1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES
   A. Public Works Committee - Regular Meeting - Tuesday September 18th, 2018

5. BUDGET TRANSFERS
   A. Budget Transfers -- Facilities Management - $814,262.00 – Transfer to dissolve furnishings and equipment budgets.

   B. Budget Transfers -- Public Works - $12,300.00 - Transfer needed for Medical Supplies for first aid kit items. Transfer needed for Workers Compensation Insurance for projected costs related to Q4 2018 claims.

   C. Budget Transfers -- Public Works - $90.00 - Transfer needed for repair and maintenance of auto equipment. Transfer needed for windshield repair of Drainage vehicle.

   D. Budget Transfers -- Public Works - $3750.00 - Transfer needed for Maintenance Supplies for CA-7 stone. Transfer needed for IT Services for Phoenix security software installation and readers.

6. CONSENT ITEMS
   A. Consent Item -- Graybar Electric - Contract Decrease and Close

   B. Consent Item -- RB Construction Inc - Decrease and Close contract

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

8. LOW QUOTE
A. 2018-240 Recommendation for the approval of a contract purchase order to Incredible Builders, for labor and material to install recessed ceiling in the County Board Room, for Facilities Management, for the period October 3, 2018 through November 30, 2018, for a total contract amount not to exceed $9,298.90, per lowest responsible quote #18-192-DT

9. SOLE SOURCE

A. PW-P-0256-18 Recommendation for the approval of a contract purchase order to Cummins, Inc., dba Cummins Sales & Service, to provide parts and labor on an as needed basis and to provide yearly maintenance on the engine generator at Knollwood Wastewater Treatment Facility for Public Works, for the period October 9, 2018 through September 30, 2022 for a contract total amount not to exceed $80,000.00 per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - Sole Source (parts and labor for repair of engine generator)

B. 2018-243 Recommendation for the approval of a contract purchase order to Hydro-Kinetics Corporation, to furnish and deliver two (2) Gorman-Rupp rotating sewage pump assemblies for the pulper and dishwasher discharge at the Care Center kitchen for Facilities Management, for a contract total amount not to exceed $7,406.28, per 55ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - (sole authorized provider for our area of items compatible with existing equipment)

10. BID RENEWAL

A. 2018-244 Recommendation for the approval of a contract purchase order to DVL Enterprises, Inc., dba MPGTandem, to provide and deliver employee uniforms, as needed, for Facilities Management, for the period December 7, 2018 through December 6, 2019, for a total contract amount not to exceed $24,000.00, per renewal option under bid award #16-210-BF, second option to renew.

B. 2018-242 Recommendation for the approval of a contract purchase order to DVL Enterprises, Inc. dba MPGTandem, for employee uniforms, for Public Works, for a contract total amount not to exceed $23,000.00, per renewal option under bid award 16-210-BF. This is the second optional one year renewal.

C. FM-P-0257-18 Recommendation of the approval of a contract purchase order to Commercial Electronic Systems, Inc., for preventative maintenance, testing and repair of the Edwards Systems Technology Fire Panels for the County campus, for Facilities Management, for the period of November 23, 2018 through November 22, 2019, for a contract total amount not to exceed $77,030.00, per renewal option under bid #17-172-BF, first option to renew.

D. 2018-241 Recommendation for the approval of a contract purchase order to Chellino Crane, Inc., for Crane rental service as needed for a one year period from 10/3/18 - 10/2/19, for Public Works, for a contract total amount not to exceed $10,000.00, per renewal option under bid award 17-164-GV. First optional one year renewal.

11. ACTION ITEMS
A. PW-P-0258-18 Recommendation for the approval of a contract purchase order to Comcast Business Communications, LLC, to provide internet services for Knollwood WWTP, and the Marionbrook underground facility, for Public Works, for a three year contract period of December 1, 2018 through November 30, 2021, for a total contract amount not to exceed $33,000.00, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.

B. Authorization for Overnight Travel -- Request for one staff member to travel to Milwaukee, Wisconsin on November 11, 2018 through November 15, 2018 to attend Johnson Controls Institute, Course #353 HVAC ASC Engineering. Expense to include registration, lodging, meals and mileage for an approximate cost not to exceed $2,749.00

12. OLD BUSINESS
   A. 2019 Budget Discussion

13. NEW BUSINESS

14. ADJOURNMENT
**MEETING WILL COMMENCE AT 9:20 AM OR IMMEDIATELY FOLLOWING THE PUBLIC HEARING FOR THE DUPAGE CARE CENTER REPLACEMENT OF MEDIUM AND LOW VOLTAGE ELECTRICAL DISTRIBUTION EQUIPMENT AND RELATED CONSTRUCTION**

1. **CALL TO ORDER**

   9:20 AM meeting was called to order by Chair James Healy at 9:29 AM.

2. **ROLL CALL**

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

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

   A. Public Works Committee - Regular Meeting - Sep 4, 2018 9:15 AM

   | RESULT: | ACCEPTED [UNANIMOUS] |
   | MOVER:  | Sean T Noonan, Vice Chair |
   | SECONDER: | Dino C. Gavanes, District 1 |
   | AYES: | Gavanes, Grant, Grasso, Healy, Larsen, Noonan |

5. **BUDGET TRANSFERS**

   The motion was to combine and approve the Budget Transfers as presented.
RESULT: APPROVED [UNANIMOUS]
MOVER: Amy L Grant, District 4
SECONDER: Sean T Noonan, Vice Chair
AYES: Gavanes, Grant, Grasso, Healy, Larsen, Noonan

A. Budget Transfers -- Public Works - $10,000.00 - Transfer needed for new HVAC heating and cooling system for the SERWF plant, per IGA with Darien Park District.

B. Budget Transfers -- Public Works - $10,000.00 - Transfer needed for Temporary Salaries (summer help, interns, paint program).

6. CLAIMS REPORT

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

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

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

7. COOPERATIVE PURCHASING CONTRACT

A. 2018-225 Recommendation for the approval of a contract purchase order to CDWG to furnish and deliver security cameras and accessories for the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities, for a total contract amount not to exceed $8,047.44, per National IPA cooperative purchasing agreement #2018011-01, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act".

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

B. FM-P-0244-18 Recommendation for the approval of a contract purchase order to Trane U.S. Inc., to provide a preventive / full service maintenance program for the three (3) electric water chillers in the power plant, for the three (3) year period October 1, 2018 through September 30, 2021, for a contract total amount not to exceed $313,659.00. Contract pursuant to the Intergovernmental Cooperation Act - U.S. Communities #15-JLP-023
RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Gavanes, Grant, Grasso, Healy, Larsen, Noonan

8. LOW QUOTE

A. 2018-226 Recommendation for the approval of a contract purchase order to Temperature Equipment Corp. for the purchase of an HVAC unit and accessories for Southeast Regional Water Facility, for a total contract amount not to exceed $8,835.00, per low quote #Q18-179-PW

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Dino C. Gavanes, District 1
AYES: Gavanes, Grant, Grasso, Healy, Larsen, Noonan

9. BID AWARD

A. 2018-227 Recommendation for the approval of a contract purchase order to Construction Management Corporation of America d/b/a Briggs Paving, to mill asphalt, resurface and stripe lot at the Care Center, for Facilities Management, for the period September 19, 2018 through November 30, 2018, for a total contract amount not to exceed $20,907.00, per lowest responsible bid #18-121-DT

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

B. FM-P-0245-18 Recommendation for the approval of a contract purchase order to Synergy Systems Inc., to provide replacement of the boiler controls, control system and front-end server/user interface for each of the three existing HTHW control systems at the Power Plant, for Facilities Management, for the period through November 30, 2019, for a total contract amount not to exceed $259,519.35, per lowest responsible bid #18-089-DT
RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Gavanes, Grant, Grasso, Healy, Larsen, Noonan

10. ACTION ITEMS

A. 2018-228 Recommendation for the approval of a contract purchase order to enter into an Agreement between the County of DuPage, Illinois and Baker Tilly Virchow Krause LLP., to conduct a Sewer and Water Utility System Rate Study, for Public Works, for the period September 18, 2018 through June 30, 2019, for a total contract amount not to exceed $24,900.00, per Request for Proposal 18-130-JM.

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

B. FM-R-0884-18 RESOLUTION -- Authorization to submit a grant application to the Community Development Block Grant (CDBG) funding for the DuPage Care Center, for Phase II Electrical Work, replacement of medium and low voltage electrical distribution equipment and related construction, in the amount of $400,000.00

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

C. FI-O-0066-18 ORDINANCE -- An Ordinance Proposing the Dissolution of the Highland Hills Sanitary District

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

11. OLD BUSINESS
12. NEW BUSINESS

13. ADJOURNMENT

There being no further business, the meeting was adjourned.
DuPage County, Illinois
BUDGET ADJUSTMENT
Effective September 21, 2018

From: 6300
Company #

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>Available Balance</th>
<th>After Transfer</th>
<th>Date of Balance</th>
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<tbody>
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<td>54090</td>
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<td>FURNITURE &amp; FURNISHINGS</td>
<td>$25,000.00</td>
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<td>9/11/18</td>
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<td>1220</td>
<td>54110</td>
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<td>EQUIPMENT AND MACHINERY</td>
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Total $814,262.00

To: 6300
Company #

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<td>1220</td>
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<td>BUILDING IMPROVEMENTS</td>
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<td>1,177,820.65</td>
<td>1,202,820.65</td>
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<td>1220</td>
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<td>1,202,820.65</td>
<td>1,992,082.65</td>
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Total $814,262.00

Reason for Request:
To dissolve furnishings and equipment budget.

[Signature]
Department Head
9-11-18

Chief Financial Officer
9-12-18

***Please sign in blue ink on the original form***
# DuPage County, Illinois
## BUDGET ADJUSTMENT
### Effective June 20, 2016

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<th>From:</th>
<th>2000</th>
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<td>Company/Accounting Unit Name:</td>
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<th>2000</th>
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<tbody>
<tr>
<td>Company/Accounting Unit Name:</td>
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<table>
<thead>
<tr>
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<th>Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
<th>Date of Balance</th>
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<td>2555</td>
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<td>CONTINGENCIES</td>
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<td>REFUNDS &amp; FORFEITURES</td>
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<td>$12,300.00</td>
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<th>Account</th>
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<th>Amount</th>
<th>Prior to Transfer</th>
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<td>MEDICAL/DENTAL/LAB SUPPLIES</td>
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<td></td>
<td></td>
<td>$12,300.00</td>
<td></td>
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</table>

Reason for Request:
Transfer needed for Medical Supplies for first aid kit items. Transfer needed for Workers Compensation Insurance for projected costs related to Q4 2018 claims.

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

*Department Head*

*Chief Financial Officer*

---

**Finance Department Use Only**

Fiscal Year: 2018
Budget Journal #: 
Acctg Period: 
Entered By/Date: 
Released By/Date: 
Posted By/Date: 

---

**Finance**

**RESERVED**

10/9 FIN CB

10/12 PW

10 SEP 13 AM B:29
## Budget Adjustment
**Effective June 20, 2016**

### From: 1000
**Company #**
**Accounting Unit**
**Revenue**
**Available Balance:**

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<td>21,234.46</td>
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<td>REPAIR &amp; MTC AUTO EQUIPMENT</td>
<td>$90.00</td>
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**Total** $90.00

### To: 1000
**Company #**
**Accounting Unit**
**Revenue**
**Available Balance:**

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<th>After Transfer</th>
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<tr>
<td>AUTO/MACH/EQUIP PARTS</td>
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<td>21,234.46</td>
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<td>$90.00</td>
<td>12,00</td>
<td>102-</td>
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**Total** $90.00

### Reason for Request:
Budget transfer for repair and maintenance auto equipment. Transfer needed for windshield repair of Drainage vehicle.

### Finance Department Use Only

**Fiscal Year:** 2018  **Budget Journal #:** Acctg Period

**Entered By/Date:** **Released By/Date:** **Posted By/Date:**

---

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

---

**Department Head**

---

**Chief Financial Officer**

---

Packet Pg. 11
## BUDGET ADJUSTMENT

**Effective June 20, 2016**

### From: 2000

**Company #**

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<td>REFUNDS &amp; FORFEITURES</td>
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**Total** $ 3,750.00

### To: 2000

**Company #**

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<td>2665</td>
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<td>MAINTENANCE SUPPLIES</td>
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<td></td>
<td>9/26/18</td>
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**Total** $ 3,000.00

### Reason for Request:

Transfer needed for Maintenance Supplies for CA-7 stone. Transfer needed for IT Services for Phoenix security software installation and readers.

### Finance Department Use Only

**Fiscal Year: 2018**

**Budget Journal #**

**Acctg Period**

**Entered By/Date**

**Released By/Date**

**Posted By/Date**

---

**Department Head**

**Date** 9-25-18

**Chief Financial Officer**

**Date** 9-26-18

---

**Packet Pg. 12**
Request for Change Order  
Procurement Services Division  
Attach copies of all prior Change Orders  

<table>
<thead>
<tr>
<th>Purchase Order #: 24695ERV</th>
<th>Original Purchase Order Date: Apr 1, 2017</th>
<th>Change Order #: 1</th>
<th>Department: Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Graybar Electric</td>
<td>Vendor #: 10124</td>
<td>Dept Contact: Amy Arlove</td>
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</tr>
</tbody>
</table>

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

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

**INCREASE/DECREASE**  

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<tr>
<td>A</td>
<td>Starting contract value</td>
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<td>$500,000.00</td>
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<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td></td>
<td>$150,000.00</td>
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<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
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<td>$500,000.00</td>
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<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>Increase</td>
<td>Decrease</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
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<td>$59,570.60</td>
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<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td></td>
<td>-60.29%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td></td>
<td>-60.29%</td>
</tr>
</tbody>
</table>

**DECISION MEMO NOT REQUIRED**  
- Cancel entire order  
- Close Contract  
- Contract Extension (29 days)  
- Consent Only  
- Change budget code from: to:  
- Price shows: should be:  
- Decrease remaining encumbrance and close contract  
- Increase encumbrance and close contract  
- Decrease encumbrance  
- Increase encumbrance  

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

---

**Prepared By (Initials):**  
**Phone Ext:**  
**Date:**  
**Recommended for Approval (Initials):**  
**Phone Ext:**  
**Date:**  

**REVIEWED BY (Initials Only):**  
**Date:**  
**Buyer:**  
**Date:**  
**Procurement Officer:**  
**Date:**  

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

---

**CONSENT AGENDA**  
OCT - 9 2018  
Rev 1.7  
Packet Pg. 13
**Request for Change Order**  
**Procurement Services Division**  
Attach copies of all prior Change Orders

<table>
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<tr>
<th>Purchase Order #: 1865SERV</th>
<th>Original Purchase Order Date: Apr 26, 2016</th>
<th>Change Order #: 2</th>
<th>Department: Public Works</th>
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<tbody>
<tr>
<td>Vendor Name: RB Construction Inc</td>
<td>Vendor #: 13244</td>
<td>Dept Contact: Amy Arlowe</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

### INCREASE/DECREASE

| A | Starting contract value | $219,075.00 |
| B | Net $ change for previous Change Orders | $219,075.00 |
| C | Current contract amount (A + B) | $219,075.00 |
| D | Amount of this Change Order | Decrease |
| E | New contract amount (C + D) | $207,356.00 |
| F | Percent of current contract value this Change Order represents (D / C) | -5.35% |
| G | Cumulative percent of all Change Orders (B+D/A) (60% maximum on construction contracts) | -5.35% |

### DECISION MEMO NOT REQUIRED

- Cancel entire order
- Change budget code from: to:
- Increase budget code from: to: should be:
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract

### DECISION MEMO REQUIRED

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

---

**Prepared By (Initials):** 6818  **Phone Ext:** 919/18  **Date:** 8/19/18  
**Recommended for Approval (Initials):** 6818  **Phone Ext:** 919/18  **Date:**

**REVIEWED BY (Initials Only):**

**Buyer:** 42  **Date:** 9-20-18  
**Procurement Officer:** 42  **Date:**

**Chief Financial Officer (Decision Memos Over $25,000):** 58  **Date:** 2-22-18  
**Chairman’s Office (Decision Memos Over $25,000):** 58  **Date:**

---

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER
# Public Works
## Schedule of Claims
### 10/2/2018

<table>
<thead>
<tr>
<th>Pay Vendor Name</th>
<th>Description</th>
<th>Check Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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## Public Works
### Schedule of Claims
#### 10/2/2018

<table>
<thead>
<tr>
<th>Pay Vendor Name</th>
<th>Description</th>
<th>Check Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUPAGE MATERIALS COMPANY LLC</td>
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<td>GAG INDUSTRIES INC</td>
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**Total** $1,855,917.16
## Drainage
### SCHEDULE OF CLAIMS
October 2, 2018

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**Total**                                      | **$71,201.98**
### Schedule of Purchases Under $5,000

**October 2, 2018**

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<td>1000</td>
<td>1100</td>
<td>53300</td>
</tr>
<tr>
<td>18469</td>
<td>Advent Systems, Inc.</td>
<td>Repair and maintenance equipment</td>
<td>1000</td>
<td>1100</td>
<td>53370</td>
</tr>
</tbody>
</table>
## Schedule of Other Payments

**October 2, 2018**

<table>
<thead>
<tr>
<th>CONTRACT #</th>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>Start</th>
<th>End</th>
<th>FUND</th>
<th>DEPT</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2989-0001 SERV</td>
<td>A&amp;P Grease Trappers, Inc.</td>
<td>Sanitary, grease trap and storm basin pumping, setting and cleaning</td>
<td>01/11/18</td>
<td>01/10/19</td>
<td>1000</td>
<td>1100</td>
<td>53300</td>
<td>$2,860.44</td>
</tr>
<tr>
<td>2671-0001 SERV</td>
<td>Advent Systems, Inc.</td>
<td>Service call</td>
<td>09/14/17</td>
<td>09/13/18</td>
<td>1000</td>
<td>1100</td>
<td>53370</td>
<td>$196.00</td>
</tr>
<tr>
<td>3274-0001 SERV</td>
<td>Fastenal Company</td>
<td>Maintenance supplies</td>
<td>07/01/18</td>
<td>06/30/19</td>
<td>1000</td>
<td>1100</td>
<td>52270</td>
<td>$929.60</td>
</tr>
<tr>
<td>2991-0001 SERV</td>
<td>Grainger</td>
<td>Tools, operating supplies, replacement parts and maintenance supplies</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>1000</td>
<td>1100</td>
<td>52000</td>
<td>$1,616.76</td>
</tr>
<tr>
<td>3104-0001 SERV</td>
<td>Graybar Electric Company</td>
<td>Electrical supplies</td>
<td>04/01/18</td>
<td>01/31/19</td>
<td>1000</td>
<td>1100</td>
<td>52270</td>
<td>$10,228.80</td>
</tr>
<tr>
<td>3048-0001 SERV</td>
<td>HP Products Corporation/Ferguson</td>
<td>Plumbing supplies</td>
<td>02/15/18</td>
<td>02/14/19</td>
<td>1000</td>
<td>1100</td>
<td>52270</td>
<td>$16.05</td>
</tr>
<tr>
<td>3103-0001 SERV</td>
<td>Lee’s Food Service Parts &amp; Repairs</td>
<td>Replacement parts</td>
<td>03/23/18</td>
<td>03/22/19</td>
<td>1000</td>
<td>1100</td>
<td>52250</td>
<td>$216.00</td>
</tr>
<tr>
<td>1981-0001 SERV</td>
<td>Metro Professional Products a division of</td>
<td>Repair and maintenance equipment</td>
<td>08/24/16</td>
<td>08/23/18</td>
<td>1000</td>
<td>1100</td>
<td>53370</td>
<td>$70.00</td>
</tr>
<tr>
<td>3075-0001 SERV</td>
<td>Metropolitan Industries, Inc.</td>
<td>Small value mach/equip and replacement parts</td>
<td>03/08/18</td>
<td>03/07/19</td>
<td>1000</td>
<td>1100</td>
<td>52000</td>
<td>$1,365.72</td>
</tr>
<tr>
<td>3055-0001 SERV</td>
<td>Royal Pipe &amp; Supply Company</td>
<td>Plumbing supplies</td>
<td>02/15/18</td>
<td>02/14/19</td>
<td>1000</td>
<td>1100</td>
<td>52270</td>
<td>$211.75</td>
</tr>
<tr>
<td>3098-0001 SERV</td>
<td>The Sherwin-Williams Company</td>
<td>Maintenance supplies</td>
<td>04/12/18</td>
<td>04/11/19</td>
<td>1000</td>
<td>1100</td>
<td>52270</td>
<td>$305.88</td>
</tr>
<tr>
<td>2761-0001 SERV</td>
<td>Tri-Dim Filters Corporation</td>
<td>Maintenance supplies</td>
<td>09/27/17</td>
<td>09/26/18</td>
<td>1000</td>
<td>1100</td>
<td>52270</td>
<td>$5,415.98</td>
</tr>
<tr>
<td>2468-0001 SERV</td>
<td>Warehouse Direct, Inc.</td>
<td>Cleaning supplies</td>
<td>03/29/17</td>
<td>03/28/19</td>
<td>1000</td>
<td>1100</td>
<td>52280</td>
<td>$1,641.50</td>
</tr>
<tr>
<td>2906-0001 SERV</td>
<td>Washburn Machinery, Inc.</td>
<td>Replacement parts</td>
<td>12/02/17</td>
<td>12/01/18</td>
<td>1000</td>
<td>1100</td>
<td>52250</td>
<td>$804.68</td>
</tr>
<tr>
<td>2737-0001 SERV</td>
<td>Wheaton Sanitary</td>
<td>Sanitary sewer utility services</td>
<td>07/07/18</td>
<td>08/06/18</td>
<td>1000</td>
<td>1100</td>
<td>53329</td>
<td>$34,735.22</td>
</tr>
<tr>
<td>18462</td>
<td>DPC Public Works</td>
<td>Labor Charges</td>
<td>1000</td>
<td>1100</td>
<td>53300</td>
<td>$41,811.83</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Attachment: Claims 1002 (17-18-959 : Claims 1002)*
Requisition under 25k dollars

2018-240
# PROCUREMENT REVIEW CHECKLIST

## REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE SUBMITTED</td>
<td>September 17, 2018</td>
</tr>
<tr>
<td>CONTRACT TOTAL AMOUNT</td>
<td>$9,298.90</td>
</tr>
<tr>
<td>CONTRACT TERM</td>
<td>OCTOBER 3, 2018 THROUGH NOVEMBER 30, 2018</td>
</tr>
<tr>
<td>REQUESTING DEPT.</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>

## SOLICITATION METHOD FOR SOURCE SELECTION

- Laura Grobe: Completed 09/17/2018 2:01 PM
- Tim Harbaugh: Completed 09/17/2018 3:14 PM
- Nick Kottmeyer: Completed 09/18/2018 8:29 AM
- Kathy Ostrowski: Completed 09/18/2018 12:06 PM
- James McGuire: Completed 09/18/2018 4:32 PM
- Paul Rafac: Completed 09/18/2018 6:19 PM
- Kathy Ostrowski: Completed 09/25/2018 3:04 PM
- Public Works Committee: Pending 10/02/2018 9:15 AM
**Purchase Requisition**

**Procurement Services Division**

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Incredible Builders, Inc.</th>
<th>Vendor #: 29773</th>
<th>Dept: Facilities Management</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Dave Knoll Email: <a href="mailto:dknoll@incrediblebuilders.com">dknoll@incrediblebuilders.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 102 N. Park St. Unit B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Hampshire State: IL Zip: 60140</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 847-683-1033 Fax:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Vendor: Incredible Builders, Inc.</th>
<th>Vendor #: 29773</th>
<th>Dept: Facilities Management</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Tim Harbaugh Email: <a href="mailto:mary.ventrella@dupageco.org">mary.ventrella@dupageco.org</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road Room:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Wheaton State: IL Zip: 60187</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 630-407-5700 Fax:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Send Payments To:**

<table>
<thead>
<tr>
<th>Vendor: Incredible Builders, Inc.</th>
<th>Vendor #: 29773</th>
<th>Dept: Facilities Management</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Nicholas Jensen Email: <a href="mailto:nicholas.jensen@dupageco.org">nicholas.jensen@dupageco.org</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road Room:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Wheaton State: IL Zip: 60187</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 630-407-5700 Fax:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Ship To:**

<table>
<thead>
<tr>
<th>Vendor: Incredible Builders, Inc.</th>
<th>Vendor #: 29773</th>
<th>Dept: Facilities Management</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Nicholas Jensen Email: <a href="mailto:nicholas.jensen@dupageco.org">nicholas.jensen@dupageco.org</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road Room:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Wheaton State: IL Zip: 60187</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 630-407-5700 Fax:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Payment Terms**

PER 50 ILCS 505/1

---

**User Department Internal Notes**

Public Works Committee: 10/02/18 Job #1803301

---

**Header Comments**

Labor and material to install recessed ceiling and finishing work as required in the County Board Room, for Facilities Management.

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

**Work must start and finish in specified time frame: 10/24/18 through 11/05/18.** Contingency to be released by Department as needed.

---

**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acctg Unit** | **Acct #** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension** |
---|---|---|---|---|---|---|---|---|---|---|---|
1 | 1 | LO | | Repair & Maintenance Facilities | | 1000 | 1100 | 53300 | | 8,086.00 | 8,086 |
2 | 1 | LO | | Contingency as released | | 1000 | 1100 | 53300 | | 1,212.90 | 1,212 |
3 |  | EA | | | | | | | | | |
4 |  | EA | | | | | | | | | |
5 |  | EA | | | | | | | | | |

**Requisition Total** $9,298.90

---

Packet Pg. 22
### 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: Incredible Builders, Inc.</th>
<th>Vendor #: 29773</th>
<th>Contract: 10/02/18 through 11/30/18</th>
<th>Contract Total: $9,298.90</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Facilities Management</td>
<td>Contact: Tim Harbaugh</td>
<td>Phone: 630-407-5700</td>
<td>Assigned Public Works: Committee: 10/02/18</td>
</tr>
</tbody>
</table>

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

Recommendation for the approval of a contract purchase order for labor and material to install recessed ceiling in the County Board Room, for Facilities Management, for a total contract amount not to exceed $8,086.00, per lowest responsible quote #18-192-DT.

**Reason for Procurement:**

County Board Room LED lighting retrofit.

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): 1000-1100-53300
- Budget Transfer (Date) __________
- Add'l Information __________

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE # or BID # Quote#18-192-DT (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid # __________
- Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 __________
- Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below: __________

**DECISION MEMO REQUIRED**

- Cooperative Procurement (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>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
<td>__________</td>
<td>__________</td>
<td>__________</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
<td>__________</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

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

---

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

Rev 1.8 9/11/17

Packet Pg. 23
DuPAGE COUNTY PROCUREMENT SERVICES
QUOTE #18-192-DT
RECESSED CEILING COUNTY BOARD ROOM
QUOTE OPEN: 09/11/18 @ 10:00 A.M.
BID TABULATION

<table>
<thead>
<tr>
<th>FIRM</th>
<th>TOTAL QUOTE PRICE</th>
<th>ALTERNATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incredible Builders</td>
<td>$5,221.00</td>
<td>$2,865.00</td>
</tr>
</tbody>
</table>

Note: Facilities Management has requested a Contingency of 15%: $1,212.90  Total Quote Price + Contingency = $9,298.90

<table>
<thead>
<tr>
<th>Invitations Sent</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Bidders Requesting Bid Documents</td>
<td>7</td>
</tr>
<tr>
<td>Total Bid Responses Received</td>
<td>1</td>
</tr>
</tbody>
</table>
DuPage County Procurement Services Division
Debby Thompson, CPPB, Buyer
421 North County Farm Road, Room 3-400
Wheaton, Illinois 60187-3978
(630) 407-6184
dthompson@dupageco.org

QUOTE #Q18-192-DT
RECESSED CEILING IN THE COUNTY BOARD ROOM

Please submit your written quote, (completed on this form), to this office no later than 10:00 a.m., Wednesday, September 5th, 2018, to provide labor and materials to install recessed ceiling in the County Board Room, DuPage Administration Building, 421 N. County Farm Road, Wheaton, IL 60187.

Scope of Work:
- Install dust isolation barrier around work zone.
- Install floor protection and plastic over desks.
- Provide scaffolding for ceiling work.
- Install metal furring on recessed ceiling area (approximately 30’ x 30’ area).
- Install gypsum board in recessed ceiling area. Tape and finish (approximately 30’ x 30’ area).
- Final job site cleanup: Remove all materials, tools and waste. Contractor shall leave the site in a broom-clean condition.

Alternate:
- Apply one full coat of drywall primer to ceiling. Fill and compound as required. Caulk all junctions.
- Apply two full coats of finish paint to ceiling.
- Install trim/crown molding provided by owner.

Work must start and finish in specified time frame: October 24th through November 5th, 2018. Monday-Friday normal business hours, 6 AM start time.

Mandatory Site Visit Required – contact Nick Jensen, DuPage County Facilities Management at 224-283-3427 to set up an appointment.

PRICING:

<table>
<thead>
<tr>
<th>TOTAL QUOTE PRICE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6221.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL QUOTE PRICE: (In words)</th>
<th>PRICE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five Thousand Two Hundred Twenty One</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALTERNATE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2865.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALTERNATE: (In words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Thousand Eight Hundred Sixty Five</td>
</tr>
</tbody>
</table>

All items shall be quoted F.O.B. destination. The term F.O.B. Destination shall mean: delivered to DuPage County Facilities Management, 421 N. County Farm Road, County Farm Road, Wheaton, IL 60187, with all charges for transportation and unloading and inside delivery paid by the Vendor. Under no circumstances will the County be liable for additional delivery charges. Any claim for loss or damage shall be between the Vendor and the carriers.
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>Contact Phone</th>
<th>Company Contact</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incredible Builders</td>
<td>847-683-1043</td>
<td>Dana Yndol</td>
<td><a href="mailto:dknill@incrediblebuilders.com">dknill@incrediblebuilders.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 to one (1) or more contracts, or two (2) or more individual contracts with the county totaling an aggregate amount of or in excess of $35,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairperson, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union, or vendor shall update such disclosure annually during the term of 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, contractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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

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

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within fifteen (15) 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 or after 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.dupagecounty.com/county/board/policies/

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

Authorized Signature

Printed Name

Title

Date

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
AWARDING RESOLUTION TO
CUMMINS INC., DBA CUMMINS SALES & SERVICE
TO PROVIDE PARTS AND LABOR ON AN AS NEEDED BASIS
TO REPAIR ENGINE GENERATOR AND YEARLY MAINTENANCE
AT THE KNOLLWOOD WASTEWATER TREATMENT FACILITY
(CONTRACT TOTAL AMOUNT: $80,000)

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

WHEREAS, the Public Works Committee recommends County Board approval for the
issuance of a contract purchase order to Cummins Sales, Inc., dba Cummins Sales & Service, to
provide parts and labor on an as needed basis to repair and to provide yearly maintenance on the
engine generator at the Knollwood Wastewater Treatment Facility for a four-year period of
October 9, 2018 through September 30, 2022 for Public Works.

NOW, THEREFORE BE IT RESOLVED, that County contract covering said, to provide
parts and labor on an as needed basis to repair and to provide yearly maintenance on the engine
generator at the Knollwood Wastewater Treatment Facility for a four-year period of October 9,
2018 through September 30, 2022 for Public Works be and it is hereby approved for issuance of
a contract purchase order by the Procurement Division to, Cummins, Inc., dba Cummins Sales &
Service, 7145 Santa Fe Drive, Hodgkins, IL 60525, for a total contract amount not to exceed
$80,000.00.

Enacted and approved this 9th day of October, 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>September 19, 2018</td>
<td>$80,000.00</td>
<td>OCTOBER 9, 2018 THROUGH SEPTEMBER 30, 2022</td>
<td>PUBLIC WORKS</td>
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</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

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

- **Angela Bendinelli**  
  Completed 09/19/2018 2:22 PM

- **Nick Kottmeyer**  
  Completed 09/20/2018 4:25 PM

- **Kathy Ostrowski**  
  Completed 09/20/2018 4:39 PM

- **James McGuire**  
  Completed 09/21/2018 5:08 PM

- **Paul Rafac**  
  Completed 09/26/2018 11:52 AM

- **Kathy Ostrowski**  
  Completed 09/27/2018 9:39 AM

- **Public Works Committee**  
  Pending 10/02/2018 9:15 AM

- **Finance Committee**  
  Pending 10/09/2018 8:00 AM

- **County Board**  
  Pending 10/09/2018 10:00 AM
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

---

**Vendor:** Cummins Sales & Services  
**Vendor #:** 39781

**Dept:** Public Works  
**Contact:** Jay Dahlberg

**Contract** October 9, 2018 through September 30, 2022  
**Contract Total:** $80,000.00

| Description of Procurement/Scope of Work/Background | Parts and labor on an as needed basis to repair and provide yearly maintenance on the engine generator at the Knollwood Wastewater Treatment Facility from 10/9/18 through 9/30/22 in the amount of $80,000. |
| Reason for Procurement | Corrective and preventive maintenance is needed to maintain the operation of the engine generator. Cummins is the manufacturer of the engine generator and their expertise and assistance is needed from time to time to assist Public Works maintenance staff with repair and maintenance of the generator. |

**FUNDING SOURCE**

☑ Procurement budgeted for (FY and budget code(s)): 2000-2555-52250 / 2000-2555-53300

☐ Budget Transfer (Date)  
☐ Add'l Information

**DECISION MEMO NOT REQUIRED**

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

☐ RENEWAL, Enter Bid #  
☐ Intergovernmental Agreement

☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)

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

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

**DECISION MEMO REQUIRED**

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

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

☐ RENEWAL OF RFP #

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

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

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

☐ OTHER THAN LOWEST RESPONSIBLE, BID #

---

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9-19-18</td>
<td></td>
<td>9-19-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

| Date | 9-21-18 | 9-26-18 |
|      |        |        |

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**Packet Pg. 29**
**JUSTIFICATION FOR SOLE SOURCE**

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
<th>MANUFACTURER</th>
<th>PRODUCT #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Public Works</td>
<td>Cummins Sales and Service</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:**
As needed repair and maintenance of the engine generator at the Knollwood Wastewater Treatment Facility.

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

**REQUESTED SOURCE**
Cummins Sales and Service

**PHONE**
708-579-9222

**WEBSITE**
https://salesandservice.cummins.com/

**WHAT NECESSARY AND UNIQUE FEATURES DOES THIS VENDOR'S PRODUCT OR SERVICE PROVIDE WHICH ARE NOT AVAILABLE FROM OTHER VENDORS? (Please be specific)**
Cummins is the manufacturer and maintains O&M, spare parts inventory, technical manuals and specifications to maintain and repair the engine generator. No other vendors are able to service or supply required parts for the Cummins engine.

**HAS THE MARKET BEEN TESTED LATELY (LAST 12 MONTHS) ON THE APPLICABILITY OF SOLE SOURCE? (If not, why not?)**
No. Cummins is the only source known to provide the components and service at this time.

**WHAT STEPS WERE TAKEN TO VERIFY THAT THESE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS/MANUFACTURERS EXAMINED? (Please list other products or services examined – include names & phone numbers of people contacted)**
None. Cummins is the only source known to provide the components and service at this time.

---

**DEPARTMENT APPROVAL**
9-18-18

**SIGNATURE ON FILE**
9-27-18
DuPage County Public Works  
7900 South Route 53  
Woodridge Greene Valley WWTP  
Woodridge, IL 60517

September 13, 2018

To whom it may concern,

Please accept this letter as certification that Cummins Inc. ("Cummins") doing business as Cummins Sales and Service, is the only entity authorized to distribute Cummins® Onan® branded power generator products in the United States. Cummins is the sole source of this product in order to maintain strict control over the intellectual property contained within the product.

Should you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Signature on File

Mark Hassel  
General Sales Manager  
mark.hassel@cummins.com

Cummins Sales and Service  
1600 Buerkle Road  
White Bear Lake, MN 55110  
Tel (651) 636-1000  
Fax (651) 286-2111  
salesandservice.cummins.com
**Purchase Requisition**  
**Procurement Services Division**

**Send Purchase Order To:**  
Vendor: Cummins Sales and Service  
Vendor #: 29781  
Dept: DuPage County Public Works  
Division:  
Attn:  
Email:  
Address: 7145 Santa Fe Drive  
City: Hodgkins  
State: IL  
Zip: 60525  
Phone: 708-579-9222

**Send Invoices To:**  
Vendor: Cummins Sales and Service  
Vendor #: 29781  
Dept: DuPage County Public Works  
Division:  
Attn: Accounts Payable  
Email: pwaccountspayable@dupageco.org  
Address: 7900 S. Route 53  
City: Woodridge  
State: IL  
Zip: 60517  
Phone: 630-985-7400

**Send Payments To:**  
Vendor: Cummins Sales and Service  
Vendor #: 11999  
Dept: SAME  
Division:  
Attn:  
Email:  
Address: NW7686 PO Box 1450  
City: Minneapolis  
State: MN  
Zip: 55485-7686  
Phone:  
Fax: 

**Send Payments To:**  
Vendor: Cummins Sales and Service  
Vendor #: 11999  
Dept: SAME  
Division:  
Attn:  
Email:  
Address: NW7686 PO Box 1450  
City: Minneapolis  
State: MN  
Zip: 55485-7686  
Phone:  
Fax: 

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### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
1 | 1 | EA | Parts and labor on an as needed basis to repair the engine generator at the Knollwood Facility for the period 10/9/18 through 9/30/22 | 2000 | 2555 | 52250 | 20,000.00 | 20,000 |
2 | 1 | EA | | 2000 | 2555 | 53300 | 60,000.00 | 60,000 |  
3 | | EA | | | | | | | |

**Requisition Total**: $80,000

---

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

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

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

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**Packet Pg. 32**

Attachment: Cummins - Requisition (PW-P-0256-18 : PW Cummins, Inc., dba Cummins Sales and Service)
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.

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

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

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

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

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

Authorized Signature

Signature on File

Printed Name
Varvara Isnichenko

Title
Risk Management Leader

Date
2/14/2018

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

2018-243
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SOLICITATION METHOD FOR SOURCE SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Grobe</td>
</tr>
<tr>
<td>Tim Harbaugh</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
</tr>
<tr>
<td>James McGuire</td>
</tr>
<tr>
<td>Paul Rafac</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
</tr>
<tr>
<td>Public Works Committee</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: Hydro-Kinetics Corporation</th>
<th>Vendor #: 20141</th>
<th>Contract Term:</th>
<th>Contract Total: $7,406.28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Facilities Management</td>
<td>Contact: Tim Harbaugh</td>
<td>Phone: 630-407-5700</td>
<td>Assigned: Public Works: Committee: 10/02/18</td>
</tr>
</tbody>
</table>

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

Recommendation for the approval of a contract purchase order to furnish and deliver two (2) Gorman-Rupp pump rotating assemblies, for a total contract amount not to exceed $7,406.28, 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).

**Reason for Procurement**

Existing pump is old and is in need of repair. The replacement assembly will fix the problem of low output. This is the most cost efficient repair instead of pump replacement costs.

**FUNDING SOURCE**

- [x] Procurement budgeted for (FY and budget code(s)): 1000-1100-52250
- [ ] Budget Transfer (Date) ______________________ Add'l Information ______________________

**DECISION MEMO NOT REQUIRED**

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # ______________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # ______________________ Intergovernmental Agreement
- [x] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (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 (30ILCS5525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # ______________________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # ______________________
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # ______________________

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
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<table>
<thead>
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<table>
<thead>
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<th>Buyer</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>
## Purchase Requisition

**Procurement Services Division**

### Send Purchase Order To:
- **Vendor:** Hydro-Kinetics Corporation  
  **Vendor #:** 20141  
- **Attn:** Mike Castner  
  **Email:** mcastner@hydro-kinetics.com  
- **Address:** 5741 Manchester Avenue  
  **City:** St. Louis  
  **State:** MO  
  **Zip:** 63110  
- **Phone:** 314-647-6104  
  **Fax:** 314-645-1861

### Send Invoices To:
- **Dept:** Facilities Management  
  **Division:**  
- **Attn:** Tim Harbaugh  
  **Email:**  
- **Address:** 421 N. County Farm Road  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
- **Phone:** 630-407-5700  
  **Fax:** 630-407-5701

### Send Payments To:
- **Vendor:** Hydro-Kinetics Corporation  
  **Vendor #:** 20141  
- **Attn:**  
  **Email:**  
- **Address:** 5741 Manchester Avenue  
  **City:** St. Louis  
  **State:** MO  
  **Zip:** 63110  
- **Phone:** 314-647-6104  
  **Fax:** 314-645-1861

### Ship To:
- **Dept:** Facilities Management  
  **Division:**  
- **Attn:** Tim Harbaugh  
  **Email:**  
- **Address:** 421 N. County Farm Road  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
- **Phone:** 630-407-5700  
  **Fax:** 630-407-5701

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

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>EA</td>
<td>P/N 44163-019</td>
<td>Gorman-Rupp pump rotating assembly</td>
<td>1000</td>
<td>1100</td>
<td>52250</td>
<td></td>
<td></td>
<td>3,603.14</td>
<td>7,206.28</td>
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<tr>
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<td>1</td>
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<td>52250</td>
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</table>

**Requisition Total:** $7,406.28

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

Furnish and deliver two (2) Gorman-Rupp pump rotating assemblies.

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

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

Public Works Committee: 10/02/18
JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
<th>Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANUFACTURER</td>
<td>PRODUCT #</td>
<td>Gorman-Rupp</td>
</tr>
<tr>
<td></td>
<td></td>
<td>44163-019</td>
</tr>
</tbody>
</table>

DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:

Replacement of two (2) Gorman-Rupp rotating sewage pump assemblies for the pulper and dishwasher discharge at the Care Center kitchen.

THIS IS A SOLE SOURCE BECAUSE VENDOR IS:

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

REQUESTED SOURCE | Hydro-Kinetics |
PHONE             | 314-647-6104 |
CONTACT           | Mike Castner |
WEBSITE           | www.hydro-kinetics.com |

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

Hydro-Kinetics is the authorized Gorman-Rupp Pump distributor for our area.

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

No, other pump parts will not work with existing pump. It is not practical to replace flanges to accept other manufactured parts. There is no need to replace with a whole new pump and it is not cost efficient.

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

Contacted Gorman-Rupp Pump manufacturer and was told that Hydro-Kinetics is the authorized Gorman-Rupp distributor for our area.

Packet Pg. 38
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, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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

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

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

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

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Castner</td>
<td>314-647-6104</td>
<td><a href="mailto:mcastner@hydro-kinetics.com">mcastner@hydro-kinetics.com</a></td>
</tr>
</tbody>
</table>

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

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

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

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

Authorized Signature

Signature on File

Printed Name

Mike Castner

Title

Inside Sales, Project Management

Date

September 6, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
**NEW PURCHASE ORDER REQUEST**

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<th>DATE SUBMITTED</th>
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<tbody>
<tr>
<td>September 10, 2018</td>
<td>$24,000.00</td>
<td>DECEMBER 7, 2018 THROUGH DECEMBER 6, 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUESTING DEPT.</th>
<th>FACILITIES MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACILITIES MANAGEMENT</td>
<td></td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Grobe</td>
<td>Completed</td>
<td>09/10/2018 3:11 PM</td>
</tr>
<tr>
<td>Tim Harbaugh</td>
<td>Completed</td>
<td>09/10/2018 3:24 PM</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
<td>Completed</td>
<td>09/11/2018 3:14 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>09/13/2018 3:14 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>09/14/2018 10:20 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>09/18/2018 6:31 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>09/19/2018 3:22 PM</td>
</tr>
<tr>
<td>Public Works Committee</td>
<td>Pending</td>
<td>10/02/2018 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: DVL Enterprises, Inc. dba MPGTandem</th>
<th>Contract 12/07/18 through 12/06/19</th>
<th>Contract Total: $24,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor #: 13542</td>
<td>Term: 12/06/19</td>
<td>Assigned: Public Works:</td>
</tr>
<tr>
<td>Dept: Facilities Management</td>
<td>Phone: 630-407-5700</td>
<td>Committee: 10/02/18</td>
</tr>
<tr>
<td>Contact: Tim Harbaugh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of Procurement/Scope of Work/Background</td>
<td>Recommendation for the approval of a contract purchase order to provide and deliver employee uniforms, as needed, for Facilities Management, for a total contract amount not to exceed $24,000.00 per renewal option under bid award #16-210-BF, second option to renew.</td>
<td></td>
</tr>
<tr>
<td>Reason for Procurement</td>
<td>Employee uniforms are needed to identify County employees, who work in and around the County facilities, to provide appropriate work clothing for maintenance work, where employees are subjected to grease and chemicals and to provide clothing for the housekeeping staff while cleaning and being exposed to contaminants. Per NFPA70E &amp; OSHA ARC Flash, electricians are required to wear flame retardant clothing when working on energized electrical components 50 volts or greater.</td>
<td></td>
</tr>
</tbody>
</table>

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): 1000-1100-02220
- [ ] Budget Transfer (Date) ___________________ Add'l Information

**DECISION MEMO NOT REQUIRED**

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # ___________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # 16-210-BF
- [ ] 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 310/2 (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>MV</th>
<th>Prepared By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sep 10, 2018</td>
</tr>
</tbody>
</table>

**Recommended for Approval**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-11-18</td>
</tr>
</tbody>
</table>

**It Approval, if required**

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
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<td></td>
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</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/14/18</td>
</tr>
</tbody>
</table>

**Procurement Officer**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-18-18</td>
</tr>
</tbody>
</table>

**Chief Financial Officer**

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the "County" and DVL Enterprises, Inc. dba Tandem Promotions and/or MPG Tandem located at 1538 Ogden Ave., Downers Grove, IL 60515 herein after called the "Contractor", witnesses;

The County and the Contractor have previously entered into three PO Contracts, pursuant to low bid #16-210-BF which became effective on the following dates:

| Division of Transportation: | PO# 2882-0001 SERV | December 01, 2017 expiring on November 30, 2018 |
| Facilities Management:     | PO# 2884-0001 SERV | December 07, 2017 expiring on December 06, 2018 |
| Public Works:              | PO# 2885-0001 SERV | December 07, 2017 expiring on December 06, 2018 |

The contract is subject to a SECOND option to renew for a twelve (12) month period. The parties now agree to renew said agreements, upon the same terms as previously agreed to, as specified in the original contract #16-210-BF.

The contract renewals will become effective:

| Division of Transportation: | December 01, 2018 to expire November 30, 2019 |
| Facilities Management:     | December 07, 2018 to expire December 06, 2019 |
| Public Works:              | December 07, 2018 to expire December 06, 2019 |

These renewals are contingent upon DuPage County Parent Committee and Board approval.

TANDEM PROMOTIONS

SIGNATURE

PRINTED NAME

PRINTED TITLE

DATE

COUNTY OF DU PAGE, ILLINOIS

Joan McAvoy
Buyer II

DATE

9/16/18
**Purchase Requisition**  
**Procurement Services Division**

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor/Division</th>
<th>Vendor #: 13542</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVL Enterprises, Inc. d/b/a MPGTandem</td>
<td></td>
</tr>
</tbody>
</table>

**Attn:** Gerry Lane  
**Email:** glane@mpgtandem.com  
**Address:** 1536 Ogden Avenue  
**City:** Downers Grove  
**State:** IL  
**Zip:** 60515  
**Phone:** 630-969-9241  
**Fax:**

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Vendor/Division</th>
<th></th>
</tr>
</thead>
</table>
| Dept: Facilities Management | Division:

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

**Send Payments To:**

<table>
<thead>
<tr>
<th>Vendor/Division</th>
<th>Vendor #: 13542</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPGTandem</td>
<td></td>
</tr>
</tbody>
</table>

**Attn:** Mary Ventrella  
**Email:** mary.ventrella@dupageco.org  
**Address:** 1536 Ogden Avenue  
**City:** Downers Grove  
**State:** IL  
**Zip:** 60515  
**Phone:** 630-969-9241  
**Fax:**

**Ship To:**

<table>
<thead>
<tr>
<th>Dept/Division</th>
<th>Attn: Mary Ventrella</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Management</td>
<td>Email: <a href="mailto:mary.ventrella@dupageco.org">mary.ventrella@dupageco.org</a></td>
</tr>
</tbody>
</table>

**Address:** 421 N. County Farm Road  
**Room:** 2-700  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187  
**Phone:** 630-407-5705  
**Fax:** 630-407-5701

**Payment Terms**

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mary Ventrella</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 PO25 only</th>
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<tbody>
<tr>
<td></td>
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<td>Dec 7, 2018</td>
<td>Dec 6, 2019</td>
<td>PO25 only</td>
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</tbody>
</table>

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>LO</td>
<td>Employee Uniforms for Facilities Management</td>
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<td>1000</td>
<td>1100</td>
<td>52220</td>
<td></td>
<td>24,000.00</td>
<td>24,000</td>
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</tr>
</tbody>
</table>

**Requisition Total:** $24,000.00

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

Provide and deliver employee uniforms, as needed, for Facilities Management.

**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):

Second option to renew.  Public Works Committee 10/02/18
**Required Vendor Ethics Disclosure Statement**

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

| Company Name: | DVL Enterprises, Inc. dba MPGTandem | Company/Contact: | Jerry Lane | Contact Email: | dvl@mpgtandem.com |
| Company/Contact: | DVL Enterprises, Inc. dba MPGTandem | Contact Phone: | 630-969-9247 | | |

Date: 9/6/18

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

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

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

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

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

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

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

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

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

9/6/18

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

2018-242
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 19, 2018</td>
<td>$23,000.00</td>
<td>DECEMBER 7, 2018 THROUGH DECEMBER 6, 2019</td>
<td>PUBLIC WORKS</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

**No Decision Memo Required**  Per Cooperative Agreement

- Angela Bendinelli  Completed  09/19/2018 1:40 PM
- Nick Kottmeyer  Completed  09/19/2018 2:12 PM
- Kathy Ostrowski  Completed  09/19/2018 2:22 PM
- James McGuire  Completed  09/21/2018 2:51 PM
- Paul Rafac  Completed  09/26/2018 11:50 AM
- Kathy Ostrowski  Completed  09/26/2018 4:16 PM
- Public Works Committee  Pending  10/02/2018 9:15 AM
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: DVL Enterprises, Inc., dba MPGTandem
Vendor #: 13542
Contract Term: December 7, 2018 through December 6, 2019
Contract Total: $23,000.00

Dept: Public Works
Contact: Sean Reese
Phone: 630-985-7400

Description of Procurement/Scope of Work/Background
To supply work uniforms for Public Works employees for a one-year period from 12/7/18 through 12/6/19 per Bid #16-210 in the amount of $23,000. This is the second renewal under this contract.

Reason for Procurement
Uniforms are provided to Public Works employees for safety and identification purposes.

FUNDING SOURCE
☒ Procurement budgeted for (FY and budget code(s)): 2000-2665-52220
☐ Budget Transfer (Date) ___________________________ Add'l Information

DECISION MEMO NOT REQUIRED
☐ LOWEST RESPONSIBLE QUOTE # or BID # ___________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # 16-210-BF ☐ 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:

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

PREPARED BY AND APPROVAL(S) (Initials Only)

Prepared By: ___________________________ Date: 9/19/18
Recommended for Approval: ___________________________ Date: 9/19/18
IT Approval, if required: ___________________________ Date: ___________________________

REVIEWED BY (Initials Only)

Buyer: ___________________________ Date: 9/6/18
Procurement Officer: ___________________________ Date: 9/20/18

Chief Financial Officer (Decision Memos Over $25,000) Date: 9-26-18
Chairman’s Office (Decision Memos Over $25,000) Date: ___________________________
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the “County” and DVL Enterprises, Inc. dba Tandem Promotions and/or MPG Tandem located at 1536 Ogden Ave, Downers Grove, IL 60515 herein after called the “Contractor”, as follows:

The County and the Contractor have previously entered into three PO Contracts, pursuant to low bid #16-210-BF which became effective on the following dates:

| Division of Transportation: | PO# 2882-0001 SERV | December 01, 2017 expiring on November 30, 2018 |
| Facilities Management:     | PO# 2884-0001 SERV | December 07, 2017 expiring on December 06, 2018 |
| Public Works:              | PO# 2885-0001 SERV | December 07, 2017 expiring on December 06, 2018 |

The contract is subject to a SECOND option to renew for a twelve (12) month period.
The parties now agree to renew said agreements, upon the same terms as previously agreed to, as specified in the original contract #16-210-BF.

The contract renewals will become effective:

| Division of Transportation: | December 01, 2018 to expire November 30, 2019 |
| Facilities Management:     | December 07, 2018 to expire December 06, 2019 |
| Public Works:              | December 07, 2018 to expire December 06, 2019 |

These renewals are contingent upon DuPage County Parent Committee and Board approval.

TANDEM PROMOTIONS

SIGNATURE
Dond V. LeRoc

PRINTED NAME
President

PRINTED TITLE

DATE
Sept 6, 2018

COUNTY OF DU PAGE, ILLINOIS

Joan McAvoy
Buyer II

DATE
9/6/18
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: 9/6/18

Bid/Contract/PO #: 

<table>
<thead>
<tr>
<th>Company Name</th>
<th>DVL Enterprises, Inc. dba MPGTandem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone</td>
<td>630-969-9246</td>
</tr>
<tr>
<td>Company Contact</td>
<td>Greg Lane</td>
</tr>
<tr>
<td>Contact Email</td>
<td><a href="mailto:greg@mpgtandem.com">greg@mpgtandem.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.

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

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

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

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

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

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

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

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

Authorized Signature

Printed Name | David V. Lauritzen
Title | President
Date | 9/6/18

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

**Procurement Services Division**

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: DVL Enterprises, Inc., dba MPGTandem</th>
<th>Vendor #: 13542</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Janet Kaufman Email: <a href="mailto:jkaufman@mpgtandem.com">jkaufman@mpgtandem.com</a></td>
<td></td>
</tr>
<tr>
<td>Address: 1536 Ogden Avenue</td>
<td></td>
</tr>
<tr>
<td>City: Downers Grove State: IL Zip: 60515</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-969-9241 Fax: 630-969-9275</td>
<td></td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Dept: DuPage County Public Works Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Accounts Payable Email: <a href="mailto:pwaccountspayable@dupageco.org">pwaccountspayable@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 7900 S. Route 53 Room:</td>
</tr>
<tr>
<td>City: Woodridge State: IL Zip: 60517</td>
</tr>
<tr>
<td>Phone: 630-985-7400 Fax: 630-985-4802</td>
</tr>
</tbody>
</table>

**Send Payments To:**

<table>
<thead>
<tr>
<th>Vendor: MPGTandem</th>
<th>Vendor #: 13542</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email: mpgtandem.com</td>
<td></td>
</tr>
<tr>
<td>Address: 1584 Fenpark Drive</td>
<td></td>
</tr>
<tr>
<td>City: Fenton State: MO Zip: 63026</td>
<td></td>
</tr>
<tr>
<td>Phone: 1-800-888-3253 Fax:</td>
<td></td>
</tr>
</tbody>
</table>

**Ship To:**

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

**Payment Terms**

- PER 50 ILCS 505/1

**Use for**

- Contract Administrator
- Contract Start Date Dec 7, 2018
- Contract End Date Dec 6, 2019
- Use for PO25 only

**User Department Internal Notes**

---

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

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

---

**Item Detail**

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Uniforms for Public Works employees per Bid #16-210 for a one-year period from 12/7/18 through 12/6/19. This is the second of three possible renewals under this contract.</td>
<td>2000</td>
<td>2665</td>
<td>52220</td>
<td></td>
<td></td>
<td>23,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>EA</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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<td>EA</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total** $23,000.00

---

**Packet Pg. 51**
AWARDING RESOLUTION
ISSUED TO COMMERCIAL ELECTRONIC SYSTEMS, INC.
FOR PREVENTIVE MAINTENANCE, TESTING AND REPAIR
OF THE EDWARDS SYSTEMS TECHNOLOGY FIRE PANELS
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED $77,030.00)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract purchase order to Commercial Electronic Systems, Inc., for preventive maintenance, testing and repair of the Edwards Systems Technology Fire Panels for the County campus, for the period November 23, 2018 through November 22, 2019, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for preventive maintenance, testing and repair of the Edwards Systems Technology Fire Panels for the County campus, for the period November 23, 2018 through November 22, 2019, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, Commercial Electronics Systems, Inc., 2447 Reeves Road, Joliet, IL 60436, for a total contract amount not to exceed $77,030.00, per renewal option under bid #17-172-BF, first option to renew.

Enacted and approved this 9th day of October, 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>September 11, 2018</td>
<td>$77,030.00</td>
<td>NOVEMBER 23, 2018 THROUGH NOVEMBER 22, 2019</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

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

Laura Grobe  Completed  09/11/2018 4:26 PM
Tim Harbaugh  Completed  09/11/2018 4:31 PM
Nick Kottmeyer  Completed  09/13/2018 8:16 AM
Kathy Ostrowski  Completed  09/13/2018 3:29 PM
James McGuire  Completed  09/14/2018 10:18 AM
Paul Rafac  Completed  09/18/2018 6:30 PM
Kathy Ostrowski  Completed  09/25/2018 2:47 PM
Public Works Committee  Pending  10/02/2018 9:15 AM
Finance Committee  Pending  10/09/2018 8:00 AM
County Board  Pending  10/09/2018 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></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Facilities Management</td>
<td>Contact: Tim Harbaugh</td>
<td>Phone: 630-407-5700</td>
<td></td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background:**
Recommendation for the approval of a contract purchase order for preventive maintenance, testing and repair of the Edwards Systems Technology Fire Panels for the County campus, for Facilities Management, for a contract total amount not to exceed $77,030.00, per renewal option under bid award #17-172-BF, first option to renew.

**Reason for Procurement:**
The City of Wheaton Ordinance fire prevention code and BOCA 1990 NFPA requires quarterly and semi-annual life safety testing and inspection of the County facilities' fire alarm systems.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): 1000-1100-53300, 1500-3520-53300
- [ ] Budget Transfer (Date) __________ Add'l Information

<table>
<thead>
<tr>
<th>DECISION MEMO NOT REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] LOWEST RESPONSIBLE QUOTE # or BID # ________(QUOTE &lt; $25,000, BID ≥ $25,000; attach Tabulation)</td>
</tr>
<tr>
<td>[ ] RENEWAL, Enter Bid # ________ 17-172-BF</td>
</tr>
<tr>
<td>[ ] Intergovernmental Agreement</td>
</tr>
<tr>
<td>[ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)</td>
</tr>
<tr>
<td>[ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00</td>
</tr>
<tr>
<td>[ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:</td>
</tr>
</tbody>
</table>

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

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

MV: __________

- [ ] Prepared By __________
- [ ] Date Sep 6, 2018
- [ ] Recommended for Approval __________
- [ ] Date 9/13/18
- [ ] IT Approval, if required __________
- [ ] Date

**REVIEWED BY (Initials Only)**

- [ ] Buyer __________
  - Date 9/14/18
  - Procurement Officer __________
  - Date
- [ ] Chief Financial Officer (Decision Memos Over $25,000) __________
  - Date 9-14-18
  - Chairman's Office (Decision Memos Over $25,000) __________
  - Date 9-14-18

**Attachment:** Commercial Electronic - Checklist (FM-P-0257-18 : FM-Commercial Electronics)
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the “County” and Commerical Electronic Systems, 2447 Reeves Road, Joliet, IL 60436, hereinafter called the “Contractor”, witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Bid #17-172-BF which became effective November 23, 2017 and which expires November 22, 2018. The contract is subject to an FIRST option to renew for a twelve (12) month period.

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

The contract renewal becomes effective November 23, 2018 and will expire November 22, 2019, contingent upon Parent Committee and County Board approval.

COMMERICAL ELECTRONIC SYSTEMS

SIGNATURE

PRINTED NAME

PRINTED TITLE

DATE

COUNTY OF DU PAGE, ILLINOIS

SIGNATURE

Joan McAvoy
DuPage County Buyer

DATE

09/05/18
Purchase Requisition
Procurement Services Division

**Send Purchase Order To:**
Vendor: Commercial Electronic Systems, Inc.  
Vendor #: 14169
Attn: Ronald Lindsay  
Email: rjlindsay@cescomplete.com  
Address: 2447 Reeves Road  
City: Joliet  
State: IL  
Zip: 60436  
Phone: 815-741-3333  
Fax: 815-741-3345

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

**Send Payments To:**
Vendor: Commercial Electronic Systems, Inc.  
Vendor #: 14169
Attn:  
Email:  
Address: 2447 Reeves Road  
City: Joliet  
State: IL  
Zip: 60436  
Phone:  
Fax:  

**Ship To:**
Dept: Facilities Management  
Division:  
Attn: Mark Thomas  
Email:  
Address: various locations  
Room:  
City: Wheaton  
State: IL  
Zip: 60187  
Phone:  
Fax:  

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>LO</td>
<td>FM - PM &amp; Repairs</td>
<td></td>
<td></td>
<td>1000</td>
<td>1100</td>
<td>53300</td>
<td></td>
<td>76,360.00</td>
<td>76,360.00</td>
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<td>2</td>
<td>1</td>
<td>LO</td>
<td>DOT - PM &amp; Repairs</td>
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<td>1500</td>
<td>3520</td>
<td>53300</td>
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<td>670.00</td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Requisition Total:** $77,030.00

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):
Preventative maintenance, testing and repair of the Edwards Systems Technology Fire Panels for the County Campus.

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

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
Public Works Committee: 10/02/18  
County Board: 10/09/18
### Required Vendor Ethics Disclosure Statement

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

**Company Name:** Commercial Electronic Systems

**Company Contact:** Ronald J. Lindsay

**Contact Phone:** 815/941-3338

**Contact Email:** jlindsay@cescomplete.com

**Date:** 9/5/18

**Bid/Contract/PO #:** V7-72-86

**Attachment:** Commercial Electronic - VE (FM-P-0257-18 : FM-Commercial Electronics)

---

#### 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 $15,000, 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.

- **NO CONTRIBUTIONS HAVE BEEN MADE**

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

- **NO CONTACTS HAVE BEEN MADE**

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

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

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

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

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

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

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

**Authorized Signature**

**Printed Name**

Ronald J. Lindsay

**Title**

Vice President

**Date**

09.05.2018

---

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

2018-241
## 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>Requesting Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 19, 2018</td>
<td>OCTOBER 2, 2018 THROUGH SEPTEMBER 30, 2019</td>
<td>PUBLIC WORKS</td>
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| Contract Total Amount |  
|----------------------|------------------|
| $10,000.00           |                  |

### Solicitation Method for Source Selection

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>Angela Bendinelli</td>
<td>Completed</td>
<td>09/19/2018 1:03 PM</td>
</tr>
<tr>
<td>Danna Mundall</td>
<td>Completed</td>
<td>09/20/2018 4:23 PM</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
<td>Completed</td>
<td>09/20/2018 4:25 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>09/20/2018 4:34 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>09/21/2018 5:05 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>09/26/2018 11:53 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>09/27/2018 10:26 AM</td>
</tr>
<tr>
<td>Public Works Committee</td>
<td>Pending</td>
<td>10/02/2018 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

Date: Sep 17, 2018
MinuteTraq (IQM2) ID #: 13510

Vendor: Chellino Crane, Inc.  |  Contract Term: 10/3/18 - 10/2/19  |  Contract Total: $10,000.00
Vendor #: 20729  |  Contact: Sean Reese  |  Phone: 630-985-7400  |  Assigned Committee: Public Works

Dept: Public Works  |  Description of Procurement/Scope of Work/Background:

Crate rental service for a one-year period from 10/3/18 through 10/2/19 per Bid #17-162-GV on an as needed basis in the amount of $10,000. This is the first renewal option under this contract.

Reason for Procurement:
In order to keep equipment maintained and repaired at various DuPage County Public Works locations, crane rental is necessary to remove the equipment from facilities and re-install the equipment once repaired.

FUNDING SOURCE

☑ Procurement budgeted for (FY and budget code(s)): 2000-2555-53410
☐ Budget Transfer (Date) ___________________________ Add'l Information ___________________________

DECISION MEMO NOT REQUIRED

☑ LOWEST RESPONSIBLE QUOTE # or BID # 17-162-GV (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☑ RENEWAL, Enter Bid # 17-162-GV
☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
☐ Public Utility
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

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

PREPARED BY AND APPROVAL(S) (Initials Only)

Prepared By: 9/20/18  Recommended for Approval: 9/20/18

IT Approval, if required: ___________________________ Date ___________________________

REVIEWED BY (Initials Only)

Buyer: 9/21/18  Procurement Office: 9/21/18

Chief Financial Officer: 9/26/18  Chairman's Office: ___________________________ Date ___________________________

(Decision Memos Over $25,000)

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.8
Packet Pg. 60
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the “County” and Chellino Crane, of 915 Rowell Ave, Joliet, IL 60433, hereinafter called the “Contractor”, witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Bid 17-162-GV which became effective October 3, 2017, and which will expire October 2, 2018. The contract is subject to an option to renew for a twelve (12) month period.

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

The contract renewal becomes effective October 3, 2018 and expires October 2, 2019 contingent upon any applicable Parent Committee and County Board approval.

CC Acquisition Company, LLC dba
CHELLINO CRANE

Signature on File 09/14/2018
DATE

Scott Wilson
PRINTED NAME

President
PRINTED TITLE

COUNTY OF DU PAGE, ILLINOIS

Signature on File 09/17/18
DATE

Glenda Vasak
Buyer II

## Purchase Requisition

**Procurement Services Division**

### Send Purchase Order To:

- **Vendor:** Chellino Crane, Inc.
- **Vendor #:** 20729
- **Dept:** DuPage County Public Works
- **Address:** 915 Roswell Avenue
- **City:** Joliet
- **State:** IL
- **Zip:** 60433
- **Phone:** 815-723-2829
- **Fax:** 815-723-0968

### Send Invoices To:

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

### Send Payments To:

- **Vendor:** SAME
- **Vendor #:** 20729
- **Dept:** SAME
- **Address:** SAME
- **City:** SAME
- **State:** IL
- **Zip:** SAME
- **Phone:** SAME
- **Fax:** SAME

### Payment Terms:

- **F.O.B.:** PER 50 ILCS 505/1
- **PO 20 Delivery Date:**
- **Requisitioner:** Amy Arlowe/Sandra Martinez

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Crane rental per Bid #17-162-GC for a one-year period from 10/3/18 through 10/2/19 on an as needed basis. This is the 1st renewal under this contract.</td>
<td>2000</td>
<td>2555</td>
<td>53410</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>EA</td>
<td>(add description)</td>
<td>(add FY)</td>
<td>(add Dept)</td>
<td>(add Acctg Unit)</td>
<td>(add Acct #)</td>
<td>(add Sub-Accts and/or Activity #)</td>
<td>(add Unit Price)</td>
<td>(add Extension)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>EA</td>
<td>(add description)</td>
<td>(add FY)</td>
<td>(add Dept)</td>
<td>(add Acctg Unit)</td>
<td>(add Acct #)</td>
<td>(add Sub-Accts and/or Activity #)</td>
<td>(add Unit Price)</td>
<td>(add Extension)</td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $10,000.00

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

- (Add comments)

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

- (Add comments)

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

- (Add comments)
Required Vendor Ethics Disclosure Statement

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

Company Name: CC Acquisition Company, LLC dba Chellino Crane
Company Contact: Scott Wilson
Contact Phone: 505-670-1100
Contact Email: swilson@craneserviceinc.com

Date: 9/14/2018
Bid/Contract/PO #: 17-162-GV

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

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount of or in excess of $25,000, shall provide to Procurement Services 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.

<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 contributions have been made

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

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

Phone: Telephone
Email: Email

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: Scott Wilson
Title: President
Date: 9/14/2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
AWARDING RESOLUTION ISSUED
TO COMCAST BUSINESS COMMUNICATIONS, LLC TO PROVIDE
INTERNET SERVICES AT THE KNOLLWOOD TREATMENT FACILITY
AND THE MARIONBROOK UNDERGROUND FACILITY
(CONTRACT TOTAL AMOUNT: $33,000.00)

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 Comcast Business Communications, LLC, for Internet
services at the Knollwood Treatment facility and the Marionbrook Underground facility, for the
period covering December 1, 2018 through November 30, 2021, for Public Works.

NOW, THEREFORE BE IT RESOLVED, that County contract covering said, to provide
Internet services at the Knollwood Treatment facility and the Marionbrook Underground facility,
for the period of December 1, 2018 through November 30, 2021, for Public Works, be, and it is
hereby approved for issuance of a contract purchase order by the Procurement Division to
Comcast Business Communications, LLC, 2001 York Road, Oak Brook, IL 60532, for a
contract total amount not to exceed $33,000.00.

Enacted and approved this 9th day of October, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

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

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
<td><strong>CONTRACT TERM</strong></td>
</tr>
<tr>
<td>September 19, 2018</td>
<td>DECEMBER 1, 2018 THROUGH NOVEMBER 30, 2021</td>
</tr>
<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
<td><strong>REQUESTING DEPT.</strong></td>
</tr>
<tr>
<td>$33,000.00</td>
<td>PUBLIC WORKS</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

No Decision Memo Required  Per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000

- Angela Bendinelli: Completed 09/19/2018 1:01 PM
- Nick Kottmeyer: Completed 09/19/2018 2:11 PM
- Kathy Ostrowski: Completed 09/25/2018 3:25 PM
- Donald Carlsen: Completed 09/26/2018 9:37 AM
- James McGuire: Completed 09/26/2018 11:07 AM
- Paul Rafac: Completed 09/26/2018 12:32 PM
- Kathy Ostrowski: Completed 09/27/2018 10:03 AM
- Public Works Committee: Pending 10/02/2018 9:15 AM
- Finance Committee: Pending 10/09/2018 8:00 AM
- Technology Committee: Pending 10/09/2018 9:00 AM
- County Board: Pending 10/09/2018 10:00 AM
## Purchase Requisition
### Procurement Services Division

**Send Purchase Order To:**
- **Vendor:** Comcast Communications Inc., dba Comcast Business LLC  
  Vendor #: 13982(R02)
- **Attn:** Gigi Grajo  
  Email: gigi_grajo@comcast.com
- **Address:** 2001 York Road  
  **City:** Oak Brook  
  **State:** IL  
  **Zip:** 60532
- **Phone:** 224-229-4068

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

**Send Payments To:**
- **Vendor:** Comcast Communications Inc., dba Comcast Business LLC
- **Attn:**  
  **Email:**
- **Address:** PO Box 3001
  **City:** Southeastern  
  **State:** PA  
  **Zip:** 19398-3001
- **Phone:**

**Send Payments To:**
- **Vendor:** Comcast
- **Attn:**
  **Email:**
- **Address:** PO Box 3001
  **City:** Southeastern  
  **State:** PA  
  **Zip:** 19398-3001
- **Phone:**

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

**Use for PO25 only:**
- **Contract Administrator:**
- **Contract Start Date:** Dec 1, 2018
- **Contract End Date:** Nov 30, 2021

<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>Internet service for the Knollwood Wastewater Treatment Plant &amp; the Marionbrook Underground Facility for a 3 year period from 12/1/18 through 11/30/21</td>
<td>2000</td>
<td>2555</td>
<td>53250</td>
<td>22,000.00</td>
<td>22,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>EA</td>
<td>2000</td>
<td>2665</td>
<td>53250</td>
<td>11,000.00</td>
<td>11,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td>53250</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $33,000.00

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

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

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

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

Vendor: Comcast Business
Vendor #: 13982(R02)

Contract Term: December 1, 2018 through November 30, 2021
Contract Total: $33,000.00

Dept: Public Works
Contact: Jay Puckett
Phone: 630-985-7400

Description of Procurement/Scope of Work/Background:
Internet access line for the Knollwood Wastewater Treatment Plant and the Marionbrook Underground Facility in the amount of $33,000 for a 3-year period.

Reason for Procurement:
To provide a faster more reliable connection between the Public Works facilities and the County Complex as well as to allow for VOIP (Voice over Internet Protocol) phone connection between facilities.

FUNDING SOURCE

☑ Procurement budgeted for (FY and budget code(s)): 2000-2555-53250 / 2000-2665-53250
☐ Budget Transfer (Date) Add'l Information

DECISION MEMO NOT REQUIRED

☑ LOWEST RESPONSIBLE QUOTE # or BID # ____________________________
☑ 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)

Prepared By: [Signature] 9/19/18
Date: 9/19/18
Recommended for Approval: [Signature] 9/19/18
IT Approval, if required: [Signature] 9/19/18

REVIEWED BY (Initials Only)

Buyer: [Signature] 9/25/18
Date: 9/25/18
Procurement Officer: [Signature] 9/26/18
Date: 9/26/18

Chief Financial Officer: [Signature] 9/26/18
Date: 9/26/18
Chairman's Office: [Signature] 9/26/18
Date: 9/26/18

Date: Sep 17, 2018
MinuteTraq (IQM2) ID #: 13512

Form: Comcast Business - Checklist (PW-P-0258-18 : PW Comcast Business)
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: Jun 19, 2018

Bid/Contract/PO #: 

<table>
<thead>
<tr>
<th>Company Name: Comcast Business Communications, LLC</th>
<th>Company Contact: Steven Peterson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: (224) 229-4126</td>
<td>Contact Email: <a href="mailto:Steven_Peterson2@cable.comcast.com">Steven_Peterson2@cable.comcast.com</a></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature: [Signature on file]

Printed Name: Daniel J. Carr
Title: Vice President, Sales Operations
Date: June 19th, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
**Purpose of Trip:** (explain fully the necessity of making the trip)

The Building Automation System Technician as part of the job description is required to take a series of classes on the Johnson Controls Metasys System. The Metasys System controls the HVAC (Heating Ventilation Air Conditioning) systems County wide.

**Destination:** Johnson Controls Institute, Milwaukee, WI

**Date of Departure:** November 11, 2018  
**Date of Return Arrival:** November 15, 2018

(Please include a detailed explanation if different from official business dates)

Classes begin at 7:30 a.m. on Monday November 12, 2018. Staff member will arrive on the day prior to the beginning of the classes.

---

### Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration: Course #353 HVAC ASC Engineering</td>
<td>1670.00</td>
</tr>
<tr>
<td>Transportation:</td>
<td>115.00</td>
</tr>
<tr>
<td>Lodging:</td>
<td>591.00</td>
</tr>
<tr>
<td>Rental Car:</td>
<td>0</td>
</tr>
<tr>
<td>Parking:</td>
<td>85.00</td>
</tr>
<tr>
<td>Reference Materials:</td>
<td>0</td>
</tr>
<tr>
<td>Meals: (Per Diems)</td>
<td>288.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$2,749.00</strong></td>
</tr>
</tbody>
</table>

Enacted and approved this 9th day of October, 2018 at Wheaton, Illinois.

---

Daniel J. Cronin, Chairman  
DuPage County Board

Attest:  
Paul Hinds, County Clerk
DATE: October 2, 2018

TO: Jim Healy, Chairman
Members of the Public Works Committee

FROM: Tim Harbaugh, Deputy Director of Facilities Management

RE: Request to attend Johnson Controls Institute Course #353 Metasys HVAC ASC (Application Specific Controllers) Engineering

I would like to request authorization for one staff member to travel to Milwaukee, Wisconsin on November 11, 2018 through November 15, 2018 to attend Johnson Controls Institute, Course #353 Metasys HVAC ASC Engineering.

The Building Automation System Technician as part of job description is required to take a series of classes on the Johnson Controls Metasys System. This system controls the heating, ventilation and air conditioning systems for the entire County campus.

Course #353 Metasys HVAC ASE Engineering is the sixth in a series of classes required for the Building Automation System Technician to attend.

The approximate cost for this course is outlined below:

- Registration: $1,670.00
- Hotel: $591.00
- Parking: $85.00
- Mileage: $115.00
- Per Diem: $288.00

**TOTAL........................................$2,749.00**