 4, 5, and 6 in Block 5 and Lots 1 through 6 in Block 8 in Second Addition to Westshire Gardens, being a subdivision in the southeast quarter of Section 9, Township 39 North, Range 9, East, of the Third Principal Meridian, according to the plat thereof recorded October 20, 1926 as Document 223494, in DuPage County, Illinois; and

Lots 1, 2, 11 and 12 in Block 5, Lots 6 through 10 in Block 6 and Lots 1 through 10 in Block 7 in Smith and Stimmel’s Subdivision being a subdivision in the southeast quarter of Section 9,
Township 39 North, Range 9, East, of the Third Principal Meridian, according to the plat thereof recorded November 7, 1891 as Document 046955, in DuPage County, Illinois; and

Lots 2 through 12 and the east half of vacated Sherman Stand, the North half of vacated Hazel Street adjacent to said lots, Lots 1 through 4 in Block 2 and the west half of vacated Sherman Street East adjacent to said Lots and Lots 12 and 13 in Block 2 and the north half of the vacated alley adjacent to said lots in McRan and Blairs Addition to Turner, being a subdivision southeast quarter of Section 9, Township 39 North, Range 9, East, of the Third Principal Meridian, according to the plat thereof recorded March 7, 1897 as Document 051486, in DuPage County, Illinois; and

Lots A through J in Block 1 and the north half of vacated Hazel Street and the vacated alley adjacent to said lots in First Addition to Westshire Gardens in the southeast quarter of Section 9, Township 39 North, Range 9, East, of the third Principal Meridian, according to the plat thereof recorded April 6, 1926 as Document 210867 in DuPage County, Illinois; and

Lots 1 through 12 in Pioneer Prairie Subdivision in the southeast quarter of Section 9, township 39 North, Range 9, East, of the Third Principal Meridian, according to the plat thereof recorded June 17, 2008 as R2008-097745, in DuPage County, Illinois; and

Lot 2 (except that part dedicated for public highway) in Bruss Assessment Plat being an assessment plat in the west half of Section 15, Township 39 North, Range 9, East, of the Third Principal Meridian, according to the plat recorded on September 1, 1989 as R1989-108982, in DuPage County, Illinois.

PART III

The boundary for the Downers Grove Water Improvements Area is described as follows: Beginning at a point, said point being the intersection of the centerline of 63rd Street and Dunham Road as now platted, in the west half of the southeast quarter of Section 18, Township 38 North, Range 11 East of the Third Principal Meridian, for the point of beginning; thence westerly along the centerline of 63rd Street as now platted, to a point on the westerly line of Downers Grove Park subdivision in Section 13, Township 38 North, Range 10 East of the Third Principal Meridian recorded 3-23-1927 as Document #232126; thence northerly along said westerly line of Downers Grove Park subdivision to the southeast corner of the following described property (that part of the southwest quarter of Section 13, Township 38 North, Range 10 East of the Third Principal Meridian, described as follows to-wit: Commencing at the southeast corner of the southwest quarter of Section 13: which is also the centerline of 63rd Street; thence west along the south line of said southwest quarter, a distance of 213.84 feet, said point being on the centerline of 63rd Street, and the west line of Downers Grove Park subdivision extended; thence north 1 degree 00 minutes east along the west line of subdivision known as Downers Grove Park subdivision, a distance of 614.86 feet for the place of beginning; thence continuing north on said line, a distance of 99.64 feet; thence north 89 degrees 00 minutes west a distance of 821.5 feet to a point on the centerline of Hobson Road, as now platted; thence south 47 degrees 43 minutes west, along the centerline of Hobson Road, as now platted, a distance of 145.33 feet; thence south 89 degrees, 00 minutes east a distance of 927.4 feet to the place of beginning, in DuPage County, Illinois, commonly known as 08-13-315-001); thence westerly along the southerly line of the previously described property to a point, said point on the southerly line of Hobson Road, as now platted; thence northeasterly along the southerly line of Hobson Road, as now platted, to the westerly line of Janes Avenue, as now platted; thence northerly along the extended westerly line of Janes Avenue, as now platted, to the northerly line of Hobson Road, as now platted; thence southeasterly along the northerly line of Hobson Road as now platted to the westerly line of Downers Grove Park subdivision in Section 13, Township 38 North, Range 10 East of the Third Principal Meridian recorded 3-23-1927 as Document #232126, thence northerly along the westerly line of Downers Grove Park to its northwest corner: also known as the centerline of 59th Street, as now platted; thence westerly along the centerline and centerline extended of 59th Street, as now platted to a point on the easterly line of 1355, as now platted; thence northerly along the easterly line of 1355, as now platted to a point on the southerly line...
of Maple Avenue, as now platted; thence easterly along the southerly line of Maple Avenue to the southwest corner of Walnut Avenue and Maple Avenue, as now platted; thence northerly along the easterly Line of Walnut Avenue, as now platted, to the intersection of the southeasterly corner of Walnut Avenue and Elmore Avenue, as now platted; thence easterly along the southerly line of Elmore Avenue and Elmore Avenue as it turns to the north to the intersection of the southerly line of Elmore Avenue and Inverness Avenue, as now platted; thence easterly along the southerly line of Inverness Avenue, as now platted, and said southerly line extended to a point on the easterly line of Belmont Road, as now platted; thence northerly along the easterly line of Belmont Road, as now platted to the southerly line of Wisconsin Avenue, as now platted; thence easterly along the southerly line of Wisconsin Avenue as now platted to the easterly line of Arthur T. McIntosh's Belmont Farms Resubdivision of Lots 13 and 14, a resubdivision in the southeast quarter of Section 12, Township 38 North, Range 10 East of the Third Principal Meridian, recorded on 7-9-1925 as Document #195882; thence northerly along the easterly line and said easterly line extended of Arthur T. McIntosh's Belmont Farms Resubdivision of Lots 13 and 14 to the northwest corner of Lot 13 in Arthur T. McIntosh and Company's Belmont Farms, a subdivision in Section 12, Township 38 North, Range 10 East of the Third Principal Meridian recorded on 1-1-1950 as document #134268; thence easterly along a line to the southwest corner of Lot 14 in Bending Oaks North, a subdivision in Section 12, Township 38 North, Range 10, and Section 7, Township 38 North, Range 11 East of the Third Principal Meridian, recorded on 6-28-1988 as Document #068661; thence northerly along the westerly line of Bending Oaks North and its westerly line of Lot 14 to the northwest corner of said Lot 14; thence easterly along the northerly line of Bending Oaks North to the southwest corner of Lot 55 in Arthur T. McIntosh and Company's Highwoods Addition to Belmont, a subdivision in Section 12, Township 38 North, Range 10, and Section 7, Township 38 North, Range 11 East of the Third Principal Meridian recorded on 3-10-1924 as Document #175033; thence easterly along the southerly line of Lot 55 in Arthur T. McIntosh and Company's Highwoods Addition to Belmont to the southeast corner of Lot 55, thence easterly from the southeast corner of Lot 55 to the southwest corner of Lot 24 in Marshall Field Woodland Homes 1st Addition. A subdivision in Section 7, Township 38 North, Range 11 East of the Third Principal Meridian, recorded on 10-2-1920 as Document #144597; thence easterly along the southerly line of Lot 24 and Lot 6 in Marshall Field Woodland Homes 1st Addition to the southeast corner of Lot 6 in Marshall Field Woodland Homes 1st Addition; thence southerly along the easterly line of Marshall Field Woodland Homes 1st Addition to a point on the southerly line of the southwest quarter of Section 7, Township 38 North, Range 11 East of the Third Principal Meridian; thence easterly along the southerly line of the southwest corner of Section 7, Township 38 North, Range II and the southwest quarter of Section 7, Township 38 North, Range 11, to a point, said point also known as the northeast corner of Branigar Brothers Downers Grove Farms, a subdivision in Sections 17 and 18, Township 38 North, Range 11 East of the Third Principal Meridian recorded on 1-1-1950 as Document #144285; thence southerly along said westerly line and westerly line extended of Branigar Brothers Downers Grove Farms, said westerly line also known as the centerline of Dunham Road to the centerline intersection of Dunham Road, as now platted and 63rd Street as now platted for termination of the boundary for the Downers Grove Water Improvements Area, in DuPage County, Illinois.

The Downers Grove Water Improvements Area encompasses parts of the following sections: Lisle Township 08 Section 12 Southwest Township 38 North, Range 10 East; Lisle Township 08 Section 12 Southeast Township 38 North, Range 10 East; Lisle Township 08 Section 13 Northwest Township 38 North, Range 10 East; Lisle Township 08 Section 13 Northeast Township 38 North, Range 10 East; Lisle Township 08 Section 13 Southwest Township 38 North, Range 10 East; Lisle Township 08 Section 13 Southeast Township 38 North, Range 10 East; Lisle Township 08 Section 14 Northeast Township 38 North, Range 10 East.

(Ord. No. HHS-O-0027-16, 8-9-2016)
18-401.9: - INDIVIDUAL SERVICE.
Each residence, business building, or enterprise shall be served by its own separate water well located on the property whereon the residence, business, or enterprise is located except where the residence, building, or enterprise is connected to a community water supply.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-401.10: - OTHER.
Anytime a heat pump or heat exchanger unit is installed within a home or business the coolant running inside of these units must be either an approved food grade propylene glycol or other inert fluid.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-402: - DEFINITIONS.
18-402.1: - DEFINITIONS OF DEPARTMENT.
For the purposes of this article, the words and phrases used herein shall have the meaning and interpretation as set forth in this section and section 18-402.2. Any other words and phrases not defined in this section or elsewhere in this article shall have their meaning customarily assigned to them.

1. **Department** means the DuPage County Health Department.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-402.2: - OTHER TERMS DEFINED.
1. **Applicant** means the property owner as defined herein or an authorized agent.
2. **Director** means the Executive Director of the DuPage County Health Department or their designee.
3. **Fee exempt** means the license or permit holder has the status of being:
   a. A non-governmental organization that has Illinois not for-profit status that does not charge for services; or
   b. A temporary event operator that has Illinois not for-profit status that uses the event as a fundraising activity.
4. **Owner** means the person in whose name legal title has been recorded.
5. **Permit fee** means a fee charged for the issuance of a permit by the DuPage County Health Department.
6. **Person** means any individual, group of individuals, association, trust, partnership, corporation, person doing business under an assumed name, or any other entity, government or private.
7. **Potable water** means water that is bacteriologically and chemically safe for human consumption.
8. **Reasonably available** means that an Illinois Environmental Protection Agency-approved community water supply shall be reasonably available for connection if a) there are no local ordinances or restrictions preventing a property owner from connection, b) the public water supply is located in a public right-of-way or easement contiguous to the property and further provided that the water main can be reached without tunneling or boring for a distance of more than forty (40) feet under a roadway, building, or flowing stream, c) the property owner is not required to annex the property or sign a pre-annexation in order to obtain connection to a community water supply.
9. **Safe design** means a design or construction by virtue of which any lack of water tightness due to defect in material, manufacture, or installation, or to deterioration or damage to the device or to the buried water line following installation, will result in the flow of water outward from the water supply under the pressure of the water system.
10. **Supplemental well** means a water well which has been constructed for a use other than providing potable water for drinking, culinary, and sanitation purposes. Such wells include, but are not limited to, sprinkling wells, irrigation wells, heat pump wells, pond leveling wells, livestock watering wells, and fire protection wells. Such wells shall provide water that is chemically and bacteriologically safe for human consumption.

12. **Well cap** means that portion of the pitless adapter used to enclose the atmospheric termination of the casing. A well cap shall be of splash and drip-proof design. The cover shall be self-draining and overlap the top of the casing extension with a downward flange. There shall be no openings through the seal, except for a factory-installed screened vent, within the area that falls over the outer perimeter of the casing. The well cap shall:
   a. Exclude contamination from surface water and drainage from entering the water supply.
   b. Be secured in position and reasonably tamper-proof.
   c. Be removable with tools only.
   d. Be resistant to environmental factors, including impact and weathering effects.
   e. Be watertight.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-403: - ADOPTION OF THE ILLINOIS WATER WELL CONSTRUCTION CODE AND THE ILLINOIS PUMP INSTALLATION CODE.
18-403.1: - WATER WELL CODE.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404: - ADDITIONS AND AMENDMENTS.
   In addition to the provisions adopted by reference in Section 18-403 of this article, the following additions and amendments shall apply to all private water supply systems in DuPage County.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404.1: - WATER TREATMENT DEVICES.
   Water treatment devices shall not be installed so that they permit direct feeding of disinfectants or other chemicals into the aquifer through the well casing.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404.2: - PITLESS WELL ADAPTERS.
   All water contact surfaces on parts in contact with the ground and the point or points of field attachment of the pitless well adapter to the well casing shall be designed and constructed to be watertight, of safe design, and to prevent contamination of the water from external sources (e.g., where a well adapter is utilized, no check valves shall be permitted on the line between the adapter and the distribution system).

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404.3: - WELL PITS.
   In addition to the other provisions of Section 920.110 b.2. of the Illinois Water Well Construction Code, and Section 925.40 b.2. of the Illinois Water Well Pump Installation Code, it shall be required that existing well pits conform to the additional requirement that they be equipped with an approved floor drain or
approved sump with pump to drain the pit. No existing well pit shall be modified to comply with this section. Existing well pits not in compliance shall be eliminated, the floor or one (1) wall of the pit shall be broken or removed and the pit shall be filled with compacted earth.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404.4: - WELLS IN BASEMENTS.
An existing well located in a basement shall conform to the following conditions:

1. The casing shall extend at least twelve (12) inches above the basement floor or highest known flood elevation; and
2. The well casing shall have a well seal that prevents contaminants from entering the well; and
3. An approved floor drain or approved sump with pump shall be present.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404.5: - WELLS IN DRIVEWAYS.
An existing well located in or adjacent to a driveway shall be protected from vehicular damage by the installation of a collision barrier around the casing.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404.6: - WELLS WITH BURIED SEALS.
Existing wells with buried well seals shall be acceptable until removal of the seal for any reason becomes necessary, or until the well no longer meets the requirements set forth in the definition of safe design in Section 18-402.2, subsection 9 of this article. At that time the well must be brought into compliance with this article or connection made to a community water supply as herein provided.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404.7: - PRESSURE TANKS.
1. A pressure tank shall be installed on each water system served by a water well when:
   a. A pressurized pitless adapter is required; and/or
   b. The demands on the water system are such that normal use without a pressure tank would be detrimental to the working life of the well pump.
2. Pressure tanks shall be sized to:
   a. Deliver a minimum of ten (10) gallons of water per pressure cycle of the system for each building served, or
   b. For constant pressure systems, the tank must deliver the volume of water per cycle specified by the well pump manufacturer.
3. The pressure storage tank shall be installed in a location which is not subject to flooding and which is convenient for maintenance or replacement.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404.8: - CHECK VALVES.
A check valve shall not be permitted on the water line between the well casing and the inlet side of the pressure tank.
18-404.9: - BACKFLOW PROTECTION.
1. Water well systems shall be equipped with backflow prevention devices appropriate for the installation.
2. A reduced pressure zone (RPZ) backflow assembly meeting ASSE Standard 1013 shall be required on any water well system connected to an in-ground irrigation system except for pond leveling wells which utilize a free-fall drain with adequate fixed air gap. An RPZ assembly shall be permanently installed and not removed in the winter inside an enclosure meeting ASSE Standard 1060 Class 1-V, or other heated enclosure approved by the Department.

18-404.10: - SUPPLEMENTAL WELLS.
1. Construction of a supplemental well shall not be permitted on property connected to a community water supply except as provided under Section 920.30c Variance in the Illinois Water Well Construction Code.
2. Construction requirements for supplemental wells, approved through variance by the Director, are identical to those for potable wells set forth in this article, with the following additions:
   a. Written notice shall be provided to the Department from all governing bodies with administrative or operational authority regarding the local public water supply that they have no objection to the construction of a supplemental well.
   b. The glacial aquifer underlying the area of the proposed well shall not contain contaminants that exceed Class I Groundwater Standards adopted in the Groundwater Quality Standards Code (35 Ill. Adm. Code 620), based on available water quality data.
   c. If the water system is non-pressurized, the pitless adapter shall be installed at least eight (8) inches above grade. The check valve at the pump shall be removed or a bleeder valve installed above the check valve to allow the system to drain below the frost level.
   d. The water system shall have a permanent electrical connection.
   e. Backflow protection as set forth in Section 18-404.9 of this article shall be provided.
   f. The owner of the property for which a supplemental well permit application has been made shall have a notice of supplemental well filed on the property's deed by the DuPage County Recorder of Deeds. A copy of the notice shall be returned to the department prior to permit issuance.
3. Conversion of an existing potable water well to a supplemental well shall be permitted under the following conditions:
   a. There is no local ordinance prohibiting irrigation or supplemental wells.
   b. Buried seal wells and wells in pits shall be upgraded to meet the provisions set forth in Section 18-404.10.2 of this article.
   c. Wells which are not constructed with approved pitless adapters or cannot be upgraded to meet current provisions of this article shall be sealed.
   d. Isolation distances as set forth in Section 920, Table C of the Illinois Water Well Construction Code are met and approved backflow protection as set forth in Section 18-404 of the DuPage County Health Department Private Water Supply Ordinance is provided.
   e. The property owner shall have a notice of supplemental well filed on the property's deed by the DuPage County Recorder of Deeds and a copy returned to the Department within thirty (30) days from the date of well conversion.
f. After the conversion, the well must continue to produce water that is bacteriologically and chemically safe for human consumption meeting the Class I Groundwater Standards adopted in the Groundwater Quality Standards Code (35 Ill. Adm. Code 620).

Existing water wells not in compliance with the above requirements must be sealed.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404.11: WATER SERVICE PIPING.
All water service piping from the pitless adapter to the pressure tank shall be installed below the known frost level but not less than forty-two (42) inches below finished grade.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-404.12: VARIANCE.
1. The fee to be paid to the Department for a variance review shall be in accordance with Chapter 18, Article I, Section 18-103.
2. In addition to the other provisions of Section 920.30 of the Illinois Water Well Construction Code and Section 925.30 b of the Illinois Water Well Pump Installation Code, the owner of the property for which a variance has been granted shall have a variance request application filed on the property's deed by the DuPage County Recorder of Deeds.
3. A copy of the recorded variance request application must be returned to the Department prior to permit issuance.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-405: PERMIT REQUIREMENTS.
18-405.1: GENERAL PROVISIONS.
1. No person shall construct, seal, modify, or cap a water or closed loop well until a permit has been issued by the Department. Applications for permits shall be in writing on forms provided by the Department and shall be signed by the applicant.
2. It shall be unlawful for any person to occupy a building served by a non-community water supply without a valid annual operating permit issued by this Department. A property owner of non-community water supply installed prior to the effective date of this article shall obtain an annual non-community water supply operating permit upon notification by the Department.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-405.2: PERMIT FEES.
1. The fee to be charged for the issuance of a permit shall be in accordance with Article I, Section 18-103.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-405.3: PERMIT APPLICATION REQUIREMENTS.
1. Application for a permit to construct a well shall be accompanied by a plat or scale drawing with specifications as necessary to fully describe the system. The plan shall show the locations of all sources of contamination listed in the Illinois Water Well Code and the following (whether existing or proposed):
   a. Well.
   b. Above ground (or overhead) and underground utilities;
c. Driveways;
d. Sidewalks and patios.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-405.4: - EXPIRATION.
The permit is void if construction has not commenced within one (1) year of date of issuance.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-405.5: - DENIAL OF PERMITS.
1. The Department shall deny the approval of a permit request when available information indicates that the groundwater aquifer contains contamination which renders the water unsafe under Section 18-406 of this article. A potential health problem may be detected on the basis of a sanitary survey, laboratory analysis, and location of known sources of pollution, condition of water supply, type of construction or information from previous well owners which might indicate the water would be too hazardous to drink.

2. The Department shall grant approval of a request for a permit when approved treatment is shown to reduce contaminant levels below levels specified in Section 18-406 of this article.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-405.6: - INSPECTIONS.
Department personnel shall have access to the property any time after a permit application has been filed in order to determine satisfactory compliance with the provisions set forth in this article. Access shall be deemed essential for, but not limited to, the following:

1. On-site layout review,
2. Any stage of construction or modification of a system,
3. Final inspection, and
4. Sampling of private, semi-private and non-community water supply system.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-405.7: - NOTIFICATION.
The owner or contractor shall give forty-eight (48) hours advance notice to the Department before beginning the construction of a new water/closed loop well or capping or sealing an existing water/closed loop well. No work on the water well shall be done until notification is given. The owner or contractor shall provide as much notice as possible to the Department before beginning work to modify a water well. No work shall begin until the Department has been notified.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-406: - WATER QUALITY STANDARDS.
18-406.1: - GENERAL PROVISIONS.
For a private, semi-private, and non-community water supply to be deemed safe for use, it shall produce water of a quality consistent with the standards described in this article.

(Ord. No. HHS-O-0027-16, 8-9-2016)
18-406.2: - MICROBIOLOGICAL STANDARDS.
   The maximum contaminant level for coliform bacteria is applicable to all private, semi-private and non-community water supply systems.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-406.3: - ADOPTION OF OTHER WATER QUALITY STANDARDS.
   In addition to the microbiological standards described in Section 18-406.2 of this article, this article shall adopt, by reference, the water quality standards described in the "Federal National Primary Drinking Water Regulations" (40 CFR 141 and 142 (1988) 52 Fed. Reg. 25690 through 25717, July 8, 1987 and 53 Fed. Reg. 25801 through 25111, July 1, 1988) and any subsequent amendments or revisions thereto, and the Class I Groundwater Standards adopted in the Groundwater Quality Standards Code (35 Ill. Adm. Code 620). A copy of these documents shall be on file and available for inspection at the DuPage County Health Department offices.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-406.4: - SAMPLING.
   1. Department personnel shall have access to property served by potable water wells to inspect the water system and to collect samples to determine compliance with water quality standards set forth in this article.
   2. Water samples shall be taken at points which are representative of the conditions within the distribution system.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-407: - ADMINISTRATION.
   18-407.1: - ADMINISTRATIVE HEARINGS.
   1. Administrative hearings involving Illinois water well drilling contractor licenses or Illinois water well pump installation contractor licenses shall be conducted by the Illinois Department of Public Health.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-407.2: - NOTIFICATION OF VIOLATIONS.
   When the Department discovers a violation of this article that pertains to the actions or inactions of a person who constructs or modifies a water well, it shall notify the Illinois Department of Public Health of the violation and the person responsible.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-407.3: - POWERS AND DUTIES OF THE DEPARTMENT.
   In accordance with the provisions of this article, the Department has the following powers and duties:
   1. To make such inspections as are necessary to determine satisfactory compliance with the Private Water Supply Ordinance.
   2. To cause investigations to be made when a violation of any provision of this article is observed by or reported to the Department.
   3. To enter at reasonable times upon private or public property for the purpose of inspecting and investigating conditions relating to the administration and enforcement of this article.
   4. To refer violations of the Private Water Supply Ordinance for proceedings before the DuPage County Administrative Hearing Officer, hereinafter the Hearing Officer.
5. To institute or cause to be instituted legal proceedings in the Circuit Court of DuPage County in cooperation with the State's Attorney's Office in cases of non-compliance with the provisions of the Private Water Supply Ordinance.

5.6. To institute emergency legal proceedings in the Circuit Court of DuPage County in cooperation with the State's Attorney's Office where a condition presents a substantial hazard to the public health. Upon a showing of good cause, the court shall grant such relief as is necessary under the circumstances to abate the hazard.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-407.4: - VIOLATIONS.
Whenever the Department determines, through inspections or other means, that there is a violation of any provision of this article, the Department shall give notice of such alleged violation. Such notice shall:

1. Be in writing.
2. Include a statement of the reasons for the issuance of the notice.
3. Contain a statement of remedial action and allow a reasonable time to effect compliance with this article.
4. Be served upon the owner, operator, or resident as the case may require, provided that such notice shall be deemed to have been properly served when the notice has been personally delivered or sent by registered or certified mail.
5. A health violation notice may be posted on the property indicating the following:
   a. Date of inspection.
   b. Type of violation noted.
   c. Inspector's name and phone number.
6. It shall be a violation of this article for any person except a representative of the Department to remove or allow to be removed a Health Violation Notice posted on any property. The Health Violation Notice shall be removed from the property by a representative of the Department when remedial actions have been completed and approved.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-407.5: - OFFICE CONFERENCES.
At the discretion of the health department, an office conference conducted by this Department shall may be used with all property owners and Illinois licensed water well contractor or pump installer who violates this article in order to achieve compliance with this article. The office conference will be conducted following the Department's policy on office conferences. If the office conference is unsuccessful in achieving compliance, the health department may use other means to achieve compliance, the matter will be turned over to Other means include but are not limited to referring the matter for a hearing on the ordinance violation before the Administrative Hearing Officer or referring the matter to the DuPage County State's Attorney's Office for compliance with this article.

(Ord. No. HHS-O-0027-16, 8-9-2016)

18-407.6: - REVOCATION OR SUSPENSION OF PERMIT.
The Department shall have the authority to revoke or suspend permits when they are issued in error, or where the provisions of this article are violated. The reason for the revocation or suspension of a permit shall be posted in writing at the site, or mailed to the applicant at the address provided in the permit application.
18-407.7: - COMPLAINTS.
The Director or the State's Attorney is hereby authorized to sign a complaint on behalf of the Department alleging a violation of this article, a provision or condition contained in a permit issued pursuant to this article, or any rule or regulation promulgated pursuant to this Ordinance.

Each day's violation constitutes a separate offense. The DuPage County State's Attorney shall bring such action as deemed appropriate in the name of the Department.

18-407.8: - CIVIL AND CRIMINAL PENALTIES.
1. Any person who violates any provision of this article, or any provision or condition contained in a permit issued pursuant to this article, or any rule of regulation promulgated pursuant to this article shall commit a Class A misdemeanor which is punishable by a fine of not less than one hundred dollars ($100.00). Each day's violation constitutes a separate offense.

2. In addition to any other penalty provided under this article, the Health Department in an administrative proceeding, or the court in an action brought under subsection (c) of this section, may impose upon any person who violates this article or any rule or regulation promulgated under this article, or who violates any determination or order of the Health Department under this article, a civil penalty not exceeding one thousand dollars ($1,000.00) for each violation plus one hundred dollars ($100.00) for each day that the violation continues.

3. The State's Attorney may bring enforcement actions for the enforcement of this article and the rules, regulations and orders issued under this article, in the name of the People of the State of Illinois, and may, in addition to other remedies provided in this article, bring an action for an injunction to restrain any actual or threatened violation, or to enjoin the operation of any establishment operated in violation, or to impose or collect a civil penalty for any violation.

18-407.9: - INVALIDITY.
Should any section, clause or provision of this article be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of this article as a whole, or any part thereof, other than the part so declared to be invalid.

18-407.10: - CONFLICTING ORDINANCES.
In any case where a provision of this article is found to be in any conflict with a provision of any zoning, building, safety, or health ordinance or code in force or adopted subsequent to the effective date of this article, the more stringent provision shall prevail.

18-407.11: - EFFECTIVE DATES.
This article shall be in full force and effect from the date of its adoption.
Ordinance
HHS-O-0033-18

AMENDMENTS TO CHAPTER 18, ARTICLE V.
PUBLIC SWIMMING FACILITIES

WHEREAS, the DuPage County Health Department has enacted a Public Swimming Facilities Ordinance; and

WHEREAS, Ordinance Ord. OHS-001-13 last amended the Public Swimming Facilities Ordinance on November 8, 2016; and

WHEREAS, the DuPage County Health Department intends to enter into an intergovernmental agreement or contract with DuPage County to utilize the Administrative Adjudication Hearing process for the administrative adjudication of violations of its ordinances.

WHEREAS, the DuPage County Board of Health reviewed, approved, and recommends adoption of the attached amendments to Chapter 18, Article V of the County Code; and

WHEREAS, the Health and Human Services Committee has reviewed and recommends adoption of the attached amendments to Chapter 18, Article V of the County Code.

NOW, THEREFORE BE IT ORDAINED by the DuPage County Board that Chapter 18, Article V. Public Swimming Facilities Ordinance of the DuPage County Code is hereby amended to reflect the attached amendments.

BE IT FURTHER ORDAINED that the County Clerk is hereby directed to make the Ordinance available to the public; and

BE IT FURTHER ORDAINED by the County Board of DuPage County, Illinois that should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

__________________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: ________________________________
PAUL HINDS, COUNTY CLERK
Date: May 2, 2018

To: Board of Health Members, DuPage County Health Dept.

Cc: Karen Ayala, Executive Director
    Lisa Smith, DuPage County Assistant State’s Attorney

From: Kevin T. Dixon, Director of Environmental Health Service Unit

Re: Approval of Proposed Amendments to Chapter 18 of the County Code:
    Article I, Fees
    Article II, Food and Food Handlers
    Article III, Private Sewage Disposal
    Article IV, Private, Semi-Private and Non-Community Water Supply
    Article V, Public Swimming Facilities

Please review, approve, and recommend adoption of the attached proposed amendments to Articles I, II, III, IV, and V of Chapter 18 of the DuPage County Code.

**Article I, Fees**

Amendments are proposed to Article I, Fees to ensure consistency with terminology with State Code and add five new fees. Three additional new fees are proposed to allow for review of food service variance requests, hazards analysis critical control point applications, and food product assessment reviews. We anticipate receiving variance requests and product assessment reviews regarding reduced oxygen packaging and other novel food preparation and packaging methods. All three of the new fees are consistent with the new federal Food and Drug Administration’s model food code adopted by Illinois in 2016.

The fourth new fee would be a fee for indoor pools that operate year-round. The current pool fee would still apply to outdoor pools that operate on a part-time seasonal basis. A higher fee for indoor pools would allow for an additional inspection each year. About 1/3 of the public pools in DuPage are indoor pools and 2/3 are outdoor pools. The new indoor pool fee would generate about $49,000 in additional revenue in 2019.

The fifth new fee would formalize a currently informal fee we have been charging for seasonal food establishment permits. Seasonal food permits are more economical for food vendors.
Article II, Food and Food Handlers

Amendments are proposed to Article II, Food and Food Handlers handler portions of the ordinance to clarify that retail food stores (grocery stores) are considered food establishments that are permitted and inspected by the Health Department. The Health Department’s adoption of the State Food Code already includes our authority to permit and inspect grocery stores but adding it to the definition in the DuPage County Code will create consistency. A new definition is being added for “shared kitchen” that reflects changes in business practices and clarifies how to permit such facilities. A shared kitchen is generally a commercial kitchen that rents out space to multiple tenants that use the kitchen to prepare various food products. Shared kitchens can be viewed as potential economic development opportunities for small growing food service companies that have outgrown a smaller kitchen but are not yet ready to lease or buy an entire storefront. The balance of the amendments in this section provide for the use of the adjudication hearing process implemented by DuPage County to supplement our current administrative process to address ordinance violations.

The County’s adjudication hearing process is a relatively informal administrative hearing process whereby clients cited for violations of the County Code, including those that have not paid for their permit fees, receive a notice to appear in front of an administrative hearing officer who can then seek resolution to outstanding code violations and assess fines as appropriate. Use of the adjudication hearing process is expected to be a more efficient way to provide administrative hearings for the Health Department. An intergovernmental agreement between DuPage County and the Health Department is anticipated as a means to formalize administration of this program. County staff have requested fees in the range of about $100 for each case processed through the adjudication hearing process. Hearing fees will be paid by residents violating ordinance requirements. Health Department staff estimate routing about 50 to 80 cases per year through the adjudication hearing process. The program will be reviewed after the first year to evaluate how well the adjudication hearing approach is working out for both parties and residents.

Article III, Private Sewage Disposal

An amendment is proposed to allow only one field size reduction in the calculation of the septic system seepage field area. Currently, an unclear number of field size reductions are allowed per Illinois Private Sewage Code. The proposed amendment to allow only one field size reduction to the seepage field area has been staff’s practice and the clarification is reasonable and protective to ensure seepage fields are not created too small to handle sewage volume. Amendments are also proposed to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.
Article IV, Private, Semi-Private and Non-Community Water Supply

Amendments are proposed to Article III, Private Sewage Disposal to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.

Article V, Public Swimming Facilities

Amendments are proposed to Article III, Private Sewage Disposal to provide for the use of DuPage County’s adjudication hearing process to supplement the Health Departments current administrative approach to ordinance violations.

In terms of process, it is expected that the ordinance amendments will be routed through the DuPage County Health and Human Services Committee for additional public review before being forwarded to the County Board for final adoption.

Attached are the detailed proposed code amendments.
ARTICLE V. - PUBLIC SWIMMING FACILITIES ORDINANCE

Footnotes:
--- (4) ---

18-501: GENERAL PROVISIONS.
18-501.1: TITLE.
This article shall be known and may be cited as the DU PAGE COUNTY SWIMMING FACILITY ORDINANCE.

(Ord. OHS-001-13, 11-12-2013)

18-501.2: PURPOSE.
The provisions of this article are designed to protect the health, safety and welfare of persons using all public swimming facilities by regulating the operation and maintenance of such facilities.

(Ord. OHS-001-13, 11-12-2013)

18-501.3: GENERAL RULE.
All public swimming facilities as herein defined shall be designed, constructed, installed, modified, operated and maintained in compliance with the provisions of this article.

(Ord. OHS-001-13, 11-12-2013)

18-501.4: APPLICABILITY.
After the effective date of this article, all public swimming facilities in DuPage County shall be operated and maintained in accordance with the provisions of this article.

(Ord. OHS-001-13, 11-12-2013)

18-502: DEFINITIONS.
18-502.1: TERMS DEFINED.
As used in this article, unless the context specifies otherwise:

Bather: Any person using the public swimming facility and adjoining deck area for the purpose of therapy, water sports, or related activity.

Department: The DuPage County Health Department, the Director of the DuPage County Health Department, or their agent.

License: A license issued by the department to operate a public swimming facility to the specifications and the requirements of this article.

Operator: The person responsible for the operation of the spa pool and related facilities.

Owner: The person in whose name legal title has been recorded or his or its authorized agent. Authorization of an agent shall be in writing and shall be signed by the owner.

Person: Any individual, group of individuals, association, trust, partnership, corporation, or person doing business under an assumed name, or any other entity - governmental or private.

Reasonably available: An Illinois Environmental Protection Agency approved sewerage system shall be reasonably available for connection if:
Ordinance

A. There are no local ordinances or restrictions preventing a property owner from connecting; and

B. An Illinois Environmental Protection Agency approved sewerage system is located in a public right-of-way or easement contiguous to the property, provided that the sewer or service stub can be reached without tunneling or boring for a distance of more than forty feet (40′) under a roadway, building or flowing stream.

**Shall:** The stated provision is mandatory.

**Should:** The stated provision is recommended.

**Swimming Facility:** means a public swimming pool, spa, public bathing beach, water slide, lazy river, or other similar aquatic feature as defined in the Illinois Swimming Facility Act (210ILCS 125).

Terms not herein defined shall have the meaning customarily assigned to them.

(Ord. OHS-001-13, 11-12-2013)

18-503: - WATER SUPPLY.

18-503.1: - GENERAL PROVISIONS.

The water supply for all plumbing fixtures serving the public swimming facility shall be obtained from a public water supply approved by the Illinois Environmental Protection Agency.

If a public water supply is not available and accessible, a private water supply in conformance with the Illinois Department of Public Health’s Water Well Construction Code, a non-community water supply in conformance with the Illinois Department of Public Health Drinking Water Systems Code (77 Ill. Adm. Code 900), or a semi-private water supply in conformance with Illinois Department of Public Health Public Area Sanitary Practice Code (77 Ill. Adm. Code 895) may be approved.

(Ord. OHS-001-13, 11-12-2013)

18-504: - WASTEWATER DISPOSAL.

18-504.1: - GENERAL PROVISION.

The wastewater generated from the operation of a public swimming facility and its appurtenances shall discharge to a public sanitary sewer. If a public sanitary sewer is not reasonably available, public swimming facility wastewater shall discharge to a private sewage disposal system which is separate from any private sewage disposal system receiving domestic sewage or shall be discharged in accordance with the provisions of this section. All private sewage disposal systems shall comply with the Illinois Department of Public Health’s Private Sewage Disposal Licensing Act and Code and the DuPage County Private Sewage Disposal Code.

(Ord. OHS-001-13, 11-12-2013)

18-505: - OPERATION AND MAINTENANCE.

18-505.1: - GENERAL PROVISION.

No person shall operate or maintain a public swimming facility without a valid license issued by the department.

(Ord. OHS-001-13, 11-12-2013)

18-505.2: - APPLICATION FOR LICENSE TO OPERATE.

A. Application for a license to operate shall be in writing on forms furnished by the Department and shall be signed by the owner.
Ordinance

B. If, upon inspection, the applicable requirements of this article have been met, a license to operate shall be issued by the department.

C. The fee to be charged for the issuance of a license shall be in accordance with the separate fee ordinance.

D. Licenses shall expire one (1) year from date of issue.

E. The license issued in accordance with the provisions of this article is valid only for the premises for which it was originally issued, and is neither transferable nor assignable.

F. Sixty (60) days before the expiration of the license, application for renewal shall be made in writing by the owner on forms furnished by the Department. It shall be the owner’s responsibility to apply for renewal of the license even if they do not receive the forms furnished by the Department.

G. Prior to the license renewal date, the Department shall inspect the facility to determine compliance with the provisions of this article.

H. If, upon inspection, the applicable requirements of this article have been met, the license to operate shall be renewed by the department.

I. A valid license shall be posted on the premises at all times in a prominent location visible to the public.

J. A license to operate a public swimming facility will not be approved by the Department unless any and all required construction permits have been approved by the Illinois Department of Public Health.

(Ord. OHS-001-13, 11-12-2013)

18-506.: - ADMINISTRATION.
18-506.1.: - POWERS AND DUTIES OF THE DEPARTMENT.
   In accordance with the provisions of the public swimming facility ordinance, the Department shall have the following powers and duties:
   A. To make such inspections as are necessary to determine compliance with this article;
   B. To cause investigations to be made when: i) a violation of any provision of this article is reported to the Department, or ii) to investigate illnesses;
   C. To enter at reasonable times upon private or public property for the purpose of inspecting and investigating conditions relating to the administration and enforcement of this article;
   D. To institute, or cause to be instituted, legal proceedings in the Circuit Court of DuPage County in cases of noncompliance with the provisions of this article;
   E. Develop procedures, practices, and policies to interpret and enforce these rules and regulations establishing minimum standards operation, maintenance, and monitoring of public swimming facilities, including the suspension or revocation of a license when authorized by this article;
   F. Order closure of any public swimming facility for any violation of this article, or violation of the Illinois Swimming Facility Code, or for any condition which represents an imminent threat to public health or safety.

(Ord. OHS-001-13, 11-12-2013)

18-506.2.: - INSPECTION REPORTS.
   Written notice of all violations noted during an inspection shall be given to the owner or operator of the public swimming facility. Inspection reports may be provided in paper or electronic format. All inspection reports shall be considered public records.
Ordinance

(Ord. OHS-001-13, 11-12-2013)

At the discretion of the Health Department, an office conference conducted by the Department may be used with all food service permit holders in order to achieve compliance with this article. The office conference will be conducted following the Department’s policy on office conferences. If the office conference is unsuccessful in achieving compliance, the health department may use other means to achieve compliance. Other means include but are not limited to issuing a suspension order, referring the matter for a hearing on the ordinance violation before the Administrative Adjudication Hearing Officer hereinafter the Hearing Officer or referring the matter to the DuPage County State’s Attorney’s Office for compliance with this article.

18-506.3.4: SUSPENSION OF LICENSE.

Whenever the Department determines that a public swimming facility fails to comply with any of the provisions of this article, other than those which result in an immediate closure, the license to operate may be suspended. The owner or operator shall then be advised in writing of the intended suspension, the reason therefor, and the effective date of the suspension. Upon enactment of the license suspension, the swimming facility will be ordered closed and must cease all operations as a public swimming facility until such time that the Department rescinds the suspension order and reinstates the license. Any time prior to the effective date of the suspension, the owner or operator may file with the Department a written request for a hearing to show cause why such suspension should not ensue.

Upon receipt of the request for hearing, the Health Department shall schedule a hearing before the Hearing Officer subject to the availability of the Hearing Officer.

The Hearing Office shall hear testimony from the Health Department and Respondent relating to the violations underlying the suspension and shall determine whether the suspension shall take effect or whether the suspension shall not take effect. At the Hearing Officer’s discretion, the Hearing Officer may impose such fines as provided by statute, ordinance, or administrative code.

(Ord. OHS-001-13, 11-12-2013)

18-506.4.5: REINSTATEMENT OF SUSPENDED LICENSE.

Any owner or operator whose license has been suspended may apply in writing for a reinstatement of the license when conditions causing the suspension have been corrected. When the department has verified that said corrections have been satisfactorily completed, said license shall be reinstated. Any person or entity whose permit has been suspended after a hearing by the Hearing Officer may apply in writing for reinstatement of the permit when the conditions causing the suspension have been corrected and a written plan to address monitoring of those issues is submitted to and approved by the Health Authority. When the Health Authority has verified that said corrections and the written plan to assure compliance have been satisfactorily completed and that any fines assessed by the Hearing Officer have been paid, the person or entity whose permit has been suspended may apply to the Administrative Hearing Officer for

(Ord. OHS-001-13, 11-12-2013)

18-506.56: REVOCATION OF LICENSE.

The Department may revoke any license issued pursuant to the provisions of this article for interference with the department in the performance of its duties, or for severe or repeated violations of this article. Prior to such action, the department shall notify in writing the owner or operator of the intended revocation, the reason therefor, and the effective date. Any time prior to the effective date of the revocation, the owner or operator may file with the department a written request for a hearing to show cause why such revocation should not ensue.
Upon receipt of the request for a hearing, the Health Authority shall schedule a hearing before the Hearing Officer upon that Hearing Officer’s next available hearing date as established by the Hearing Officer.

The Hearing Officer shall hear testimony from the Health Authority and Respondent relating to the violations underlying the revocation and shall determine whether the permit shall be revoked. At the Hearing Officer’s discretions, the Hearing Officer may impose fines as provided by statute, ordinance or administrative code.

Upon receipt of an application to renew an annual license, the department shall reinspect the public swimming facility to determine compliance with the provisions of this article. When an inspection reveals a severe or repeated violation of this article, the license may not be renewed. The department shall notify the applicant in writing prior to the license renewal date. Such notice shall state that an opportunity for a hearing shall be provided for the applicant at a reasonable time and place designated by the department’s Hearing Officer.

The Department shall serve a notice of violation of this article or of any order herein authorized in any of the following manner:

a. By posting a copy on the subject property in a conspicuous place;

b. By personally serving a copy on the owner/operator of the swimming facility including a person, firm, or corporation on record with the Department as the license holder;

c. By personally serving a copy on any adult employee who manages or maintains the swimming facility; or

d. Personally serving any owner in title to the property on which the swimming facility is located.

If a notice, or order, is served in accord with Subsection a. of this section, or if the party served in accord with Subsections b. and/or c. of this section is not the property owner, the Department shall also mail a copy of the notice to the "owner of record" as indicated the latest tax assessor’s records at the last address to which a tax bill was mailed by certified mail, receipt requested. In cases where the violation involves an imminent health hazard, as determined by the Department, the health authority, need not comply with service of notice as a condition for seeking emergency relief from a court of competent jurisdiction.

The hearings provided for in this article shall be conducted by the Health Authority (other than the person making the field inspection) or a person appointed by the Health Authority at a time and place designated by him. Based upon the record of such hearing, the Health Authority shall make a finding and shall sustain, modify, or rescind any official notice or order considered in the hearing. The decision of the Health Authority shall be furnished to the license holder in writing and said decision shall be final.
Ordinance

Health Authority shall be furnished to the permit holder in writing. Unless a party appeals to the Director of the Health Authority within 15 days of the hearing, the decision of the Hearing Officer shall be a binding decision and final order.

Hearings provided for by any section of this code shall be conducted by the DuPage County Administrative Hearing Officer at the time and place designated by the Code Hearing Unit. Based upon the record of such hearings, the Hearing Officer shall make a finding and shall sustain, modify or rescind any official notice or order considered in the hearing. All final orders of the Hearing Officer shall be in writing and a copy of such orders shall be provided to the respondent at no cost.

The findings, decision and order of the Hearing Officer shall be subject to review in the Eighteenth Judicial Circuit Court, sitting in DuPage County, Illinois. The Administrative Review law (735 ILCS 5/3-101 et seq.) and the rules pursuant thereto shall apply to and govern every action for the judicial review of the final findings, decisions and order of a Hearing Officer under this section.

(Ord. OHS-001-13, 11-12-2013)

18-506.10: PENALTY.
Any person who violates this article or who violates any determination or order of the department under this article, shall be guilty of a petty offense and shall be fined a sum not less than one hundred dollars ($100.00) nor more than one thousand dollars ($1,000.00). Each day’s violation constitutes a separate offense.

(Ord. OHS-001-13, 11-12-2013)

18-506.11: LICENSE FEES.
The fees to be charged for the issuance of license(s) shall be in accordance with section 18-106 of this chapter.

(Ord. OHS-001-13, 11-12-2013)

18-506.12: INVALIDITY.
Should any section, clause, or provision of this article be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

(Ord. OHS-001-13, 11-12-2013)

18-506.13: CONFLICTING ORDINANCES.
In any case where a provision of this article is found to be in any conflict with a provision of any zoning, building, safety, or health ordinance or code in force or adopted subsequent to the effective date of this article, the more stringent provision shall prevail.

(Ord. OHS-001-13, 11-12-2013)

18-506.14: EFFECTIVE DATE.
This article shall be in full force and effect from the date of its adoption.

(Ord. OHS-001-13, 11-12-2013)
18-5125: - ADOPTION OF ILLINOIS SWIMMING FACILITY CODE.
18-512.18: - INCORPORATION BY REFERENCE.


(Ord. OHS-001-13, 11-12-2013)
### Other Action Item

17-18-595

<table>
<thead>
<tr>
<th>Request Date: 05/18/2018</th>
<th>Account Code: 5000-1650</th>
</tr>
</thead>
</table>

**Purpose of Trip:** (explain fully the necessity of making the trip)

Administrator will attend the Community Action Partnership Annual Convention. Community Services is the designated Community Action Agency for DuPage County. Conference will provide training on Federal Grants administered by Community Services. CSBG grant funded.

<table>
<thead>
<tr>
<th>Destination: Denver, CO</th>
</tr>
</thead>
</table>

| Date of Departure: 8/28/2018 | Date of Return Arrival: 8/31/2018 |

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

**Please indicate the estimated amount for each applicable expense.**

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$750.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$400.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$656.30</td>
</tr>
<tr>
<td>Rental Car</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous Expenses (parking, mileage, etc.)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>0</td>
</tr>
<tr>
<td>Meals: (Per Diems)</td>
<td>$204.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$2,110.30</strong></td>
</tr>
</tbody>
</table>

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

__________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Request Date: 5/18/2018  
Account Code: 5000-1480

Purpose of Trip: (explain fully the necessity of making the trip)
HMIS Staff to attend the Mediware and Kinnser User Conference Care Forum 2018 for continued training and collaboration on ServicePoint and our HMIS database with our vendor

Destination:  San Antonio, TX

Date of Departure: 9/8/2018  
Date of Return Arrival: 9/13/2018
(Please include a detailed explanation if different from official business dates)

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration:</td>
<td>$350.00</td>
</tr>
<tr>
<td>Transportation:</td>
<td>$520.00</td>
</tr>
<tr>
<td>Lodging:</td>
<td>$750.00</td>
</tr>
<tr>
<td>Rental Car:</td>
<td>0</td>
</tr>
<tr>
<td>Reference Materials:</td>
<td>0</td>
</tr>
<tr>
<td>Meals: (Per Diems)</td>
<td>$139.00</td>
</tr>
<tr>
<td>Total:</td>
<td>$1,759.00</td>
</tr>
</tbody>
</table>

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

__________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: ______________________
PAUL HINDS, COUNTY CLERK
**Other Action Item**

17-18-597

<table>
<thead>
<tr>
<th>Request Date:</th>
<th>5/25/2018</th>
<th>Account Code:</th>
<th>5000-1480</th>
</tr>
</thead>
</table>

**Purpose of Trip:** (explain fully the necessity of making the trip)

HMIS Staff to attend the Mediware and Kinnser User Conference Care Forum 2018 for continued training and collaboration on ServicePoint and our HMIS database with our vendor. Grant funded by Continuum of Care Grant 5000-1480

<table>
<thead>
<tr>
<th>Destination:</th>
<th>San Antonio, TX</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Departure:</th>
<th>9/9/2018</th>
<th>Date of Return Arrival:</th>
<th>9/13/2018</th>
</tr>
</thead>
</table>

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

Conference dates 9/10 to 9/12. Travel dates 9/9 and 9/13

---

**Please indicate the estimated amount for each applicable expense.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration:</td>
<td>$350.00</td>
</tr>
<tr>
<td>Transportation:</td>
<td>$590.00</td>
</tr>
<tr>
<td>Lodging:</td>
<td>$750.00</td>
</tr>
<tr>
<td>Rental Car:</td>
<td>0</td>
</tr>
<tr>
<td>Reference Materials:</td>
<td>0</td>
</tr>
<tr>
<td>Meals: (Per Diems)</td>
<td>$139.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$1,829.00</strong></td>
</tr>
</tbody>
</table>

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: ______________________________________
PAUL HINDS, COUNTY CLERK
Other Action Item

17-18-598

Request Date: 5/23/2018  Account Code: 5000-1400

Purpose of Trip: (explain fully the necessity of making the trip)
To Attend the Weatherization Coordinator training. Weatherization Grant funded 5000-1400

Destination: Champaign, IL

Date of Departure: 6/11/2018  Date of Return Arrival: 6/15/2018
(Please include a detailed explanation if different from official business dates)

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>0</td>
</tr>
<tr>
<td>Transportation</td>
<td>0</td>
</tr>
<tr>
<td>Lodging</td>
<td>$525.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$130.00</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>0</td>
</tr>
<tr>
<td>Meals: (Per Diems)</td>
<td>$230.00</td>
</tr>
<tr>
<td>Total</td>
<td>$885.00</td>
</tr>
</tbody>
</table>

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

_________________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Other Action Item

17-18-599

<table>
<thead>
<tr>
<th>Request Date:</th>
<th>5/29/2018</th>
<th>Account Code:</th>
<th>5000-1400</th>
</tr>
</thead>
</table>

**Purpose of Trip:** (explain fully the necessity of making the trip)

To Attend the Weatherization Coordinator training. Weatherization Grant funded 5000-1400

**Destination:** Champaign, IL

**Date of Departure:** 6/11/2018  
**Date of Return Arrival:** 6/15/2018

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

**Please indicate the estimated amount for each applicable expense.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>0</td>
</tr>
<tr>
<td>Transportation</td>
<td>0</td>
</tr>
<tr>
<td>Lodging</td>
<td>$525.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$170.00</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>0</td>
</tr>
<tr>
<td>Meals (Per Diems)</td>
<td>$230.00</td>
</tr>
<tr>
<td>Total</td>
<td>$925.00</td>
</tr>
</tbody>
</table>

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

___________________________________________  
DANIEL J. CRONIN, CHAIRMAN  
DUPAGE COUNTY BOARD

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

Purchase Order #: 2995-0001 SERV  
Original Purchase Order Date: Dec 1, 2017  
Change Order #: 1  
Department: Community Services/Psychological Services

Vendor Name: Family Shelter Services  
Vendor #: 10111  
Dept Contact: Karen Gracyzk

Background and/or Reason for Change Order Request:  
Current contract date - 12/1/2017 - 11/30/2018  
Effective 4/2/2018, Psychological Services is now operating under the DuPage County Health Department and not Community Services. The vendor will need a new contract under the Health Department.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

<table>
<thead>
<tr>
<th>INCREASE/DECREASE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Increase</td>
</tr>
<tr>
<td></td>
<td>($45,000.00)</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>-75.00%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>-75.00%</td>
</tr>
</tbody>
</table>

DEcision memo not required

☐ Cancel entire order  
☐ Close Contract  
☐ Contract Extension (29 days)  
☐ Consent Only

☐ Change budget code from:  
☐ Increase/Decrease quantity from:  
☐ Price shows:  
☐ Decrease remaining encumbrance and close contract  
☐ Increase encumbrance and close contract  
☐ Decrease encumbrance  
☐ Increase encumbrance

DEcision memo required

☐ Increase (greater than 29 days)/Decrease contract expiration from:  
☐ Increase equal to or greater than $2,500.00, or equal to or greater than 10%, of current contract amount  
☐ OTHER - explain below:

<table>
<thead>
<tr>
<th>KSG</th>
<th>6543</th>
<th>Phone Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By (Initials)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Ext</td>
<td>Date</td>
<td>Recommended for Approval (Initials)</td>
</tr>
<tr>
<td>May 7, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REVIEWED BY (Initials Only)

Action

Date  

Buyer  

Date  

Procurement Officer  

Date  

Chief Financial Officer  

Date  

Chairman’s Office  

Date  

Decision Memos Over $25,000

Date  

Decision Memos Over $25,000

Date  

Consent Agenda  

Jun 12, 2018  

Packet Pg. 136
**Request for Change Order**

**Procurement Services Division**

Attach copies of all prior Change Orders

**Purchase Order #:** 3020-0001 Serv  
**Original Purchase Order Date:** Dec 1, 2017  
**Change Order #:** 1  
**Department:** Community Services/ Psychological Services  
**Vendor Name:** Redwood Toxicology Laboratory  
**Vendor #:** 11539  
**Dept Contact:** Karen Graczyk  
**Background and/or Reason for Change Order Request:**

- Current contract date - 12/1/2017-11/30/2018  
- Effective 4/2/2018, Psychological Services is operating under the DuPage County Health Department and not Community Services. Vendor will need a new contract under the Health Department. **DECREASE & CLOSE**

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

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

### INCREASE/DECREASE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$13,000.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$13,000.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>Decrease $(11,081.75)</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$1,918.25</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>-85.24%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>-85.24%</td>
</tr>
</tbody>
</table>

### DECISION MEMO NOT REQUIRED

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

### DECISION MEMO REQUIRED

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

---

**Prepared By (Initials):** 6543  
**Phone Ext:** 5/21/18  
**Recommended for Approval (Initials):** 6/7/18  
**Phone Ext:** 5/21/18  
**Date:**

**Reviewed By (Initials Only):**

**Buyer:** 5/11/18  
**Procurement Officer:** 5-11-18

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

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**CONSENT AGENDA**

**JUN 12 2018**

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