1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES
   A. Public Works Committee - Regular Meeting - Tuesday August 7th, 2018

5. BUDGET TRANSFERS
   A. Budget Transfers -- Facilities Management - $30,412 - Transfer is needed for replacement audience seating for courtrooms 4004 and 4012 at the HJH Judicial Office Facility
   B. Budget Transfers -- Budget Transfer - Public Works - $24,000.00 - transfer is needed for Woodridge Greene Valley overhead door, generator (CoGen Engine), and Knollwood phone system upgrade

6. CONSENT ITEMS
   A. Consent Item -- Knight E/A Inc - Contract Close

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

8. JOINT PURCHASING AGREEMENT
   A. FM-P-0230-18 Recommendation for the approval of a contract purchase order to e.Norman Security Systems, Inc., for the card access system update for the Jail, for Facilities Management, for the period through November 30, 2018, for a total contract amount not to exceed $41,544.12. Contract pursuant to the Governmental Joint Purchasing Act - GSA Contract: GS-07F-0450K
B. FM-P-0231-18 Recommendation for the approval of a contract purchase order to Krueger International, Inc.(KI), to furnish and deliver replacement audience seating for courtrooms 4004 and 4012, for the HJH Judicial Office Facility, for Facilities Management, for the period through November 30, 2018, for a total contract amount not to exceed $36,798.00. Contract pursuant to the Intergovernmental Cooperation Act - Sourcewell (formerly NJPA) NJPA Contract #031715-KII

9. LOW QUOTE

A. 2018-201 Recommendation for the approval of a contract purchase order to Xylem Water Solutions, for the purchase of a submersible mechanical jet aerator, for Public Works, for a total contract amount not to exceed $20,361.00, per low quote Q18-173-GV

10. BID AWARD

A. PW-P-0232-18 Recommendation for the approval of a contract purchase order to Amston Supply, Inc., for the purchase of a tank trailer for waste and sludge transport at the Knollwood and Woodridge Greene Valley Treatment Facilities, for a total contract amount not to exceed $75,969.00, per lowest responsible bid #18-113-LG

11. ACTION ITEMS

A. FM-P-0228-18 Recommendation for the approval of contract purchase order to Wheaton Sanitary District, for sanitary sewer utility services, for the County campus, for Facilities Management, for the period October 1, 2018 through September 30, 2019, for a total contract not to exceed $464,000.00 (Facilities Management portion is $355,000.00 and the DuPage Care Center's portion is $109,000.00)

B. FM-P-0229-18 Recommendation for the approval of a contract purchase order to the City of Wheaton, for water utility services for the County campus, for Facilities Management, for the period October 1, 2018 through September 30, 2019, for a total contract amount not to exceed $657,000. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) Not suitable for competitive bids – Public Utility (Facilities Management portion is $530,000 and the DuPage Care Center’s portion is $127,000)

C. 2018-202 Recommendation for the approval of a contract purchase order to the Village of Winfield, for sanitary sewer utility services for Building #2, Standby Power Facility and the Children’s Advocacy Neutral Exchange Center, for Facilities Management, for the period October 1, 2018 through September 30, 2019, for a total contract amount not to exceed $12,000.00. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) Not suitable for competitive bids – Public Utility

12. DISCUSSION

A. Family Shelter Service - 3K Walk Event

13. OLD BUSINESS

14. NEW BUSINESS
15. ADJOURNMENT
1. CALL TO ORDER

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

2. ROLL CALL

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

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

A. Public Works Committee - Re-Scheduled - Jul 10, 2018 9:15 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Gary Grasso, District 3
SECONDER: Sean T Noonan, Vice Chair
AYES: Gavanes, Grasso, Healy, Larsen, Noonan
ABSENT: Grant

5. BUDGET TRANSFERS

The motion was to combine and approve the Budget Transfers as presented.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gary Grasso, District 3
SECONDER: Sean T Noonan, Vice Chair
AYES: Gavanes, Grasso, Healy, Larsen, Noonan
ABSENT: Grant

A. Budget Transfers -- Budget Transfer - Public Works - $1,150,000.00 - transfer is needed for Biological Nutrient Removal (BNR) project. Original budget assumed that a portion of spend would have happened in FY17. All spend on this project will occur in FY18.
B. Budget Transfers -- Budget Transfer - Public Works - $259,500.00 - transfer is needed for refunds and forfeitures; 75k refund issued to customer in June 2018. Transfer needed for fuel and lubricants; higher level of unleaded and diesel fuel usage at Knollwood and Woodridge. Transfer needed to cover meter reads, higher natural gas costs, and sewer operating supply purchases.

C. Budget Transfers -- Budget Transfer - Drainage - $1,100.00 - Transfer is needed for wireless and wired communications; additional budget is needed for renewed contracts. Additional budget needed for Drainage operating supply purchase.

6. CLAIMS REPORT

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

The motion was to combine and approve the Claims Report as presented.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Sean T Noonan, Vice Chair</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Robert L Larsen, District 6</td>
</tr>
<tr>
<td>AYES:</td>
<td>Gavanes, Grasso, Healy, Larsen, Noonan</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Grant</td>
</tr>
</tbody>
</table>

7. JOINT PURCHASING AGREEMENT

A. Recommendation for the approval of a contract purchase order to Currie Motors Frankfort, Inc., for the purchase of two (2) 2018 Ford Escapes for Public Works, for a contract total amount not to exceed $38,784.00. Contract let pursuant to the Governmental Joint Purchasing Act, per Suburban Purchasing Cooperative Contract #165, pricing in compliance with 30 ILCS 525/2 “Government Joint Purchasing Act”.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Sean T Noonan, Vice Chair</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Robert L Larsen, District 6</td>
</tr>
<tr>
<td>AYES:</td>
<td>Gavanes, Grasso, Healy, Larsen, Noonan</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Grant</td>
</tr>
</tbody>
</table>

8. LOW QUOTE

The motion was to combine and approve the Low Quotes as presented.
RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Gavanes, Grasso, Healy, Larsen, Noonan
ABSENT: Grant

A. Recommendation for the approval of a contract purchase order to Stenstrom Petroleum Service Group, for underground storage tank regulation compliance, for Facilities Management, for the period through October 1, 2018, for a total contract amount not to exceed $11,975, per low quote #18-157-GV

B. 2018-184 Recommendation for the approval of a contract purchase order to Midland Scientific, Inc., for the purchase of a refrigerated incubator for the Woodridge Greene Valley Treatment Facility Laboratory, for Public Works, for a contract total amount not to exceed $5,114.80, per low quote Q-18-162-GV

C. 2018-185 Recommendation for the approval of a contract purchase order to Norwalk Tank Company, for the purchase of manhole frames and locking lids at the Woodridge Greene Valley Treatment Facility, for Public Works, for a contract total amount not to exceed $10,096.50, per low quote Q18-149-GV

D. 2018-186 Recommendation for the approval of a contract purchase order to HML, to provide analysis of biosolids per IEPA regulations for the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities, for Public Works, for the period September 1, 2018 through August 31, 2019, for a contract total amount not to exceed $7,680.00, per low quote Q18-168-GV

9. SOLE SOURCE
The motion was to combine and approve the Sole Source as presented.

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

A. 2018-187 Recommendation for the approval of a contract purchase order to Daugherty Sales, Inc., to furnish and deliver two (2) Weil submersible pumps for Facilities Management, for a total contract amount not to exceed $16,490.00, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - sole authorized provider for our area of items compatible with existing equipment

B. Recommendation for the approval of a contract purchase order to Parkson Corporation, for the rehabilitation of the Aqua Guard bar/filter screen at the Knollwood Wastewater Treatment Facility, for a contract total amount not to exceed $319,908.00, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - Sole Source (rehab of bar/filter screen)
10. BID AWARD

A. FM-P-0215-18 Recommendation for the approval of a contract purchase order to Fox Valley Fire & Safety Co., for preventative maintenance, testing and repair of the Non-Edwards System Technology Fire Alarm and Life Safety Systems for County facilities, for the period August 28, 2018 through August 27, 2019, for a total contract amount not to exceed $161,170.00, per lowest responsible bid #18-153-GV. (Facilities Management portion is $148,200.00, Animal Services portion is $3,570.00, Division of Transportation portion is $2,400.00, and Public Works portion is $7,000.00)

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

11. BID RENEWAL

The motion was to combine and approve the Bid Renewals as presented.

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

A. FM-P-0216-18 Recommendation for the approval of a contract purchase order to Warehouse Direct, Inc., for maintenance, repair, repair parts for janitorial cleaning equipment and Host cleaning products, for Facilities Management, for the period August 24, 2018 through August 23, 2019, for a total contract amount not to exceed $25,000.00, per renewal option under bid award #16-157-BF, first option to renew

B. FM-P-0217-18 Recommendation for the approval of a contract purchase order to Advent Systems, Inc., for security system maintenance and repair services, as needed, for the Jail, Judicial Office Facility and Work Release, for Facilities Management, for the period September 14, 2018 through September 13, 2019, for a total contract amount not to exceed $33,042.00, per renewal option under bid award #16-159-BF, second option to renew

C. 2018-188 Recommendation for the approval of a contract purchase order to YOUNA Mechanical, Inc., d/b/a The YMI Group, Inc., to provide time and material for HVAC and refrigeration services, as needed, for the County facilities, for Facilities Management, for the period September 13, 2018 through September 12, 2019, for a total contract amount not to exceed $24,500.00, per renewal option under bid award #17-120-BF, first option to renew
12. OLD BUSINESS

13. NEW BUSINESS
Deputy Director Harbaugh addressed the Committee regarding the upcoming purchase of audience seating for 2 courtrooms. Installation will be completed in-house.

14. ADJOURNMENT
There being no further business, the meeting was adjourned at 9:24 AM.
DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective September 21, 2016

From: 1000  
Company #

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<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
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<td>EQUIPMENT AND MACHINERY</td>
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<td>172,581.17</td>
<td>147,169.17</td>
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Total $30,412.00

To: 1000  
Company #

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<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
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Total $30,412.00

Reason for Request:  
To cover the cost of courtroom audience seating for courtrooms 4004 & 4012.

Department Head: [Signature]  
Date: 8-7-18

Chief Financial Officer: [Signature]  
Date: 8-7-18

Finance Department Use Only

Fiscal Year 2018  
Budget Journal #  
Acctg Period

Entered By/Date __________  
Released By/Date __________  
Posted By/Date __________
**DuPage County, Illinois**

**BUDGET ADJUSTMENT**

**Effective June 29, 2018**

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<th>From</th>
<th>Company #</th>
<th>Public Works</th>
<th>Company/Accounting Unit Name</th>
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</thead>
</table>

**Accounting Unit** | **Account** | **Title** | **Amount** | Prior to Transfer | After Transfer | Available Balance | Date of Balance |
| 2555 | 53628 | CONTINGENCIES | $24,000.00 | 305,000 | 181,000 | 8/13/18 |

**Finance Dept Use Only**

<table>
<thead>
<tr>
<th>Available Balance</th>
<th>Date of Balance</th>
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<tbody>
<tr>
<td>8/13/18</td>
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**Total** | $24,000.00 |

<table>
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<th>To</th>
<th>Company #</th>
<th>Public Works</th>
<th>Company/Accounting Unit Name</th>
</tr>
</thead>
</table>

**Accounting Unit** | **Account** | **Title** | **Amount** | Prior to Transfer | After Transfer | Available Balance | Date of Balance |
| 2555 | 53300 | REPAIR & MTCE FACILITIES | $24,000.00 | 27,628.48 | 51,628.48 | 8/13/18 |

**Finance Dept Use Only**

<table>
<thead>
<tr>
<th>Available Balance</th>
<th>Date of Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/13/18</td>
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</tbody>
</table>

**Total** | $24,000.00 |

**Reason for Request:**
Transfer needed to Repair & MTCE Facilities for WGV plant overosed doors, WGV plant generator (Cogen Engine), Knollwood phone system upgrade.

**Signature:**

**Date:** 8/13/18

---

**Finance Department Use Only**

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<tr>
<th>Fiscal Year</th>
<th>Budget Journal #</th>
<th>Acctg Period</th>
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<tbody>
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Entered By/Date | Released By/Date | Posted By/Date |
<table>
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</tbody>
</table>

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**Remarks:**

**PO: 8/21**

**FIN 8/28**

**CLB 8/28**

---

**Attachment:** BT1 (17-18-827 : Budget Transfer - PW)
# Request for Change Order

**Procurement Services Division**

Attach copies of all prior Change Orders

---

**Purchase Order #:** 2226-1 SERV  
**Original Purchase Order Date:** Nov 23, 2016  
**Change Order #:** 4

**Department:** Facilities Management  
**Vendor Name:** Knight E/A Inc.  
**Vendor #:** 11046  
**Dept Contact:** Katie Boffa

**Background and/or Reason for Change Order Request:**
Change order to decrease line 1 $23,000.00, line 2 $112,441.00, line 3 $25,480.00, line 5 $12,370.00 and close contract.

---

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

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

### INCREASE/DECREASE

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Starting contract value</td>
<td>$231,000.00</td>
</tr>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td>$0.00</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$231,000.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>Decrease $(173,291.00)</td>
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<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$57,709.00</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>-75.02%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B + D/A); (60% maximum on construction contracts)</td>
<td>-75.02%</td>
</tr>
</tbody>
</table>

### DECISION MEMO NOT REQUIRED

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

- [ ] Change budget code from:   
- [ ] to:   
- [ ] Price shows:   
- [x] Decrease remaining encumbrance and close contract

### DECISION MEMO REQUIRED

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

**OTHER - explain below:**

---

**KB: 5695**  
**Aug 8, 2018**  
**Prepared By (Initials):**  
**Phone Ext:**  
**Date:**  
**Recommended for Approval (Initials):**  
**Phone Ext:**  
**Date:**

**REVIEWED BY (Initials Only):**

**Buyer:**  
**Date:**  
**Procurement Officer:**  
**Date:**

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

---

**CONSENT AGENDA**

**AUG 28 2018**

**Packet Pg. 11**
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<thead>
<tr>
<th>Pay Vendor Name</th>
<th>Description</th>
<th>Check Date</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>ANDERSON PEST SOLUTIONS</td>
<td>Preventive services</td>
<td>8/3/2018</td>
<td>$141.99</td>
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<tr>
<td>ARMADILLO AUTOMATION INC</td>
<td>Evaluation/repair high pressure sensor</td>
<td>8/3/2018</td>
<td>$553.76</td>
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<tr>
<td>FAWCETT, JOHN</td>
<td>Refund overpayment</td>
<td>8/3/2018</td>
<td>$653.45</td>
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<tr>
<td>MCMASTER-CARR</td>
<td>PVC pipe nipple for water</td>
<td>8/3/2018</td>
<td>$21.95</td>
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<tr>
<td>NATIONAL SEED</td>
<td>Seed, starter</td>
<td>8/3/2018</td>
<td>$266.00</td>
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<tr>
<td>UNITED STATES POSTAL</td>
<td>Replenish permit #110</td>
<td>8/3/2018</td>
<td>$27,000.00</td>
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<tr>
<td>USA BLUEBOOK</td>
<td>Industrial stethoscope</td>
<td>8/3/2018</td>
<td>$103.65</td>
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<td>VILLAGE OF DOWNERS GROVE</td>
<td>Meter reads</td>
<td>8/3/2018</td>
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<td>ADVANCE AUTO PARTS</td>
<td>Brake pads</td>
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<td>AUTOZONE INC</td>
<td>Oil, air &amp; fuel filter</td>
<td>8/7/2018</td>
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<td>COMCAST CABLE</td>
<td>Internet</td>
<td>8/7/2018</td>
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<td>Required testing for NPDES</td>
<td>8/7/2018</td>
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<td>FOSTER'S TRUCK REPAIR</td>
<td>Safety lane inspections</td>
<td>8/7/2018</td>
<td>$104.50</td>
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<td>FOX VALLEY OPERATORS</td>
<td>Membership dues</td>
<td>8/7/2018</td>
<td>$170.00</td>
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<td>G W BERKHEIMER CO INC</td>
<td>Filter dryer</td>
<td>8/7/2018</td>
<td>$85.44</td>
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<td>GRAINGER INC</td>
<td>Tank/kettle brushes</td>
<td>8/7/2018</td>
<td>$485.10</td>
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<tr>
<td>HAWK FORD</td>
<td>Filters</td>
<td>8/7/2018</td>
<td>$37.07</td>
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<td>K-FIVE HODGKINS LLC</td>
<td>Asphalt repairs</td>
<td>8/7/2018</td>
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<td>Safety shoes</td>
<td>8/7/2018</td>
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<td>RUSSO POWER EQUIPMENT</td>
<td>Hedge trimmer, bedding fork, leaf rake</td>
<td>8/7/2018</td>
<td>$664.93</td>
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<td>VWR INTERNATIONAL LLC</td>
<td>Filter papers</td>
<td>8/7/2018</td>
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<td>A T &amp; T</td>
<td>Phone Service</td>
<td>8/10/2018</td>
<td>$382.61</td>
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<td>BRANECKI, PATRICK</td>
<td>Reimburse gas</td>
<td>8/10/2018</td>
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<td>CAROLLO ENGINEERS INC</td>
<td>Master Plan -Engineering</td>
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<td>CIRCLE TRACTOR</td>
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<td>FASTENAL COMPANY</td>
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<td>GRAINGER INC</td>
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<td>NAPO Steel INC</td>
<td>Rectangular tubing</td>
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<td>NCL OF WISCONSIN INC</td>
<td>Reagents and supplies</td>
<td>8/10/2018</td>
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<tr>
<td>OLIN CORPORATION</td>
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<td>VERIZON WIRELESS</td>
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<td>BELL FUELS INC</td>
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<td>COM ED</td>
<td>Electric Service</td>
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<td>FEDEX</td>
<td>Shipping</td>
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<td>FOX VALLEY FIRE &amp; SAFETY</td>
<td>Inspection fire sprinkler</td>
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<td>FSS TECHNOLOGIES LLC</td>
<td>Central station monitoring/radio</td>
<td>8/14/2018</td>
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<td>GRAHAM, JAMIE</td>
<td>Refund overpayment</td>
<td>8/14/2018</td>
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<td>GREEN MACHINE TOWING</td>
<td>Tow</td>
<td>8/14/2018</td>
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<tr>
<td>HEADSETS DIRECT INC</td>
<td>Headset for phone</td>
<td>8/14/2018</td>
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<td>K-FIVE HODGKINS LLC</td>
<td>Asphalt repairs</td>
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<td>M T TRASH CANS CLEANING INC</td>
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<td>8/14/2018</td>
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<tr>
<td>NORTHERN SAFETY CO INC</td>
<td>Hard hats, rain gear, safety vest</td>
<td>8/14/2018</td>
<td>$455.21</td>
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<td>OFFICE DEPOT</td>
<td>Office supplies</td>
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<td>PACKER WEBB FORD</td>
<td>Keys</td>
<td>8/14/2018</td>
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<td>REDWING BUSINESS ADVANTAGE</td>
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<td>STANDARD EQUIPMENT COMPANY</td>
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<td>SUPPLY WORKS</td>
<td>Glass cleaner, garbage bags</td>
<td>8/14/2018</td>
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<td>UNIVAR USA INC</td>
<td>Sodium bisulfite</td>
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<td>VILLAGE OF LISLE</td>
<td>Water shut offs</td>
<td>8/14/2018</td>
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<td>WINZER</td>
<td>Vacate weed killer</td>
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<td>ZIEBELL WATER SVC PRODUCTS INC</td>
<td>6&quot; MI cap</td>
<td>8/14/2018</td>
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<td><strong>Total</strong></td>
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<td><strong>$92,072.13</strong></td>
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### Drainage

**SCHEDULE OF CLAIMS**  
August 21, 2018

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>SERVICE</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>Golfview Hills Homes Assoc</td>
<td>Cost Share Repair Storm Sewer</td>
<td>$10,500.00</td>
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**Total**  
$10,500.00
## Schedule of Purchases Under $5,000

### August 21, 2018

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>FUND</th>
<th>DEPT</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>13383 Tho Morton Arboretum</td>
<td>Instruction and schooling</td>
<td>1000</td>
<td>1100</td>
<td>63610</td>
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<td>13384 Hix Bros. Music</td>
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<td>1000</td>
<td>1100</td>
<td>52200</td>
<td>$594.00</td>
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<td>13385 Dreisilker</td>
<td>Small value mach/equip</td>
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<td>1100</td>
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<td>13386 Goding Electric Company</td>
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<td>13387 Sterstrom Petroleum Services Group</td>
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<td>13388 Sound Inc.</td>
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<td>13389 Votor Accessories</td>
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<td>13390 Batteries Plus</td>
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<td>13393 Coker Service, Inc.</td>
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<td>13394 Gill &amp; Gill Engineering</td>
<td>Repair/replacement parts</td>
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<td>13395 Office Depot</td>
<td>Office supplies</td>
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<td>13396 McMaster-Carr</td>
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<td>13397 CDW-G</td>
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<td>CONTRACT #</td>
<td>VENDOR</td>
<td>DESCRIPTION</td>
<td>Start</td>
<td>End</td>
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<td>-----------</td>
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<tr>
<td>2809-0001</td>
<td>A&amp;F Grease Trappers, Inc.</td>
<td>Sanitary, grease trap and storm basin pumping, jetting and cleaning</td>
<td>01/11/18</td>
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<tr>
<td>3183-0001</td>
<td>ABB Post 80</td>
<td>Rental of Satellite traffic court</td>
<td>08/05/18</td>
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<td>2671-0001</td>
<td>Advent Systems, Inc.</td>
<td>Service call</td>
<td>09/14/17</td>
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<td>3105-0001</td>
<td>Anderson Lock Company</td>
<td>Maintenance supplies</td>
<td>04/15/18</td>
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<td>2596-0001</td>
<td>Applied Industrial Technologies</td>
<td>Replacement parts</td>
<td>08/01/17</td>
<td>07/31/19</td>
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<td>2526-0001</td>
<td>B+A Engineers, Ltd. dba CCJM</td>
<td>Professional Mechanical &amp; Electrical Engineering Services</td>
<td>06/27/18</td>
<td>06/29/18</td>
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<td>2734-0001</td>
<td>CDM Smith, Inc.</td>
<td>Building Improvements</td>
<td>06/03/18</td>
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<tr>
<td>2738-0001</td>
<td>City of Wheaton</td>
<td>Water utility service</td>
<td>06/08/19</td>
<td>07/07/19</td>
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<tr>
<td>3255-0001</td>
<td>City of Wheaton</td>
<td>Quarterly alarm monitoring</td>
<td>07/01/18</td>
<td>09/30/18</td>
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<tr>
<td>2738-0001</td>
<td>ComEd</td>
<td>Electric utility services</td>
<td>07/13/18</td>
<td>07/13/18</td>
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<td>ComEd</td>
<td>Electric utility services</td>
<td>06/11/18</td>
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<tr>
<td>2830-0001</td>
<td>Commercial Electronic Systems, Inc.</td>
<td>Quarterly fire alarm testing</td>
<td>06/22/18</td>
<td>06/30/18</td>
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<td>3085-0001</td>
<td>Compro Companies, Inc.</td>
<td>Equipment &amp; machinery</td>
<td>02/01/18</td>
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<td>2739-0001</td>
<td>Evokeia Water Technologies LLC</td>
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<td>10/17/17</td>
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<td>3274-0001</td>
<td>Fastenal Company</td>
<td>Hardware supplies</td>
<td>07/01/18</td>
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<td>2673-0001</td>
<td>Fox Valley Fire &amp; Safety</td>
<td>Alarm monitoring &amp; testing and Building Improvements</td>
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<td>2981-0001</td>
<td>Grainger</td>
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<td>12/31/18</td>
<td>11/01/18</td>
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<td>3104-0001</td>
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<td>3049-0001</td>
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<td>Kons, Inc.</td>
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<td>3163-0001</td>
<td>Lee's Food Service Parts &amp; Repairs</td>
<td>Repair and maintenance equipment</td>
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<td>3228-0001</td>
<td>MP2 Energy</td>
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<td>08/16/18</td>
<td>08/17/18</td>
<td>1000</td>
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<td>2734-0001</td>
<td>Nicec</td>
<td>Natural Gas utility services</td>
<td>09/16/18</td>
<td>09/12/18</td>
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<td>Building Improvements</td>
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<td>3069-0001</td>
<td>The Sherwin-Williams Company</td>
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<td>04/15/19</td>
<td>04/11/19</td>
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<td>2761-0001</td>
<td>Tri-Um Filters Corporation</td>
<td>Maintenance supplies</td>
<td>09/27/17</td>
<td>09/26/18</td>
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<tr>
<td>2728-0001</td>
<td>Village of Winfield</td>
<td>Sanitary sewer utility services</td>
<td>08/12/18</td>
<td>07/12/18</td>
<td>1000</td>
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</table>
AWARDING RESOLUTION
ISSUED TO e.NORMAN SECURITY SYSTEMS, INC.
FOR THE CARD ACCESS SYSTEM UPDATE FOR THE JAIL
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED $41,544.12)

WHEREAS, pursuant to an Intergovernmental Agreement between the County of DuPage and Government Services Administration (GSA) Contract #GS-07F-0450K, the County of DuPage will contract with e.Norman Security Systems, Inc.; and

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract purchase order to e.Norman Security Systems, Inc., for the card access system update for the Jail, for the period through November 30, 2018, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for the card access system update for the Jail, for the period through November 30, 2018, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, e.Norman Security Systems, Inc., 1075 Shore Road, Naperville, IL 60563, for a total contract amount not to exceed $41,544.12.

Enacted and approved this 28th day of August, 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 TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
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</thead>
<tbody>
<tr>
<td>August 9, 2018</td>
<td>THROUGH NOVEMBER 30, 2018</td>
<td>$41,544.12</td>
<td>FACILITIES MANAGEMENT</td>
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</table>

SOLICITATION METHOD FOR SOURCE SELECTION

Decision Memo Required  Per Cooperative Agreement

- Laura Grobe  Completed  08/09/2018 4:20 PM
- Tim Harbaugh  Completed  08/09/2018 4:25 PM
- Nick Kottmeyer  Completed  08/13/2018 9:21 AM
- Kathy Ostrowski  Completed  08/13/2018 9:30 AM
- James McGuire  Completed  08/14/2018 4:02 PM
- Paul Rafac  Completed  08/15/2018 5:23 PM
- Tom Cuculich  Completed  08/16/2018 9:07 AM
- Kathy Ostrowski  Completed  08/16/2018 11:10 AM
- Public Works Committee  Pending  08/21/2018 9:15 AM
- Finance Committee  Pending  08/28/2018 8:00 AM
- County Board  Pending  08/28/2018 10:00 AM
Vendor #: 12255  
Dept: Facilities Management  
Contact: Tim Harbaugh  
Phone: 630-407-5700

Description of Procurement/ Scope of Work/ Background: Recommendation for the approval of a contract purchase order for the card access system update at the Jail, for Facilities Management, for a total contract amount not to exceed $41,544.12. Contract pursuant to the Governmental Joint Purchasing Act – GSA Contract: GS-07F-0450K. Job#1803229

Reason for Procurement: Replacement of current card reader system to replace system which is no longer supported by manufacturer.

FUNDING SOURCE
☐ Procurement budgeted for (FY and budget code(s)): 6000-1220-54110
☐ 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 ILLCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility
☐ PER 55 ILLCS 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)
☐ Under Government Joint Purchasing Act (30ILCS525) select one below
  GSA Government Services Administration # GS-07F-0450K
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ___________________ (Include Evaluation Summary if applicable)
☐ RENEWAL OF RFP # ____________________
☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILLCS 510/2 (Architects, Engineers and Land Surveyors)
☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
☐ OTHER THAN LOWEST RESPONSIBLE, BID # ________________

PREPARED BY AND APPROVAL(S) (Initials Only)
MV  
Prepared By Aug 8, 2018 
Recommended for Approval Date 6/18/18

REVIEWED BY (Initials Only)
JW  
Date 9/13/18
Procurement Officer Date 8-14-18

Chief Financial Officer
(Decision Memos Over $25,000)
Date 8-15-18
Chairman's Office
(Decision Memos Over $25,000)
Date 8-15-18
Decision Memo
Procurement Services Division
This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

Requesting Department: Facilities Management
Department Contact: Mark Thomas
Contact Email: mark.thomas@dupageco.org
Contact Phone: 630-407-8280
Vendor Name: e.Norman Security Systems, Inc.
Vendor #: 12255

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

Recommendation for the approval of a contract purchase order to e.Norman Security Systems, Inc., for the card access system update at the Jail, for Facilities Management, for the period through November 30, 2018, for a total contract amount not to exceed $41,544.12. Contract pursuant to the Governmental Joint Purchasing Act – GSA Contract: GS-07F-0450K

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

The current card reader system is no longer supported by the manufacturer. The new card reader system upgrade will replace the existing system and allow for service, upgrades and additional support.

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

Quality of Life

The card reader system update is necessary to allow for secure access control, access recording and access management.

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

The GSA Schedule is a $45 billion government contract. Businesses, non-profit organizations, and educational institutions can obtain a GSA Schedule Contract to sell products and services to government customers. GSA Schedule Contracts streamline the government sales process because they have pre-established pricing, terms, and conditions that government buyers can use to purchase from a company. While GSA Schedule Contracts are primarily used to sell to federal agencies, in certain circumstances they can also be used to sell to state and local government.

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

1) Upgrade the current card reader access system to allow for continued operation. The upgrade option selected allows a cost effective solution that enables reuse of most of the existing hardware and all of the existing information.

2) Leaving current system in place will allow for risk of failure of hardware and software systems, upon which a new system would need to be obtained in an emergency manner. This does not allow for a controlled transition and would severely inhibit controlled access.

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

Monies have been budgeted for this project in the 2018 Capital Budget line 6000-1220-54110.
**Purchase Requisition**  
**Procurement Services Division**

<table>
<thead>
<tr>
<th>Send Purchase Order To:</th>
<th>Send Invoices To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor #: 12255</td>
<td></td>
</tr>
<tr>
<td>Attn: Janusz Sochacki</td>
<td>Attn: Tim Harbaugh</td>
</tr>
<tr>
<td>Email: <a href="mailto:jsochacki@enormansecurity.com">jsochacki@enormansecurity.com</a></td>
<td>Email: <a href="mailto:mary.ventrella@dupageco.org">mary.ventrella@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 1075 Shore Road</td>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Naperville</td>
<td>Room: 2-700</td>
</tr>
<tr>
<td>State: IL</td>
<td>Zip: 60563</td>
</tr>
<tr>
<td>Zip: 60563</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-364-3602</td>
<td>Phone: 630-407-5700</td>
</tr>
<tr>
<td></td>
<td>Fax: 630-4007-5701</td>
</tr>
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</table>

<table>
<thead>
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<th>Send Payments To:</th>
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</thead>
<tbody>
<tr>
<td>Vendor #: 12255</td>
<td></td>
</tr>
<tr>
<td>Attn:</td>
<td>Attn: Mark Thomas</td>
</tr>
<tr>
<td>Email:</td>
<td>Email: <a href="mailto:mark.thomas@dupageco.org">mark.thomas@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 1075 Shore Road</td>
<td>Address: 501 N. County Farm Road</td>
</tr>
<tr>
<td>City: Naperville</td>
<td>Room:</td>
</tr>
<tr>
<td>State: IL</td>
<td>Zip: 60563</td>
</tr>
<tr>
<td>Zip: 60563</td>
<td></td>
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<tr>
<td>Phone:</td>
<td>Phone:</td>
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<td>Fax:</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER 50 ILCS 505/1</td>
<td>Destination</td>
<td>Use for PO25 only</td>
<td>Mary Ventrella</td>
</tr>
</tbody>
</table>

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

Provide card access system update at the Jail, for Facilities Management.

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

Job #1803229  
Public Works Committee: 08/21/18  County Board: 08/28/18

<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>
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<tbody>
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<td>LO</td>
<td></td>
<td>Equipment &amp; Machinery - FM</td>
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<td>1220</td>
<td>54110</td>
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<td></td>
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</tr>
</tbody>
</table>

**Requisition Total:** $ 41,544

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

Provide card access system update at the Jail, for Facilities Management.
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: Jul 11, 2018

Bid/Contract/PO #: 

<table>
<thead>
<tr>
<th>Company Name: e.Norman Security Systems, Inc.</th>
<th>Company Contact: Paul Gulczynski, President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 630-364-360</td>
<td>Contact Email: <a href="mailto:pgulczynski@enormansecurity.com">pgulczynski@enormansecurity.com</a></td>
</tr>
</tbody>
</table>

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

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess 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 contractor bid and shall update such disclosure with any changes that may occur.

**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>

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

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

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

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

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

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

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

Authorized Signature: [Redacted]

Printed Name: Paul Gulczynski

Title: President

Date: July 11, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page ________ of _________ (total number of pages)
August 6, 2018

Mark Thomas
DuPage County Sheriff’s Office
501 N. County Farm Road
Wheaton, IL 60187

Mobile: (630) 816-2979
Phone: (630) 407-2424
Mark.Thomas@dupageco.org

Proposal: JS16072001-4
Project: Card Access System
Subject: Quote to Upgrade FCWnx to OnGuard

We are pleased to submit this revised proposal (Rev. 4) for your consideration. e.Norman Security Systems (eNSS) shall provide necessary material and labor for above project as described below.

In this revision (Rev. 4), I incorporated following changes:
- Added option for SQL Server 2016 Standard software license as new line item 4

Please note that current and active Software Support Agreement (SAA) for FCWnx software and software upgrade to the latest available version (Rev. 7.2 sp4) are prerequisite to migration from FCWnx to OnGuard. See line item 1 below for cost of renewing of SSA and upgrading FCWnx. Cost of SSA renewal and software upgrade are based on GSA Contract: GS-07F-0450K, which may facilitate single sourcing. e.Norman Security Systems, Inc. is authorized and certified GSA Service Provider under such contract. Federal Government has issued GSA Cooperative Purchasing Initiative that allows local and state municipalities to take advantage of GSA pricing. Please reference GSA Contract: GS-07F-0450K when ordering.

Once FCWnx software is upgraded to the latest version and SSA is current and active, we will perform migration to OnGuard. Migration consists of software and database migration as well as replacing of existing reader controller boards. In order to minimize downtime, we will perform FCWnx to OnGuard upgrade in following phases:
- Install new OnGuard software on server provided by DuPage County Sheriff’s Office - 2 days
- Convert cardholders database and system configuration - 1 day
- Provide operator training - 2 days
- Allow for end-user experimentation - length to be determined (time is not limited)
- Convert cardholder database one more time so that OnGuard cardholders database is up to date - 1 day
- Swap controller boards with OnGuard compatible modules and test - 2 days

When replacing controller boards, will do so one controller at a time. We expect downtime to be about 3-5 minutes per controller.
1. Renew Software Support Agreement (SSA) for FCWnx Software and Upgrade to Latest Version ........................................... $ 5,852.97
   a. Cost Breakdown:
      Software upgrade and SSA renewal ................................................................. $ 4,612.97
      Professional services, programming, checkout, testing [GSA SIN 246-50/51, Commercial job title: Principal Systems Integrator/Developer] 7.94 hrs @ $156.16/hr.................................................. $ 1,240.00
      Warranty ........................................................................................................ Included
      Travel fee ........................................................................................................ Included
      Shipping/handling .......................................................................................... N/A
      Sales/Use Tax ................................................................................................ Exempt

   b. Scope of Work:
      Provides: (Lot) FCWnx software upgrade licenses and Software Support Agreement (SSA)
      Install FCWnx Enterprise 7.7 sp5 on existing server and test for proper operation.
      New SSA coverage period will be one year from FCWnx software upgrade installation.

2. Migrate FCWnx to OnGuard ................................................................. add $ 31,787.56
   a. Cost Breakdown:
      Software ........................................................................................................ No charge. (Under active SSA)
      Software and Controller Boards .................................................................. $ 23,443.56
      Professional services, programming, checkout, testing [GSA SIN 246-50/51, Commercial job title: Principal Systems Integrator/Developer] 39.70 hrs @ $156.16/hr ........................................... $ 6,200.00
      Training [GSA SIN 246-50/51, Commercial job title: Systems Trainer] 20.36 hrs @ $78.59/hr ................................................................. $ 1,600.00
      Warranty ........................................................................................................ $ 469.00
      Travel fee ........................................................................................................ Included
      Shipping/handling .......................................................................................... $ 75.00
      Sales/Use Tax ................................................................................................ Exempt

   b. Scope of Work:
      OnGuard software licenses provided at no charge (active and current Software Support Agreement (SSA) is prerequisite – see line item 1 above for price)

(1) Lenel OnGuard SWS-ADV1, OnGuard ADV1 Server Software License - OnGuard Server software license includes: System Administration; Alarm Monitoring; Map Designer; License Server; Comm. Server; Video Verify Support; Email Support; Guard Tour; Login Driver; Account Linkage; support for up to 84 card access readers; ID Credential Center Application; Badge Designer Application; Image Capture; ID Printing; License Server; Cardholder Image Export; Login Driver; Enhanced Imaging Option (Chromakey and Ghosting) and first year support plan for new systems

Page 2 of 5

Subject to Terms and Conditions on reverse side
(1) Lenel OnGuard 64ADV-64RUP, 64 Access Readers upgrade for all ADV systems
(3) Lenel OnGuard SWC-ADV, OnGuard ADV Client Software License – OnGuard Client software license includes: System Administration; Alarm Monitoring; Map Designer and Login Driver
(1) Lenel OnGuard SWG-1635, Enable Support for Lenel M Series Hardware Allows LNL-3300-M5, LNL-3300-ACUXL, and LNL-2240-RS4 access panels and reader & alarm panels to be configured within the OnGuard System

Optional, recommended OnGuard software licenses, not included in above price [See line item 3 below for price]:
(1) Lenel OnGuard SWG-1360 OnGuard support for Remote Desktop Protocol; Citrix Support and Terminal Services [DOES NOT INCLUDE CITRIX]

OnGuard Compatible Reader Controller Boards- Furnish and Install:
(10) LNL-3300-M5 Intelligent System Controller
(11) LNL-1380-BRP Eight-Reader Interface Module
(11) LNL-1320-2RP Dual-Reader Interface Module

c. Notes:
1) Server computer (virtual or physical) and/or client computers are not included in above price. Please contact us for recommended minimum server configuration. Current version OnGuard 7.4 supports Windows Server 2012 or later and SQL 2012 or later for the server and Workstations 7 Professional or later for client workstations.
2) Reader controller boards will be replaced with OnGuard compatible boards. We intend to reuse all ancillary devices: enclosures, power supplies, card readers, door contacts, REX motion detectors and push buttons, signaling devices, electric door strikes and maglocks, and cables.
3) Price above includes one spare of each of reader controller boards.
4) Existing back up batteries in power supplies shall be tested and replaced as needed. As a courtesy, we will test the batteries during the installation of replacement controller boards with specialized battery tester and notify you if any of these batteries shall be replaced. (The cost of replacement batteries is not included in above prices.)

3. Option - Add SWG-1360 License for Remote Desktop Protocol Support in OnGuard ................................................................. add $2,932.65

a. Cost Breakdown:
Software ............................................................................................... $2,932.65
Shipping/handling ............................................................................. N/A
Sales/Use Tax .................................................................................. Exempt

Yes  No

Page 3 of 5

Subject to Terms and Conditions on reverse side.
b. **Scope of Work:**

Provide OnGuard software license:

(1) Lenel OnGuard SWG-1360 OnGuard support for Remote Desktop Protocol; Citrix Support and Terminal Services [DOES NOT INCLUDE CITRIX]

4. Option - Add SQL 2016 Standard with (5) Device Connections to Database, Includes DVD).................................add $ 970.94

   Yes   No

c. **Cost Breakdown:**

   Software .............................................................. $ 958.44

   Shipping/handling .................................................. $12.50

   Sales/Use Tax ...................................................... Exempt

d. **Scope of Work:**

Provide

(1) Lenel P/N S00104, Microsoft SQL 2016 Standard with (5) devices connections to the database, DVD included

**General Notes:**

1. This offer is valid for 90 days.
2. Terms: payable upon presentation of invoice.
3. Sales tax is included.
4. Shipping and handling are included.
5. Permit is not included and is extra as applicable.
6. Delivery: 3-4 weeks A.R.O.
7. Warranty is one (1) year for parts and ninety (90) days for labor.

I am glad to be of service. Should you have any further questions, please do not hesitate to contact me at (630) 364-3602.

\[Signature on file\]

Respectfully Submitted by: __________________________

Janusz Sochacki, Vice President
Dir: (630) 364-3602, Cell: (630) 776-4270
Email: jsochacki@enormansecurity.com

Page 4 of 6

Subject to Terms and Conditions on reverse side
e.Norman Security Systems, Inc. is licensed by the State of Illinois as a private alarm contractor, License No. 127-001076. Its employees involved in the engineering, design, sale, installation, documentation and maintenance of the proposed system hold Permanent Employee Registration Cards (PERC) as required by the state (225 ILCS 445/80).

**Proposal**

**ACCEPTANCE BY BUYER**

By _______________________

Title ________________________

Printed Name ____________________

Date _________________________

Proposal: JS16072001-4

**ACCEPTANCE BY SELLER**

By _______________________

Title ________________________

Printed Name ____________________

Date _________________________

Page 5 of 5

Subject to Terms and Conditions on reverse side.
AWARDING RESOLUTION
ISSUED TO KRUEGER INTERNATIONAL, INC. (KI)
TO FURNISH AND DELIVER REPLACEMENT SEATING
FOR COURTROOMS 4004 & 4012
FOR THE HJH JUDICIAL OFFICE FACILITY
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED $36,798.00)

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and Sourcewell (formerly NJPA), the County of DuPage will contract with Krueger International, Inc. (KI); and

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract purchase order to Krueger International, Inc. (KI), to furnish and deliver replacement seating for courtrooms 4004 and 4012, for HJH Judicial Office Facility, for the period through November 30, 2018, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to furnish and deliver replacement seating for courtrooms 4004 and 4012, for HJH Judicial Office Facility, for the period through November 30, 2018, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, Krueger International, Inc. (KI), PO Box 8100, Green Bay, WI 54308-8100, for a total contract amount not to exceed $36,798.00, per contract let pursuant to the Intergovernmental Cooperation Act NJPA Contract #031715-KII.

Enacted and approved this 28th day of August, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

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

This form must accompany all County Purchase Requisitions.

NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16, 2018</td>
<td>$36,798</td>
<td>THROUGH NOVEMBER 30, 2018</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

Decision Memo Required  Per Cooperative Agreement

Laura Grobe  Completed  08/16/2018 10:48 AM
Tim Harbaugh  Completed  08/16/2018 11:04 AM
Nick Kottmeyer  Completed  08/16/2018 11:51 AM
Kathy Ostrowski  Completed  08/16/2018 11:55 AM
James McGuire  Completed  08/16/2018 2:51 PM
Paul Rafac  Completed  08/16/2018 5:39 PM
Tom Cuculich  Completed  08/17/2018 1:04 PM
Kathy Ostrowski  Completed  08/17/2018 1:24 PM
Public Works Committee  Pending  08/21/2018 9:15 AM
Finance Committee  Pending  08/28/2018 8:00 AM
County Board  Pending  08/28/2018 10:00 AM
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

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

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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:
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- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

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

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

Authorized Signature

Printed Name

Title

Date
**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: Krueger International, Inc. (KI)</th>
<th>Vendor #: 11590</th>
<th>Contract through Term: November 30, 2018</th>
<th>Contract Total: $36,798.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Facilities Management</td>
<td>Contact: Mark Thomas</td>
<td>Phone: 630-816-2979</td>
<td>Assigned PW: 8/21/18</td>
</tr>
<tr>
<td><strong>Description of Procurement/Scope of Work/Background</strong></td>
<td>Recommendation for the approval of a contract purchase order to Krueger International, Inc. (KI), to furnish and deliver replacement audience seating for courtrooms 4004 and 4012, for the HJJ Judicial Office Facility, for Facilities Management; for a contract total amount not to exceed $36,798. Contract pursuant to the Intergovernmental Cooperation Act - Sourcewell (formerly NJPA) NJPA Contract #031715-KII</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reason for Procurement</strong></td>
<td>Replacement audience seating is needed in courtrooms 4004 and 4012, as many seats are ripped, worn and non-functioning. The seating to be replaced is original to the building installed 28 years ago. Existing seating has exceeded its' life expectancy.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): 1000-1160-54090-1100
- 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 Bld # __________ 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:

**DECISION MEMO REQUIRED**

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- NJPA National Joint Powers Alliance # 031715-KII

- 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 RESPONSIBILE, BID # __________

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval Date</th>
<th>IT Approval, if required Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Aug 16, 2018</td>
<td>8-16-18</td>
<td>8-16-18</td>
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</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
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<tr>
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<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>8-16-18</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8-17-18</td>
</tr>
</tbody>
</table>

**Form Optimized for Acrobat and Adobe Reader Version 9 or Later**
**Decision Memo**

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Requesting Department:</th>
<th>Facilities Management</th>
<th>Department Contact:</th>
<th>Mark Thomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:mark.thomas@dupageco.org">mark.thomas@dupageco.org</a></td>
<td>Contact Phone:</td>
<td>630-816-2979</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>Krueger International, Inc. (KI)</td>
<td>Vendor #:</td>
<td>11590</td>
</tr>
</tbody>
</table>

**Date:** Aug 16, 2018  
**MinuteTraq (IQM2) ID #:** 13083  
**Department Requisition #:**

---

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

Recommendation for the approval of a contact purchase order to Krueger International, Inc. (KI), to furnish and deliver replacement audience seating for courtrooms 4004 and 4012, for the HJH Judicial Office Facility, for a total contract amount not to exceed $36,798. Contract pursuant to the Intergovernmental Cooperation Act - Sourcewell (formerly NJPA) NJPA Contract #031715-KII.

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

The Supreme Court of Illinois requires audience seating in courtrooms to allow for spectators while preventing standing in the courtroom. Replacement audience seating is needed in courtrooms 4004 and 4012, as many seats are ripped, worn and non-functioning. The seating to be replaced is original to the building installed 28 years ago. Existing seating has exceeded its’ life expectancy.

**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.

Provide safe and comfortable seating in the Courtrooms for members of the public to observe court proceedings as required by the Supreme Court of Illinois.

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

Krueger International, Inc., provides NJPA joint purchasing agreement pricing for Sequence High Density Seating per contract #031715-KII. NJPA was able to provide the lowest responsible cost for this item as compared to National IPA contract pricing. NJPA pricing is consistent with previously replaced audience seating in 2015.

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

Staff recommends securing a contract with Krueger International, Inc. (KI), to furnish and deliver replacement seating, for courtrooms 4004 and 4012, for the HJH Judicial Office Facility, per NJPA Contract #031715-KII.

The other option includes sending the project out to bid which does not guarantee prices will be lower or that the quality of product and service will be equal. Past experience has proven that lower quality seating did not stand up to the daily use required for courtroom audience seating.

**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.

$25,000 was budgeted for furniture in 1000-1160-54090-1100 for FY2018. $11,798 will be transferred from 1000-1160-54110-1100 Equipment & Machinery for the balance of this procurement.
# Purchase Requisition

**Procurement Services Division**

## Purchase Requisition Details

**Send Purchase Order To:**
- **Vendor:** Krueger International, Inc. (KI)
  - **Vendor #:** 11590
- **Attn:** Anson Arndt
- **Email:** anson.arndt@ki.com
- **Address:** 1330 Bellevue Street
- **City:** Green Bay
- **State:** WI
- **Zip:** 54302
- **Phone:** 312-467-6850

**Send Invoices To:**
- **Vendor:** Krueger International, Inc., KI
  - **Vendor #:** 11590
- **Attn:** Mark Thomas
- **Email:** mark.thomas@dupageco.org
- **Address:** PO Box 8100
- **City:** Green Bay
- **State:** WI
- **Zip:** 54308-8100
- **Phone:** 920-468-8100

**Send Payments To:**
- **Vendor:** Krueger International, Inc., KI
  - **Vendor #:** 11590
- **Attn:**
- **Email:**
- **Address:** PO Box 8100
- **City:** Green Bay
- **State:** WI
- **Zip:** 54308-8100
- **Phone:** 920-468-8100

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

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

**Use for PO25 only:**
- **Contract Administrator:** Laura Grobe
- **Contract Start Date:** Nov 30, 2018
- **Contract End Date:**

**Item Details:**

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>LO</td>
<td>1</td>
<td>Furnish &amp; deliver replacement audience seating for courtrooms 4004 &amp; 4012</td>
<td>1000</td>
<td>1160</td>
<td>54090</td>
<td>1100</td>
<td></td>
<td>36,798.00</td>
<td>36,790</td>
</tr>
</tbody>
</table>

**Requisition Total:** $36,798.00

---

**Header Comments:**

Furnish & deliver replacement audience seating for courtrooms 4004 & 4012, for the HJH Judicial Office Facility, National IPA Contract #R142210

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

**User Department Internal Notes:**

Job# 1802633
PW: 08/21/18  CB: 08/28/18
KI Furniture
Furniture & Storage Solutions

#031715-KII
Maturity Date: 04/09/2019

Products & Services

Sourcewell contract 031715-KII gives access to the following types of goods and services:

- Office & School Furniture
- Movable Walls
- Desking & Storage Systems
- Conference & Training Tables
- Task Chairs
- Healthcare Furniture
- Lounge Seating
- Multiple Seating
- Filing Cabinets
- Dormitory Furniture
- Stack & Guest Seating
- Fixed & Auditorium Furniture

https://www.sourcewell-mn.gov/cooperative-purchasing/031715-kii
DuPage County Courtroom Refresh

Quote Number: 18TLW-393281/C

PRODUCT TOTALS $36,798.00
See Quote Detail Summary $0.00
GRAND TOTAL $36,798.00

Contract Information:
OT53837 NJPA

Requested Delivery Date: To be Determined

Sold To
To be Determined

End User
To be Determined

Ship To
To be Determined

Installation
To be Determined

Client Notes:
Estimated lead-times: 7-9 weeks
Freight included
Installation included
FS: All fabrics and finishes must be approved for use prior to order submittal
Lead-times are subject to change at order submittal due to manufacturing capacity and project quantities

Sales Team:
Anson Arndt
Sales Rep
anson.arndt@ki.com
(630) 364-9180

Attachment: KI - Quote 18TLW-393281C (FM-P-0231-18 : FM-Krueger International (KI))
<table>
<thead>
<tr>
<th>Line</th>
<th>Model</th>
<th>Qty.</th>
<th>Sell Price</th>
<th>Extended Total</th>
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<tbody>
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<tr>
<td>1.1</td>
<td>HD7G69SEQ</td>
<td>Sequence High Density, Upholstered Seat and Back</td>
<td>46</td>
<td>$328.00</td>
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<td></td>
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<tr>
<td>1.2</td>
<td>Pallas P1 Fabric</td>
<td>Pallas P1 Fabric on Seat &amp; Back</td>
<td>46</td>
<td>$19.00</td>
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<tr>
<td>1.3</td>
<td>Beam Arm</td>
<td>Beam Arm</td>
<td>51</td>
<td>$25.00</td>
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<td><strong>Tag 1: Room 4012</strong></td>
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<td>2.1</td>
<td>HD7G69SEQ</td>
<td>Sequence High Density, Upholstered Seat and Back</td>
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<td>Pallas P1 Fabric</td>
<td>Pallas P1 Fabric on Seat &amp; Back</td>
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<td>$19.00</td>
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<td>Beam Arm</td>
<td>Beam Arm</td>
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<tr>
<td><strong>Tag 1: Installation/Notes</strong></td>
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</tr>
<tr>
<td>3.1</td>
<td>Quote Notes</td>
<td>Please Note The Following Conditions</td>
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<td>$0.00</td>
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<td>3.2</td>
<td>Installation</td>
<td>Installation Is Not Included In Quote</td>
<td>1</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
### QUOTATION

**Line** | **Model** | **Qty.** | **Sell Price** | **Extended Total**
--- | --- | --- | --- | ---
3.3 | Field Measurement Service | 1 | $1,800.00 | $1,800.00

**Tag 1: Installation/Notes**

**WorkGroup Product Subtotal**: $1,800.00

---

### Quote Summary

- **Product SubTotal**: $36,798.00
- **Estimated Sales Tax**: See Notes
- **Quote Total**: $36,798.00

### NOTES:

- Sales Tax (For Shipment within the United States Only); Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

---

Page: 3 of 4
Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
   
   KI  
   1330 Bellevue Street  
   Green Bay, WI 54302

2. The following items must be included on all purchase orders:
   - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
   - Ship To Information: complete legal name, address, contact name, contact phone number
   - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
   - Issue Date: date the purchase order was issued
   - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
   - Purchase Order Total: total of all items and services included on the purchase order
   - Authorization: signature of authorized purchasing agent or buying entity
   - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
     - Quantity of each item
     - Complete model number, including all finish and option information (by line item)
     - Net purchase price (by line item)
     - Extended net purchase price (all line items)
     - Any additional applicable charges (ex: installation and/or delivery charges)
     - Contract name and/or number if pricing is based on a contract reference

3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.

4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.
Requisition under 25k dollars

2018-201
## 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 TOTAL AMOUNT</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Bendinelli</td>
<td>Completed</td>
<td>08/08/2018 10:37 AM</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
<td>Completed</td>
<td>08/08/2018 11:18 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/08/2018 12:24 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>08/09/2018 2:44 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>08/10/2018 2:38 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/13/2018 9:15 AM</td>
</tr>
<tr>
<td>Public Works Committee</td>
<td>Pending</td>
<td>08/21/2018 9:15 AM</td>
</tr>
</tbody>
</table>
**Procurement Review Checklist**  
**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor: Xylem Water Solutions</th>
<th>Vendor #: 14030</th>
<th>Contract Term: N/A</th>
<th>Contract Total: $20,361.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Public Works</td>
<td>Contact: Amy Arlowe</td>
<td>Phone: 630-985-7400</td>
<td>Assigned Committee: Public Works</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background:**  
Purchase of a submersible mechanical jet aerator per Quote #Q18-173-GV in the amount of $20,361 to be used at the Woodridge Greene Valley Wastewater Facility.

**Reason for Procurement:**  
The aerator will be used at the Woodridge Wastewater Facility to create an equalization basin for ammonia treatment that will enhance treatment efficiency in order to maintain current IEPA permit requirements.

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

**DECISION MEMO NOT REQUIRED**
- [ ] LOWEST RESPONSIBLE QUOTE # or BID # Q18-173-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>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
<th>Date</th>
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<td>FIRM</td>
<td>TOTAL PRICE</td>
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</tr>
<tr>
<td>XYLEM WATER SOLUTIONS</td>
<td>$20,361.00</td>
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</tbody>
</table>

Invitations Sent: 11  
Total Requesting Documents: 4  
Total Responses Received: 1  
Event Open Date: 08/06/18 @ 10:00 am  
Attended: GV

NOTES REGARDING NON-BIDDERS
1) Grundfos - Only has Equal for the Pump portion but the aerator portion parts are not available in the USA through Grundfos but only in Europe.
2) Flow Technics - Does not carry Flygt products. Has an equal for the pump but cannot provide aerator portion of the bid.
3) Pumping Solutions - left message - no return call.
<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>Submersible mechanical jet aerator per Quote #Q18-173-GV</td>
<td></td>
<td>2000</td>
<td>2555</td>
<td>52250</td>
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<td>20,361.00</td>
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</tbody>
</table>

**Requisition Total**: $20,361

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

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

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
Required Vendor Ethics Disclosure Statement

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

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Xylem Water Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone:</td>
<td>708-990-4919</td>
</tr>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:Christopher.Twainstra@XylemInc.com">Christopher.Twainstra@XylemInc.com</a></td>
</tr>
</tbody>
</table>

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

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change order, or more than one (1) 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 these disclosure requirements, "contractor, union, or vendor" includes owners, officers, managers, lobbyists, agents, consultants, board counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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

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

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

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

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

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

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

Authorized Signature: ____________________________

Printed Name: _________________________________

Title: _________________________________

Date: ____________

8-3-18

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

PW-P-0232-18

AWARDING RESOLUTION ISSUED TO
AMSTON SUPPLY, INC. FOR THE
PURCHASE OF A TANK TRAILER
(CONTRACT TOTAL AMOUNT: $75,969.00)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of contract purchase order to Amston Supply, Inc., for the purchase of a tank trailer for waste and sludge transport at the Knollwood and Woodridge Greene Valley Treatment Facilities.

NOW, THEREFORE BE IT RESOLVED, that Contract Purchase Order, covering said, purchase of a tank trailer for waste and sludge transport at the Knollwood and Woodridge Greene Valley Treatment Facilities for the Public Works Department, be, and it is hereby approved for issuance of a County Contract by the Procurement Division to Amston Supply, Inc., 7213 Highway 41, Calendonia, WI 53108 for a contract total amount of $75,969.00 per lowest responsible bid #18-113-LG.

Enacted and approved this 28th day of August, 2018 at Wheaton, Illinois.

__________________________________________________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

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

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 8, 2018</td>
<td>$75,969.00</td>
<td>N/A</td>
<td>PUBLIC WORKS</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

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

- **Angela Bendinelli**  Completed  08/08/2018 10:38 AM
- **Nick Kottmeyer**  Completed  08/08/2018 11:18 AM
- **Kathy Ostrowski**  Completed  08/08/2018 12:32 PM
- **James McGuire**  Completed  08/13/2018 1:56 PM
- **Paul Rafac**  Completed  08/15/2018 7:48 AM
- **Kathy Ostrowski**  Completed  08/16/2018 10:05 AM
- **Public Works Committee**  Pending  08/21/2018 9:15 AM
- **Finance Committee**  Pending  08/28/2018 8:00 AM
- **County Board**  Pending  08/28/2018 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: Amston Supply, Inc.</th>
<th>Contract Term: N/A</th>
<th>Contract Total: $75,969.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Public Works</td>
<td>Contact: Sean Reese</td>
<td>Phone: 630-985-7400</td>
</tr>
<tr>
<td>Assigned Committee: Public Works</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Procurement/ Scope of Work/ Background</th>
<th>Purchase of a tank trailer in the amount of $75,969 per Bid #18-113-LG.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Procurement</td>
<td>The tanker trailer will replace the existing trailer which is over 22 years old and has exceeded its useful life. The trailer is used to transport thickened waste activated sludge and belt press filtrate between the Knollwood Wastewater Facility and the Woodridge Wastewater Facility on a daily basis.</td>
</tr>
</tbody>
</table>

**FUNDING SOURCE**

- [X] Procurement budgeted for (FY and budget code(s)): 2000-2555-54120
- [ ] Budget Transfer (Date) ________________  Add'l Information

**DECISION MEMO NOT REQUIRED**

| □ 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) |
| □ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors) |
| □ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo) |
| □ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits) |
| □ OTHER THAN LOWEST RESPONSIBLE, BID # ________ |

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

Prepared By ________________  Date 8/18/18  Recommended for Approval ________________  Date 8/18/18  Appr. If required ________________  Date ________________  

**REVIEWED BY (Initials Only)**

Buyer ________________  Date 8/18/18  Procurement Officer ________________  Date ________________  

Chief Financial Officer (Decision Memos Over $25,000) ________________  Date 8-15-18  Chairman’s Office (Decision Memos Over $25,000) ________________  Date ________________
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>PRICE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TANKER TRAILER</td>
<td>1</td>
<td>$75,968.86</td>
<td>$95,604.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$75,968.86</strong></td>
<td><strong>$95,604.00</strong></td>
</tr>
</tbody>
</table>

**INVITATIONS SENT**: 30  
**POTENTIAL BIDDERS REQUESTING BID DOCUMENTS**: 8  
**TOTAL BID RESPONSES RECEIVED**: 2  
**BID OPENING ATTENDED BY**: CH, LG
<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>Tanker Trailer</td>
<td></td>
<td>2000</td>
<td>2555</td>
<td>54120</td>
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<td></td>
<td>75,968.86</td>
<td>75,966</td>
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<tr>
<td>2</td>
<td></td>
<td>EA</td>
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<tr>
<td>3</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total**: $75,966

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

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

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
# Required Vendor Ethics Disclosure Statement

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

**Date:** 06/25/18

**Bid/Contract/PO #:** 13 - 113-LG

**Company Name:** AMSTON SUPPLY INC

**Contact:** JOSE GUERRERO

**Phone:** 262-777-1148

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

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

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

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

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

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

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

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

[https://www.dupageco.org/CountyBoard/Policies/](https://www.dupageco.org/CountyBoard/Policies/)

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

**Signature on File**

**Signature** JOSE GUERRERO

**Printed Name**

**Title** SALES MAN

**Date** 6/22/2018

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

FM-P-0228-18

AWARDING RESOLUTION
ISSUED TO WHEATON SANITARY DISTRICT
FOR SANITARY SEWER UTILITY SERVICES
FOR THE COUNTY CAMPUS
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT: $464,000.00)

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 Wheaton Sanitary District, for sanitary sewer utility services, for the County campus, for the period October 1, 2018 through September 30, 2019, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for sanitary sewer utility services, for the County campus, for the period October 1, 2018 through September 30, 2019, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, Wheaton Sanitary District, 1S649 Shaffner Road, Wheaton, IL 60187, $355,000.00 for Facilities Management and $109,000.00 for the Care Center, for a total contract amount not to exceed $464,000.00. Public Utility.

Enacted and approved this 28th day of August, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

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

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 18, 2018</td>
<td>$464,000.00</td>
<td>OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

No Decision Memo Required

- **Public Utility**
  - Laura Grobe: Completed 07/18/2018 4:15 PM
  - Tim Harbaugh: Completed 07/18/2018 4:26 PM
  - Nick Kottmeyer: Completed 07/20/2018 11:58 AM
  - Janelle Chadwick: Completed 07/20/2018 1:15 PM
  - Kathy Ostrowski: Completed 07/24/2018 9:30 AM
  - James McGuire: Completed 07/24/2018 3:20 PM
  - Paul Rafac: Completed 07/25/2018 4:07 PM
  - Kathy Ostrowski: Completed 08/03/2018 8:51 AM
  - Public Works Committee: Pending 08/21/2018 9:15 AM
  - Health & Human Services: Pending 08/21/2018 10:15 AM
  - Finance Committee: Pending 08/28/2018 8:00 AM
  - County Board: Pending 08/28/2018 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: Wheaton Sanitary District</th>
<th>Vendor #: 10037</th>
<th>Contract Term: 10/01/18-09/30/19</th>
<th>Contract Total: $464,000.00</th>
</tr>
</thead>
</table>

**Dept:** Facilities Management  
**Contact:** Katie Boffa  
**Phone:** 630-407-5700  
**Assigned Committee:** PW 08/07/18  
HH5 08/07/18  
CB 08/14/18

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

Recommendation for the approval of a contract purchase order to Wheaton Sanitary District, for sanitary sewer utility services, for the County campus, for Facilities Management, for the period October 1, 2018 through September 30, 2019, for a total contract amount not to exceed $464,000 (Facilities Management portion is $355,000 and the DuPage Care Center's portion is $109,000).

### Reason for Procurement

Sanitary sewer services are required to maintain the operations of the County facilities.

## FUNDING SOURCE

- ✔ Procurement budgeted for (FY and budget code(s)): 1000-1100-53220 & 1200-2045-53220
- □ Budget Transfer (Date)  
  Add'l Information

## DECISION MEMO NOT REQUIRED

- □ LOWEST RESPONSIBLE QUOTE # or BID #  
  (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- □ RENEWAL, Enter Bid #  
  □ Intergovernmental Agreement
- □ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- □ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00  
  □ Public Utility
- □ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:  
  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>
<th>KB</th>
<th>Jul 16, 2018</th>
<th>7-17-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By</td>
<td>Date</td>
<td>Recommended for Approval</td>
</tr>
<tr>
<td>IT Approval, if required</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

## REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>7-24-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Officer</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>July 1, 2018</th>
<th>7-25-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman's Office</td>
<td>Date</td>
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</tr>
</tbody>
</table>

(Decision Memos Over $25,000)
<table>
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<tr>
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<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>LO</td>
<td>FM Sanitary sewer utility services</td>
<td>1000</td>
<td>1100</td>
<td>53220</td>
<td>355,000.00</td>
<td>355,000.00</td>
<td></td>
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<td>2</td>
<td>1</td>
<td>LO</td>
<td>CC Sanitary sewer utility services</td>
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<td>53220</td>
<td>109,000.00</td>
<td>109,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requisition Total $464,000

Header Comments (these comments will appear on the PO20 and PO25 Purchase Order):
Sanitary sewer utility services for the County campus, for a one year period from 10/01/18 through 09/30/19.

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 08/07/18, HHS 08/07/18, CB 08/14/18
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 the City of Wheaton, for water utility services, for the County campus, for the period October 1, 2018 through September 30, 2019, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for water utility services, for the County campus, for the period October 1, 2018 through September 30, 2019, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to the, City of Wheaton, 303 W. Wesley, Wheaton, IL 60187, $530,000 for Facilities Management and $127,000 for the Care Center, for a total contract amount not to exceed $657,000.00. Public Utility.

Enacted and approved this 28th day of August, 2018 at Wheaton, Illinois.

__________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Requisition 25k and over
FM-P-0229-18

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>August 7, 2018</td>
</tr>
<tr>
<td>CONTRACT TOTAL AMOUNT</td>
</tr>
<tr>
<td>$657,000</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

No Decision Memo Required  Per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bidding

Laura Grobe                  Completed 08/07/2018 2:22 PM
Tim Harbaugh                Completed 08/07/2018 2:59 PM
Nick Kottmeyer               Completed 08/08/2018 10:41 AM
Janelle Chadwick            Completed 08/09/2018 9:33 AM
Kathy Ostrowski            Completed 08/09/2018 9:34 AM
James McGuire                Completed 08/13/2018 1:50 PM
Paul Rafac                  Completed 08/15/2018 7:44 AM
Kathy Ostrowski                Completed 08/16/2018 11:09 AM
Public Works Committee       Pending 08/21/2018 9:15 AM
Health & Human Services     Pending 08/21/2018 10:15 AM
Finance Committee            Pending 08/28/2018 8:00 AM
County Board                Pending 08/28/2018 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: City of Wheaton</th>
<th>Vendor #: 10074</th>
<th>Contract Term: 10/01/18-09/30/19</th>
<th>Contract Total: $657,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Facilities Management</td>
<td>Contact: Katie Boffa</td>
<td>Phone: 630-407-5700</td>
<td>Assigned Committee: PW 08/21/18, HHS 08/21/18, CB 08/28/18</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**
Recommendation for the approval of a contract purchase order to City of Wheaton, for water utility services for the County campus, for Facilities Management, for the period October 1, 2018 through September 30, 2019, for a total contract amount not to exceed $657,000 (Facilities Management portion is $530,000 and the DuPage Care Center’s portion is $127,000)

**Reason for Procurement**
Water utility services are required to maintain the operations of the County facilities.

---

**FUNDING SOURCE**

- [x] Procurement budgeted for (FY and budget code(s)): 1000-1100-53220 & 1200-2045-53220
- [ ] Budget Transfer (Date) __________ Add'l Information __________

---

**DECISION MEMO NOT REQUIRED**

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

---

**DECISION MEMO REQUIRED**

- [ ] Cooperative Procurement (DPC-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>KB</th>
<th>Prepared By</th>
<th>Aug 7, 2018</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>8/10/18</th>
<th>Procurement Officer</th>
<th>8/13/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer (Decision Memos Over $25,000)</td>
<td>8/15/18</td>
<td>Chairman's Office (Decision Memos Over $25,000)</td>
<td>Date</td>
</tr>
</tbody>
</table>

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**FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER**

Packet Pg. 57
### Purchase Requisition

**Procurement Services Division**

**Date:** Aug 7, 2018  
**MinuteTraq (IQM2) ID #:** 13077  
**Department Req #:**  
**RFP, Bid or Quote #:**

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: City of Wheaton</th>
<th>Vendor #: 10074</th>
<th>Dept: Facilities Management</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Email:</td>
<td>Attn: Facilities Management</td>
<td>Email: <a href="mailto:katrina.boffa@dupageco.org">katrina.boffa@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 303 W Wesley</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
<td>Zip: 60187</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-260-2000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Vendor: City of Wheaton</th>
<th>Vendor #: 10074</th>
<th>Dept: Facilities Management</th>
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<td>Attn:</td>
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</tr>
<tr>
<td>Address: 421 N County Farm Road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
<td>Zip: 60187</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-407-5700</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Send Payments To:**

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<tr>
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<th>Dept: Facilities Management</th>
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</tr>
<tr>
<td>Address: 303 W Wesley PO Box 727</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
<td>Zip: 60187-0727</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-260-2000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ship To:**

<table>
<thead>
<tr>
<th>Vendor: City of Wheaton</th>
<th>Vendor #: 10074</th>
<th>Dept: Facilities Management</th>
<th>Division:</th>
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<td>State: IL</td>
<td>Zip: 60187</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-407-5700</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Terms:**

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PER 50 ILCS 505/1**

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td>Katie Boffa</td>
<td>Oct 1, 2018</td>
<td>Sep 30, 2019</td>
<td>PO25 only</td>
</tr>
</tbody>
</table>

---

**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acct #** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension** |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>LO</td>
<td>FM Water utility services</td>
<td>1000</td>
<td>1100</td>
<td>53220</td>
<td></td>
<td>530,000.00</td>
<td>530,000.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>LO</td>
<td>CC Water utility services</td>
<td>1200</td>
<td>2045</td>
<td>53220</td>
<td></td>
<td>127,000.00</td>
<td>127,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $657,000

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

Water utility services for the County campus, for the one year period 10/01/18 through 09/30/19

**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 08/21/18, HHS 08/21/18, CB 08/28/18
Requisition under 25k dollars

2018-202
Requisition under 25k dollars

2018-202

PROCUREMENT REVIEW CHECKLIST
REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>FACILITIES MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 7, 2018</td>
<td>$12,000</td>
<td>10/01/18 - 09/30/19</td>
<td>FACILITIES MANAGEMENT</td>
<td></td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

Laura Grobe Completed 08/07/2018 2:04 PM
Tim Harbaugh Completed 08/07/2018 3:20 PM
Nick Kottmeyer Completed 08/08/2018 10:40 AM
Kathy Ostrowski Completed 08/08/2018 10:42 AM
James McGuire Completed 08/13/2018 1:49 PM
Paul Rafac Completed 08/15/2018 7:44 AM
Kathy Ostrowski Completed 08/16/2018 11:16 AM
Public Works Committee Pending 08/21/2018 9:15 AM
**Procurement Review Checklist**

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor: Village of Winfield</th>
<th>Vendor #: 10709</th>
<th>Contract Term: 10/01/18-09/30/19</th>
<th>Contract Total: $12,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Facilities Management</td>
<td>Contact: Katie Boffa</td>
<td>Phone: 630-407-5700</td>
<td>Assigned Committee: PW 08/21/18</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**
Recommendation for the approval of a contract purchase order to Village of Winfield, for sanitary sewer utility services for Building #2, Standby Power Facility and Children's Advocacy Neutral Exchange Center, for Facilities Management, for the period October 1, 2018 through September 30, 2019, for a total contract amount not to exceed $12,000

**Reason for Procurement**
Sanitary sewer services are required to maintain the operation of Building #2, Standby Power Facility and the Children's Advocacy Neutral Exchange Center

**FUNDING SOURCE**

- [x] Procurement budgeted for (FY and budget code(s)): 1000-1100-53220
- [ ] 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 ILC 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 [ ] Public Utility
- [x] PER 55 ILC 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 ILC 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # __________________________

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval Date</th>
<th>IT Approval, if required Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>KB</td>
<td>Jul 16, 2018</td>
<td>8/10/18</td>
<td>8/13/18</td>
</tr>
</tbody>
</table>

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<td>8/13/18</td>
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<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>8-15-18</td>
<td>8-13-18</td>
</tr>
</tbody>
</table>

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER

Packet Pg. 61
## Purchase Requisition

### Procurement Services Division

### Send Purchase Order To:

- **Vendor:** Village of Winfield  
  - Vendor #: 10709
- **Address:** 27W465 Jewell Road  
  - City: Winfield  
  - State: IL  
  - Zip: 60190
- **Phone:** 630-933-7112

### Send Invoices To:

- **Vendor:** Village of Winfield  
  - Vendor #: 10709
- **Address:** 27W465 Jewell Road  
  - City: Winfield  
  - State: IL  
  - Zip: 60190
- **Phone:** 630-933-7112

### Send Payments To:

- **Vendor:** WEB Dept. #0465  
  - Vendor #: 10709
- **Address:** PO Box 5905  
  - City: Carol Stream  
  - State: IL  
  - Zip: 60197-5905
- **Phone:** 630-933-7112

### Ship To:

- **Vendor:** Village of Winfield  
  - Vendor #: 10709
- **Address:** 27W465 Jewell Road  
  - City: Wheaton  
  - State: IL  
  - Zip: 60187
- **Phone:** 630-933-7112

### Header Comments:

Sanitary sewer utility services for Building #2, Standby Power Facility and Children’s Advocacy Neutral Exchange Center for a one year period from 10/01/18 through 09/30/19.

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

- Use for PO25 only

### User Department Internal Notes:

PW 08/21/18

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension
---|-----|-----|--------------------------|-------------|----|--------|--------|-----------------------------|------------|----------
1 | 1   | LO  | FM sanitary sewer services | 1000        |     | 1100   | 53220  |                             | 12,000.00  | 12,000.00

**Requisition Total:** $12,000.00