1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES
   A. Public Works Committee - Regular Meeting - Tuesday October 2nd, 2018

5. BUDGET TRANSFERS
   A. Budget Transfers -- Public Works - $43,000.00 - Transfer needed for Operating Supplies and Materials for sewer operating supply purchases. Transfer needed for Auto/Machine Equipment parts for new 8” F2 meter and Sensus Omni water meters for multi-unit building. Transfer needed for Auto/Machine Equipment for additional auto parts for County vehicles. Transfer needed for Custodial Services for waste/recycling removal.

6. CONSENT ITEMS
   A. Consent Item -- Prism Mechanical Corp. - Contract Close
   B. Consent Item -- Chicago Metro Construction dba Arlington Glass & Mirror Co. - Contract Close

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

8. INTERGOVERNMENTAL AGREEMENT
   A. PW-R-0911-18 RESOLUTION -- Intergovernmental Agreement between the Flagg Creek Water Reclamation District and the County of DuPage, Illinois for Reporting and Meter Reading
   B. FM-R-0912-18 RESOLUTION -- Intergovernmental Cooperation Agreement between the City of Wheaton and the County of DuPage in regard to Right of Way Signage

9. COOPERATIVE PURCHASING CONTRACT
A. 2018-249 Recommendation for the approval of a contract purchase order to Allsteel Inc. C/O Midwest Office Interiors, to provide replacement seating for the Treasurer’s Office, for Facilities Management, for the period through November 30, 2018, for a total contract amount not to exceed $10,600.38. Contract pursuant to the Intergovernmental Cooperation Act National IPA Contract #P15-150-DT

10. BID RENEWAL

A. FM-P-0271-18 Recommendation for the approval of a contract purchase order to Laport, Inc., to furnish and deliver restroom tissue to the Judicial Office Facility, JTK Administration Building and the Jail on a monthly basis, and as needed for the Power Plant, Children’s Center, Office of Emergency Management, and the Coroner’s Office, for Facilities Management, for the period December 1, 2018 through November 30, 2019, for a total contract amount not to exceed $54,616.80, per renewal option under bid award #16-226-JM, second option to renew

B. FM-P-0272-18 Recommendation for the approval of a contract purchase order to Laport, Inc., to furnish and deliver paper towels to Emergency Management, and the Coroner’s Office, for Facilities Management, for the period December 1, 2018 through November 30, 2019, for a total contract amount not to exceed $31,087.35, per renewal option under bid award #16-225-JM, second option to renew

11. DISCUSSION

A. DuPage County Campus - Individual Memorial Policy

12. OLD BUSINESS

13. NEW BUSINESS

14. EXECUTIVE SESSION

A. Biannual Review of Executive Session Minutes - Section 2 (c) (21)

15. ADJOURNMENT
1. CALL TO ORDER

9:15 AM meeting was called to order by Chair James Healy at 9:20 AM.

2. ROLL CALL

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

3. PUBLIC COMMENT

Kay McKeen/SCARCE addressed the Committee regarding SCARCE providing storm drain medallions for groups wishing to participate in placing them on the curb above the drain. The goal is to have at least 50 medallions placed in each municipality.

Kay McKeen/SCARCE addressed the Committee regarding a free workshop on implementing a food scrap composting program. SCARCE received a grant for the use of a bus for the touring of local facilities. This is open to DuPage County municipal staff, elected leaders and environmental members.

4. APPROVAL OF MINUTES

A. Public Works Committee - Regular Meeting - Sep 18, 2018 9:20 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 are presented.
RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, Vice Chair
SECONDER: Robert L Larsen, District 6
AYES: Gavanes, Grant, Grasso, Healy, Larsen, Noonan

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

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

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

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

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

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

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

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

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

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.

RESULT:  APPROVED [UNANIMOUS]
MOVER:  Dino C. Gavanes, District 1
SECONDER:  Robert L Larsen, District 6
AYES:  Gavanes, Grant, Grasso, Healy, Larsen, Noonan

C. 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.

RESULT:  APPROVED [UNANIMOUS]
MOVER:  Dino C. Gavanes, District 1
SECONDER:  Robert L Larsen, District 6
AYES:  Gavanes, Grant, Grasso, Healy, Larsen, Noonan

C. FM-P-0257-18 Recommendation of the approval 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 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.

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

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.

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

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.

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

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

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

12. OLD BUSINESS

A. 2019 Budget Discussion

At this time, no concerns arose from the Chairman's proposed 2019 Budget for Public Works or Facilities Management.

13. NEW BUSINESS

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:40 AM.
DuPage County, Illinois
BUDGET ADJUSTMENT
Effective June 20, 2016

From: 2000

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<tr>
<th>Accounting Unit</th>
<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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<tbody>
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<td>53828</td>
<td>CONTINGENCIES</td>
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<td>160,700</td>
<td>10/9/18</td>
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<tr>
<td>2640</td>
<td>53010</td>
<td>ENGINEERING/ARCHITECTURAL SVC</td>
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<td>REFUNDS &amp; FORFEITURES</td>
<td>$ 13,000.00</td>
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Total | $ 43,000.00

To: 2000

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<tr>
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<th>Title</th>
<th>Amount</th>
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<th>After Transfer</th>
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<td>OPERATING SUPPLIES &amp; MATERIALS</td>
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<td>52250</td>
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<tr>
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<td>52250</td>
<td>AUTO/MACH/EQUIP PARTS</td>
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<td>2665</td>
<td>53810</td>
<td>CUSTODIAL SERVICES</td>
<td>$ 1,000.00</td>
<td>1082.50</td>
<td>2,082.50</td>
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</table>

Total | $ 43,000.00

Reason for Request:

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***

Packet Pg. 8
**Request for Change Order**

**Procurement Services Division**

Attach copies of all prior Change Orders

---

**Purchase Order #: 2256-1 SERV**  
**Original Purchase Order Date**: Feb 25, 2017  
**Change Order #:**: 1  
**Department**: Facilities Management  
**Vendor Name**: Prism Mechanical Corp  
**Vendor #:**: 11249  
**Dept Contact**: Katie Boffa

Background and/or Reason for Change Order Request:  
Change order to decrease line 1 $25,770.03 and close contract.

---

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

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

---

### INCREASE/DECREASE

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>Starting contract value</td>
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<tr>
<td>Net $ change for previous Change Orders</td>
<td>$0.00</td>
</tr>
<tr>
<td>Current contract amount (A + B)</td>
<td>$35,670.00</td>
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<tr>
<td>Amount of this Change Order</td>
<td>($25,770.03)</td>
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<tr>
<td>New contract amount (C + D)</td>
<td>$9,899.97</td>
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<tr>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>-72.25%</td>
</tr>
<tr>
<td>Cumulative percent of all Change Orders (B+D/A): (60% maximum on construction contracts)</td>
<td>-72.25%</td>
</tr>
</tbody>
</table>

---

**DECISION MEMO NOT REQUIRED**

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

---

**DECISION MEMO REQUIRED**

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

---

**KB**  
**5695**  
**Phone Ext**  
**Date**  
**Recommended for Approval (Initials)**  
**Phone Ext**  
**Date**

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>10-1-18</td>
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<td>10-5-18</td>
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---

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

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<tr>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-10-18</td>
<td></td>
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</tbody>
</table>
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

<table>
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<tr>
<th>Purchase Order #: 2634-1 SERV</th>
<th>Original Purchase Order Date: Jul 23, 2017</th>
<th>Change Order #: 1</th>
<th>Department: Facilities Management</th>
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<tr>
<td>Vendor Name: Chicago Metro Construction dba Arlington Glass &amp; Mirror Co</td>
<td>Vendor #: 19952</td>
<td>Dept Contact: Katie Boffa</td>
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</tbody>
</table>

**Background and/or Reason for Change Order Request:** Change order to decrease line 1 $26,501.60, line 2 $5,000.00 and close contract.

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

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

**INCREASE/DECREASE**

<table>
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<tr>
<th>A</th>
<th>Starting contract value</th>
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<tbody>
<tr>
<td>$35,000.00</td>
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<table>
<thead>
<tr>
<th>B</th>
<th>Net $ change for previous Change Orders</th>
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<tbody>
<tr>
<td>$0.00</td>
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</table>

<table>
<thead>
<tr>
<th>C</th>
<th>Current contract amount (A + B)</th>
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</thead>
<tbody>
<tr>
<td>$35,000.00</td>
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<table>
<thead>
<tr>
<th>D</th>
<th>Amount of this Change Order</th>
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<tbody>
<tr>
<td>Decrease</td>
<td>$31,501.60</td>
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<table>
<thead>
<tr>
<th>E</th>
<th>New contract amount (C + D)</th>
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<tbody>
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<td>$3,498.40</td>
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<table>
<thead>
<tr>
<th>F</th>
<th>Percent of current contract value this Change Order represents (D / C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-90.00%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>G</th>
<th>Cumulative percent of all Change Orders (B+D/A)</th>
<th>(60% maximum on construction contracts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-90.00%</td>
<td></td>
<td></td>
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</tbody>
</table>

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

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

KB 5695   Sep 28, 2018   Recommended for Approval (Initials) Phone Ext Date

**REVIEWED BY (Initials Only)**

Buyer Date: Procurement Officer Date: 10-4-18 10-5-18

Chief Financial Officer Date: Chairman’s Office Date: 10-10-18

CONSENT AGENDA OCT 23 2018

Packet Pg. 10

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER

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<thead>
<tr>
<th>Pay Vendor Name</th>
<th>Description</th>
<th>Check Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td>A T &amp; T</td>
<td>Phone Service</td>
<td>9/28/2018</td>
<td>$87.37</td>
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<tr>
<td>AMERICAN RECYCLED PRODUCTS</td>
<td>Pipe and hose ramps</td>
<td>9/28/2018</td>
<td>$963.44</td>
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<tr>
<td>ANSWER NATIONAL INC</td>
<td>Telemessaging</td>
<td>9/28/2018</td>
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<tr>
<td>BARRETT HARDWARE &amp; INDUSTRIAL</td>
<td>Padlock</td>
<td>9/28/2018</td>
<td>$645.96</td>
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<tr>
<td>CENTRAL SOD FARMS INC</td>
<td>Sod</td>
<td>9/28/2018</td>
<td>$1,371.00</td>
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<td>COM ED</td>
<td>Electric Service</td>
<td>9/28/2018</td>
<td>$9,805.55</td>
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<td>CURRIE MOTORS FRANKFORT INC</td>
<td>2018 Ford Transit 250 van</td>
<td>9/28/2018</td>
<td>$26,114.00</td>
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<td>DUPAGE WATER COMMISSION</td>
<td>Operations &amp; Maintenance</td>
<td>9/28/2018</td>
<td>$91,464.10</td>
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<td>FEDEX</td>
<td>Shipping</td>
<td>9/28/2018</td>
<td>$247.03</td>
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<td>GRAINGER INC</td>
<td>Fire extinguisher cabinet</td>
<td>9/28/2018</td>
<td>$370.81</td>
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<td>IWEA</td>
<td>Nutrient removal &amp; recovery class</td>
<td>9/28/2018</td>
<td>$115.00</td>
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<tr>
<td>KEMIRA WATER SOLUTIONS INC</td>
<td>Ferric Chloride</td>
<td>9/28/2018</td>
<td>$4,207.02</td>
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<tr>
<td>LAUNDRYMAN</td>
<td>Laundry</td>
<td>9/28/2018</td>
<td>$230.75</td>
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<td>LEE JENSEN SALES CO INC</td>
<td>Logiball plug 13&quot; - 24&quot;</td>
<td>9/28/2018</td>
<td>$1,749.00</td>
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<td>MIDCO INC.</td>
<td>Software support</td>
<td>9/28/2018</td>
<td>$2,132.59</td>
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<td>O&amp;M refresher training</td>
<td>9/28/2018</td>
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<td>NCL OF WISCONSIN INC</td>
<td>Lab supplies</td>
<td>9/28/2018</td>
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<td>NORTHERN SAFETY CO INC</td>
<td>Antibiotic wipes, burn spray</td>
<td>9/28/2018</td>
<td>$299.96</td>
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<td>RHINO LININGS OF DUPAGE</td>
<td>Rear bumper for new truck</td>
<td>9/28/2018</td>
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<td>Vegetation control</td>
<td>9/28/2018</td>
<td>$153.75</td>
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<tr>
<td>UNDERGROUND PIPE &amp; VALVE CO</td>
<td>Link seal</td>
<td>9/28/2018</td>
<td>$210.00</td>
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<td>USA BLUEBOOK</td>
<td>Sampler hose</td>
<td>9/28/2018</td>
<td>$337.98</td>
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<td>WAREHOUSE DIRECT INC</td>
<td>Legal pads, calculator, black ink, post it notes</td>
<td>9/28/2018</td>
<td>$290.42</td>
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<td>A T &amp; T</td>
<td>Phone Service</td>
<td>10/2/2018</td>
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<td>CITY OF WHEATON</td>
<td>Meter readings</td>
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<td>COMCAST CABLE</td>
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<td>FASTENAL COMPANY</td>
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<td>FISHER SCIENTIFIC</td>
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<td>HAWKINS INC</td>
<td>Potassium carbonate, flouride, chlorine</td>
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<td>IAPPO INC</td>
<td>Fall conference</td>
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<td>MEDCO TOOL</td>
<td>Drive air ratchet</td>
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<td>PITNEY BOWES GLOBAL FINANCIAL</td>
<td>Postage meter lease</td>
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<td>REDWING BUSINESS ADVANTAGE</td>
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<td>STEWART SPREADING INC</td>
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<td>VASSALLA, JERRY V</td>
<td>Reimburse homeowner for plumbing fee</td>
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<td>WALTER E DEUCHLER ASSOCIATES</td>
<td>BNR - Phosphate removal</td>
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<td>A &amp; W TRAILER</td>
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<td>AIRGAS USA LLC</td>
<td>Glasses, gloves</td>
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<td>ALEXANDER CHEMICAL CORPORATION</td>
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<td>AMERICAN WATER</td>
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<td>Dwyer INSTRUMENTS INC</td>
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<td>FEDEX</td>
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<td>INDEPENDENT BEARING INC</td>
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<td>LAKESHORE RECYCLING SYSTEMS</td>
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<td>Pay Vendor Name</td>
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<tr>
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<td>-------------------------------------</td>
<td>------------</td>
<td>---------</td>
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<td>MID-AMERICAN WATER INC</td>
<td>Tapping bit</td>
<td>10/5/2018</td>
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<td>MSC INDUSTRIAL SUPPLY CO</td>
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<td>NICOR GAS</td>
<td>Gas</td>
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<td>NORTHERN SAFETY CO INC</td>
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<td>OFFICE DEPOT</td>
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<td>OLIN CORPORATION</td>
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<td>PDC LABORATORIES</td>
<td>Flouride probe</td>
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<td>PHOENIX SYSTEMS &amp; SERVICE INC</td>
<td>Security software</td>
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<td>SENSUS USA</td>
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<td>10/5/2018</td>
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<td>SUPPLYWORKS</td>
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<td>TURBOWIN AMERICA INC</td>
<td>Repair of VFD #2 blower</td>
<td>10/5/2018</td>
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<td>VARIDESK LLC</td>
<td>Standing desk</td>
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<td>VILLAGE OF BURR RIDGE</td>
<td>Meter Reads</td>
<td>10/5/2018</td>
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<td>VULCAN CONSTRUCTION MATERIALS</td>
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<td>10/5/2018</td>
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<td>ZIEBELL WATER SVC PRODUCTS INC</td>
<td>Couplings</td>
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<td><strong>Total</strong></td>
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### Drainage

**SCHEDULE OF CLAIMS**  
**October 16, 2018**

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>SERVICE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Azteca</td>
<td>Annual Support</td>
<td>$4,606.66</td>
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**Total**  
$4,606.66
## Facilities Management Department

### Schedule of Purchases Under $5,000

**October 16, 2018**

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>FUND</th>
<th>DEPT</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>18470 Emergent Safety Supply</td>
<td>Repair &amp; maintenance equipment</td>
<td>1000</td>
<td>1100</td>
<td>53370</td>
<td>$297.00</td>
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<td>18471 Heritage Parts</td>
<td>Replacement parts</td>
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<td>1100</td>
<td>52250</td>
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<td>18472 HP Products Corporation/Ferguson</td>
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<td>18473 Standard Pipe &amp; Supply, Inc.</td>
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<td>1100</td>
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<td>18474 Meggitt Training Systems, Inc.</td>
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<td>18475 Ashland Door Solutions</td>
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<td>18476 Newark Element14</td>
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<td>1100</td>
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<td>18477 The HON Company LLC</td>
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<td>18478 Anderson Lock Company</td>
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<td>18479 Northern Tool + Equipment</td>
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<td>CONTRACT #</td>
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<td>------------</td>
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<tr>
<td>2599-0001 SERV</td>
<td>Applied Industrial Technologies</td>
<td>Tools</td>
<td>08/01/17</td>
<td>07/31/19</td>
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<tr>
<td>2830-0001 SERV</td>
<td>Commercial Electronic Systems,</td>
<td>Service call</td>
<td>11/23/17</td>
<td>11/22/18</td>
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<td>2673-0001 SERV</td>
<td>Fox Valley Fire &amp; Safety</td>
<td>Quarterly testing and maintenance</td>
<td>06/01/18</td>
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<tr>
<td>3104-0001 SERV</td>
<td>Graybar Electric Company</td>
<td>Electrical and data supplies</td>
<td>04/01/18</td>
<td>01/31/21</td>
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<td>2874-0001 SERV</td>
<td>Groot, Inc.</td>
<td>Refuse and recycling services</td>
<td>08/01/18</td>
<td>08/31/18</td>
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<td>2633-0001 SERV</td>
<td>Home Depot</td>
<td>Tools, small value machinery, operating supplies, repair/replacement parts and maintenance supplies</td>
<td>08/01/17</td>
<td>12/31/20</td>
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<tr>
<td>3239-0001 SERV</td>
<td>Kinsale Contracting Group, Inc.</td>
<td>Building maintenance</td>
<td>05/22/18</td>
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<td>1689-0001 SERV</td>
<td>Kone, Inc.</td>
<td>Elevator Maintenance coverage</td>
<td>09/01/18</td>
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<tr>
<td>3103-0001 SERV</td>
<td>Lee's Food Service Parts &amp; Repairs</td>
<td>Service call</td>
<td>03/23/18</td>
<td>03/22/19</td>
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<tr>
<td>2824-0001 SERV</td>
<td>Mansfield Power and Gas LLC</td>
<td>Natural Gas Utility services</td>
<td>07/01/18</td>
<td>07/31/18</td>
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<td>3228-0001 SERV</td>
<td>MP2 Energy</td>
<td>Electric utility services</td>
<td>07/11/18</td>
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<tr>
<td>2734-0001 SERV</td>
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<td>2966-0001 SERV</td>
<td>Pest Management Services, Inc.</td>
<td>Extermination and pest control services</td>
<td>09/01/18</td>
<td>09/30/18</td>
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<td>3102-0001 SERV</td>
<td>Village of Addison</td>
<td>Lease of satellite traffic court facilities</td>
<td>08/01/18</td>
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<td>2468-0001 SERV</td>
<td>Warehouse Direct, Inc.</td>
<td>Small value machinery and cleaning supplies</td>
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<td>3364-0001 SERV</td>
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<td>3118-0001 SERV</td>
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<td>3236-0001 SERV</td>
<td>Weatherproofing Technologies, Inc.</td>
<td>Building improvements</td>
<td>05/22/18</td>
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</tbody>
</table>
WHEREAS, the Illinois General Assembly has granted the County of DuPage ("COUNTY") authority to construct and maintain sanitary sewer and potable water distribution systems and to enter into agreements for purposes related thereto (Illinois Compiled Statutes Chapter 55 paragraphs 5/5-15001 et seq.); and

WHEREAS, the Illinois General Assembly has granted the Flagg Creek Water Reclamation District ("DISTRICT") authority to construct and maintain sanitary sewer systems and to enter into agreements for purposes related thereto (Illinois Compiled Statutes Chapter 70 paragraphs 2405/1); and

WHEREAS, the DISTRICT and the COUNTY are public agencies within the meaning of Illinois Intergovernmental Corporation Act, 5 ILCS 220/1 et seq.; and

WHEREAS, Article VII, Section 10, of the 1970 Constitution of the State of Illinois encourages and provides for units of local government to contract and otherwise associate with the State to exercise, combine or transfer any power or function; and

WHEREAS, the purpose of the Intergovernmental Cooperation Act and Article 7, Section 10 of the 1970 Constitution of the State of Illinois include fostering cooperation among units of local government in planning and providing services to their citizens; and

WHEREAS, the DISTRICT furnishes sanitary sewer treatment for the Highland Hills Sanitary District ("HIGHLAND HILLS") sanitary sewer system in accord with the authority granted those entities to it by the Illinois General Assembly, and pursuant to a separate agreement between those parties; and

WHEREAS, similarly, the COUNTY operates a potable water distribution system serving the HIGHLAND HILLS’ service areas, in accord with the authority granted to it by the Illinois General Assembly, and accordingly must also arrange for regular readings of the water meters at its customers’ premises; and

WHEREAS, HIGHLAND HILLS, the DISTRICT and the COUNTY have entered into a separate intergovernmental agreement, pursuant to their respective statutory authority, to provide for the eventual dissolution of HIGHLAND HILLS as a governmental unit, and further providing for the transfer of HIGHLAND HILLS’ property and functions to the COUNTY and DISTRICT; and

WHEREAS, pursuant to the above-referenced intergovernmental agreement, the DISTRICT will assume responsibility for billing HIGHLAND HILLS’ sanitary sewer customers; and

WHEREAS, pursuant to the above-referenced intergovernmental agreement, the COUNTY has commenced making improvements to the HIGHLAND HILLS’ potable water and sanitary sewer systems servicing, which improvements include the installation of new water
Resolution
PW-R-0911-18

matters to provide accurate water usage data for each HIGHLAND HILLS water service address; and
WHEREAS, the parties’ charges for sanitary sewer service is based on the water usage by a customer; and

WHEREAS, the DISTRICT and COUNTY have determined that it would be more efficient for a single entity to collect all water meter readings and to supply these readings to the other governmental entity; and

WHEREAS, the DISTRICT and COUNTY desire for the COUNTY to read the COUNTY’s water meters, and for the COUNTY to provide the DISTRICT with said water meter data; and

WHEREAS, the above-described meter-reading services shall be subject to the terms and conditions of the Intergovernmental Agreement attached hereto; and

WHEREAS, the Public Works Committee of the DuPage County Board recommends that the attached Intergovernmental Agreement be approved and executed by the County on behalf of and for the benefit of its residents; and

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the attached Intergovernmental Agreement between the COUNTY and DISTRICT is hereby accepted and approved and that the Chairman of the DuPage County Board is hereby authorized and directed to execute the Intergovernmental Agreement on behalf of the County.

BE IT FURTHER RESOLVED that the DuPage County Clerk be directed to transmit certified copies of this Resolution and the attached Agreement to the Flagg Creek Water Reclamation District, 7001 N. Frontage Road, Burr Ridge, IL 60527 ATTN: Executive Director; Anthony Hayman, State’s Attorney’s Office.

Enacted and approved this 23rd day of October, 2018 at Wheaton, Illinois.

______________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
INTERGOVERNMENTAL AGREEMENT BETWEEN THE
FLAGG CREEK WATER RECLAMATION DISTRICT AND THE COUNTY OF DUPAGE,
ILLINOIS FOR REPORTING AND METER READING

THIS INTERGOVERNMENTAL AGREEMENT is entered into this 23rd day of October, 2018 between the Flagg Creek Water Reclamation District, a municipal corporation, (hereinafter referred to as “DISTRICT”), with offices located at 7001 N. Frontage Road, Burr Ridge, IL 60527, and the County of DuPage, Illinois, a body politic and corporate, (hereinafter referred to as the “COUNTY”) with offices located at 421 N. County Farm Road, Wheaton, Illinois 60187.

RECITALS

WHEREAS, the Illinois General Assembly has granted the County of DuPage (“COUNTY”) authority to construct and maintain sanitary sewer and potable water distribution systems and to enter into agreements for purposes related thereto (Illinois Compiled Statutes Chapter 55 paragraphs 5/5-15001 et. seq.); and

WHEREAS, the Illinois General Assembly has granted the Flagg Creek Water Reclamation District (“DISTRICT”) authority to construct and maintain sanitary sewer systems and to enter into agreements for purposes related thereto (Illinois Compiled Statutes Chapter 70 paragraphs 2405/1, et. seq.); and

WHEREAS, the DISTRICT and the COUNTY are public agencies within the meaning of Illinois Intergovernmental Corporation Act, 5 ILCS 220/1 et seq.; and

WHEREAS, the DISTRICT and the COUNTY are public agencies within the meaning of Illinois Intergovernmental Corporation Act, 5 ILCS 220/1 et seq.; and

WHEREAS, Article VII, Section 10, of the 1970 Constitution of the State of Illinois encourages and provides for units of local government to contract and otherwise associate with the State to exercise, combine or transfer any power or function; and

WHEREAS, the purpose of the Intergovernmental Cooperation Act and Article 7, Section 10 of the 1970 Constitution of the State of Illinois include fostering cooperation among units of local government in planning and providing services to their citizens; and
WHEREAS, the DISTRICT furnishes sanitary sewer treatment of sewage discharges from the Highland Hills Sanitary District (“HIGHLAND HILLS”) sanitary sewer system in accord with the authority granted those entities to it by the Illinois General Assembly, and pursuant to a separate agreement between those parties; and

WHEREAS, similarly, the COUNTY operates a potable water distribution system serving the HIGHLAND HILLS’ service areas, in accord with the authority granted to it by the Illinois General Assembly, and accordingly must also arrange for regular readings of the water meters at its customers’ premises; and

WHEREAS, HIGHLAND HILLS, the DISTRICT and the COUNTY have entered into a separate intergovernmental agreement, pursuant to their respective statutory authority, to provide for the eventual dissolution of HIGHLAND HILLS as a governmental unit, and further providing for the transfer of HIGHLAND HILLS’ property and functions to the COUNTY and DISTRICT; and

WHEREAS, pursuant to the above-referenced intergovernmental agreement, the DISTRICT will assume responsibility for billing HIGHLAND HILLS’ sanitary sewer customers; and

WHEREAS, pursuant to the above-referenced intergovernmental agreement, the COUNTY has commenced making improvements to the HIGHLAND HILLS’ potable water and sanitary sewer systems servicing, which improvements include the installation of new water meters to provide accurate water usage data for each HIGHLAND HILLS water service address; and

WHEREAS, the parties’ charges for sanitary sewer service is based on the water usage by a customer; and

WHEREAS, the DISTRICT and COUNTY have determined that it would be more efficient for a single entity to collect all water meter readings and to supply these readings to the other governmental entity; and

WHEREAS, the DISTRICT and COUNTY desire for the COUNTY to read the COUNTY’s water meters, and for the COUNTY to provide the DISTRICT with said water meter data; and

WHEREAS, the ability to collect unpaid sewer charges is important to the financial operations of the DISTRICT; and
WHEREAS, recognizing the inherent difficulties in disconnection of sewer service in order to collect unpaid sewer charges, the Illinois Legislature amended the Sanitary District Act of 1917 to provide that any municipal corporation furnishing water services to a premises shall discontinue that service upon receiving written notice from the sanitary district providing sewerage service that payment of the rate or charge for sewerage service to the premises has become delinquent; and

WHEREAS, the meter reading, billing services and discontinuance of service shall be provided subject to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, and in the spirit of intergovernmental cooperation, the COUNTY and the DISTRICT agree as follows:

1.0 GENERAL TERMS

1.1 The foregoing recitals are incorporated herein by reference as though fully set forth.

1.2 The following definitions shall apply:

1.2.a “Billing Cycle” shall refer to the approximate sixty (60) day time period every other month. There are (6) six billing cycles each year.

1.2.b “Highland Hills’ Service Area” shall mean the territory of the Highland Hills Sanitary District existing on October 1, 2018.

1.2.c “Inside Reading” shall mean any meter reading, or attempted meter reading, other than an Outside Reading.

1.2.d “Outside Reading” shall refer to a meter reading, or attempted meter reading, made from a device that is capable of displaying and, or, transmitting a meter reading, located outside a structure or enclosure, and which is readily accessible to the COUNTY meter readers without the need for keys, special permission or assistance to enter.

2.0 DATA REPORTING.
2.1 The COUNTY shall provide to the DISTRICT during each billing cycle the following:

2.1.a The COUNTY shall submit to the DISTRICT the customer meter reads and all related information for each customer, including but not limited to account number, name, address, date of current reading, date of previous reading, current reading, previous reading, and meter ID. Such information shall be provided in an electronic file via email to the designated representative at the DISTRICT using an Excel file format. The file format and any changes to it must be mutually agreed to by both parties. Any charges the COUNTY incurs from outside vendors for data conversion will be assumed by the DISTRICT, at the COUNTY’S direct cost, unless that conversion is caused by changes in the COUNTY’S billing operations.

2.1.b A listing of non-readings whenever the COUNTY attempts, but is unable, to read a meter that includes the reason for not reading the meter.

3.0 METER READING

3.1 The COUNTY shall read and provide the meter reading data to the DISTRICT for those accounts of the COUNTY within the Highland Hills’ Service Area for which the COUNTY provides potable water service and for which the DISTRICT has provided necessary account identification, such as address information or parcel numbers. The COUNTY shall read the DISTRICT’S designated meter accounts on a bi-monthly basis during the even numbered months of each calendar year. All readings conducted during a bi-monthly period shall be completed, and related reports transmitted to the DISTRICT, with receipt by the DISTRICT, before the 12th day of the even numbered month. The reports shall include a list of missing reads including the cause for the missing reads. After the reads are loaded into the DISTRICT’S billing system, the DISTRICT shall provide to the COUNTY a meter reading exception report indicating meters that
require a second attempt at reading. The COUNTY shall attempt to get a correct
reading for each meter listed on the meter reading exception report within 5
business days. The DISTRICT shall indicate the results of the second attempt at
reading on the meter reading exception report and return such report to the
COUNTY not later than the last business day of the even numbered month.

3.2 Reserved.

3.3 The COUNTY, shall in the manner hereafter agreed upon by the parties as
described above, communicate to the DISTRICT the water meter readings taken
by COUNTY meter readers.

3.4 It is acknowledged and understood that the water meters being read pursuant to
the terms hereof are owned by and are exclusive property of the COUNTY, and
that only the COUNTY in the exercise of its sole and exclusive jurisdiction and
discretion, has the right and authority to install, operate, read, maintain, repair and
replace any such meters. Notwithstanding the preceding sentence, the DISTRICT
shall have the right to verify and confirm meter reads supplied by the COUNTY
and, or, in order to resolve customers’ complaints, at reasonable hours by properly
authorized employees of the DISTRICT. DISTRICT employees reading
COUNTY water meters shall be dressed in uniform and shall carry and display
suitable identification. The DISTRICT shall give notice to the COUNTY prior to
any such readings taking place and the COUNTY shall have the option to
accompany DISTRICT personnel during such readings. The DISTRICT reserves
the right to terminate this Agreement if the confirming meter readings conducted
by the DISTRICT are found to be significantly different than the meter readings
provided by the COUNTY and occur on a reoccurring basis.

3.5 The COUNTY shall install, or require to be installed, Sensus SR-ECR Iperl, SR
II, or Omni meters, with touch read, in all new construction or approved
equivalent. Further, whenever the COUNTY replaces any existing meters, the
COUNTY shall use a Sensus SR-ECR, Iperl, SR II, or Omni meter with touch read or approved equivalent as the replacement meter. All touch read mechanisms will read in thousands (4 digits).

3.6 The DISTRICT shall inform the COUNTY, in writing, of any service addresses that the DISTRICT reasonably believes requires meter or remote repairs. COUNTY personnel shall be responsible for appropriately responding to such notice within (1) one billing cycle of notification by the DISTRICT. Until such time that the meter is made compliant by the COUNTY, the DISTRICT shall estimate the customer’s usage for billing purposes. COUNTY will take a reading from the meter at the time of repair/replacement and provide reading to the DISTRICT.

3.7 The COUNTY agrees that its meter readers shall use doorknob cards for remote malfunctions and unoccupied accounts which shall include information on the reason for leaving the card, account and contact information.

3.8 The COUNTY shall inform the DISTRICT of any service addresses for which the COUNTY has provided estimated readings. Any reads that are estimated shall be clearly marked as estimated.

4.0 IDENTIFICATION OF PREMISES.

4.1 A customer list will be created and provided to the COUNTY by the DISTRICT based on the most recent billing information available from HIGHLAND HILLS.

4.2 Following the creation of the DISTRICT’S sanitary sewer customer list, the DISTRICT shall provide the COUNTY with information regarding ownership/occupant changes at least bi-monthly or more often as determined and mutually agreed upon by staff from the COUNTY and DISTRICT, except in cases where paperwork is received at the end of the billing cycle. For this
exception, DISTRICT will provide customer changes after the bi-monthly billing period is finalized.

4.3 The DISTRICT shall provide the COUNTY with requests for water service termination as determined and mutually agreed upon by the staff from the COUNTY and DISTRICT.

5.0 OUTSIDE READING/INSIDE READING.

5.1 It is expressly understood that missed reads, incorrect reads or estimated reads will not be treated as a reading for the purpose of the COUNTY’S assessment of fees pursuant to Section 6.0, below. The COUNTY shall advise the DISTRICT whenever the COUNTY is unable to obtain a reading with the COUNTY’S reading equipment. In such cases, the COUNTY or DISTRICT may attempt to conduct a read at that service address. The DISTRICT shall give notice to the COUNTY prior to any such readings taking place and the COUNTY shall have the option to accompany DISTRICT personnel during such readings.

6.0 CHARGES FOR SERVICES/PAYMENT.

6.1 Effective November 1, 2018, the DISTRICT shall pay the COUNTY a fee of one dollar and twenty-five cents ($1.25) per reading for all readings supplied to and utilized by the DISTRICT. The COUNTY shall not charge the DISTRICT for missed reads, estimated reads or incorrect reads.

6.2 The COUNTY shall bill the DISTRICT for the billing cycle reads at the rate stated in Paragraph 6.1, above, not more frequently than once every sixty (60) days; the DISTRICT’S payment of such bills shall be made within thirty (30) days of the invoice’s mailing date.
6.3 The COUNTY shall not increase the reading service charge established in Paragraph 6.1, above, prior to November 1, 2019. For each twelve (12) month period thereafter, the COUNTY agrees that it will not increase its reading service charge by more than the greater of three (3%) percent or the increase in the Consumer Price Index Urban- All items for the applicable prior twelve (12) month period. The reading service charge may be changed, after November 1, 2019, without formal amendment of this Agreement but through written notice to the DISTRICT by the COUNTY at least forty-five (45) days prior to the effective date of the new reading service charge.

6.4 The DISTRICT may charge a meter reading fee on those customers’ bi-monthly sewer bills in an amount sufficient to cover costs charged by the COUNTY, including, but not limited to, the fees charged by the COUNTY to the DISTRICT under this Agreement for providing meter reading services.

6.5 The DISTRICT may request, in writing, that the COUNTY terminate water service to any COUNTY water service customer who is more than forty-five (45) days and Fifty Dollars ($50.00) past due for any payment to the DISTRICT for the DISTRICT’S sanitary sewer service. The COUNTY shall review the DISTRICT’S termination request (to be provided periodically by the DISTRICT, but not more frequently than thirty (30) days and may request copies of all documentation of the DISTRICT’S compliance with any applicable service termination requirements. If the County has already terminated water service to that customer, the COUNTY shall notify the DISTRICT of the COUNTY’S prior service termination. In all other cases, the COUNTY, upon receipt of such termination request, agrees to promptly post the affected property with a shut-off notice. If water service has not already been terminated, the COUNTY will make a good faith effort to terminate water service to delinquent services in the manner required by law and the COUNTY’S ordinances within three (3) business days of the DISTRICT’S request, barring delay due to requirements of law, weather or other unforeseen circumstances or scheduling conflicts. If service cannot be
terminated because the B-Box could not be located, or the B-Box is not keyable, the COUNTY will make a good faith effort to locate and/or repair the B-Box. The COUNTY shall thereafter discontinue water service in the manner described below. Nothing in this Agreement shall be construed as requiring the COUNTY to undertake a water service termination in any manner contrary to the law or ordinance. The COUNTY agrees that it shall keep the water service terminated, at no charge to the DISTRICT, until both the COUNTY’S and the DISTRICT’S past due charges have been paid in full, together with any applicable reconnection or re-establishment fees charged by either party.

6.6 The DISTRICT shall pay the COUNTY a fee for each property that has water service discontinued and later restored by the COUNTY. The fee shall be an amount equal to the then current amount charged by the COUNTY for such service terminations per COUNTY ordinance. This fee may be increased by the COUNTY at any time, but the COUNTY shall give the DISTRICT prompt notice of any change to the COUNTY’S charges. The fee may be changed without formal amendment of this Agreement. The DISTRICT shall make payment to the COUNTY for water service terminations within thirty (30) days of receipt of a COUNTY invoice for such work, except that the DISTRICT shall not be required to make such payments to the COUNTY more often than once per month. The DISTRICT may assess an amount equal to any such COUNTY fees as a penalty fee payable by the delinquent sanitary sewer service customer as a condition of re-establishing service. The COUNTY and the DISTRICT agree and acknowledge that both federal and state laws related to debt collection and bankruptcy can affect the management of these utility services and the collection of delinquent accounts and will follow the requirements of the law thereto.

7.0 INDEMNIFICATION.

7.1 The parties shall indemnify, hold harmless and defend the other party, its officials, officers, employees, and agents from and against all liability, claims, suits,
demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, the first party’s negligent or willful acts, errors or omissions in its performance under this Agreement, to the fullest extent each party is so authorized under the law.

7.2 The parties do not waive or limit, by these indemnity requirements, any defenses or protections under the Local Government and Governmental Employees Tort Liability Act (745 ILCS 10/1 et seq.) or otherwise available to them. The immunities or defenses of either party, or any statutory limitation on damages, shall further operate as a bar and, or, limitation of that party’s indemnification obligations under this AGREEMENT.

8.0 MISCELLANEOUS TERMS.

8.1 This Agreement may be modified or amended only by written instrument duly authorized and signed by both the COUNTY and the DISTRICT.

8.2 This Agreement contains the entire understanding of the DISTRICT and the COUNTY with respect to the subject matter hereof and supersedes all prior agreements and understandings with respect to such subject matter.

8.3 Upon the execution of this Agreement by both of the parties hereto, all other Intergovernmental Agreements between the DISTRICT of Flagg Creek and the County of DuPage, Illinois for Reporting and Meter Reading, shall be null and void and of no further force or effect.

8.4 This Agreement shall be executed for and on behalf of the COUNTY and the DISTRICT pursuant to Resolutions or Ordinances approved by the legislative body of each of the parties.
8.5 This Agreement may be executed in multiple counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instruments.

8.6 The initial term of this Agreement shall become effective November 1, 2018 and remain in full force and effect until November 1, 2019. On November 1, 2019, this Agreement and each subsequent anniversary date thereafter, this Agreement shall automatically renew for an additional one-year period unless, within at least ninety (90) days prior to such anniversary date, either party has given written notice of termination to the other party. During the first year of this Agreement, either party may opt out of this Agreement after giving ninety (90) days’ notice of termination to the other party.

8.7 Upon termination, the liabilities and obligations of the parties to this Agreement shall cease. However, the parties shall not be relieved of the duty to perform their obligations up to the date of termination and the DISTRICT shall not be relieved of its obligation to pay the COUNTY for services rendered prior to termination nor shall the COUNTY be relieved of its obligation to provide services to the DISTRICT up to the date of termination.

8.8 In the event that the COUNTY’S obligation hereunder to read the water meters, or provide water usage data to the DISTRICT, cannot be performed by reason of an act of God, strike, labor dispute, fire, war, civil disturbance, explosion, pestilence, breakage or accident to machinery or water utility appurtenances, quarantine, epidemic, flood, weather disturbance, any act or interference of any governmental authority or agency, or by any similar cause reasonably beyond the control of the COUNTY, then during the continuance of such disturbance, (i) the COUNTY’S obligation hereunder shall be suspended to the extent that the interference prohibits such performance, and (ii) subject to the provisions above, the DISTRICT’S obligation to make corresponding payments to the COUNTY shall likewise be suspended. Nothing herein shall be construed to prohibit either party
from issuing water or sanitary sewer bills based on estimated usage, which estimate shall be made in the discretion of the billing party. Estimated billing reads shall not be billed to the DISTRICT as a meter read, nor shall the COUNTY be liable to the DISTRICT for any DISTRICT expenses obtaining meter readings by any alternative means.

8.9 The parties’ obligations under this Agreement are conditioned upon receipt by each party of such regulatory approvals as each party, in its sole discretion, determines to be necessary in connection herewith. In addition, if at any time either party, in its sole discretion, determines that its relationship with any regulatory agency makes such termination advisable, that party may terminate this Agreement upon at least ninety (90) days prior notice to the other party.

8.10 Any required notice shall be sent to the following addresses and parties:

For the DISTRICT:

Flagg Creek Water Reclamation District
7001 N. Frontage Road
Burr Ridge, IL  60527
ATTN: Executive Director

For the COUNTY:

Department of Public Works
421 North County Farm Road
Wheaton, Illinois 60187
ATTN: Nicholas Kottmeyer, P.E. - Superintendent of Public Works.

8.11 All notices required to be given under the terms of this Agreement shall be in writing and either (a) served personally during regular business hours; (8:00a.m. -
2:00 p.m. CST or CDT Monday–Friday); (b) served by facsimile transmission during regular business hours (8:00 a.m. - 4:00 p.m. CST or CDT Monday–Friday); or (c) served by certified or registered mail, return receipt requested, properly addressed with postage prepaid. Notices served personally or by facsimile transmission shall be effective upon receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service. Each party may designate a new location for service of notices by serving notice thereof in accordance with the requirements of this Paragraph, and without compliance to the amendment procedures set forth in Paragraph 8.1, above.

8.12 In addition to the notice requirements set forth above, the parties agree that day to day communications may be by telephone or email, communication to the following contact persons, which list may be updated by either party without formally amending the Agreement in compliance to Paragraph 8.1, above.

For the DISTRICT:
Treasurer 630-468-6116
Executive Director 630-468-6112

For the COUNTY:
Financial Administrator 630-985-7400
Billing Collection Supervisor 630-985-2905
Billing Collection Specialist 630-985-2905
Superintendent of Public Works 630-407-6818

8.13 The parties agree that neither party shall have any recourse against the other party for any breach unless notice of said breach has been given and the party in breach has failed or refused to timely cure said breach. The waiver of, or failure to enforce, any breach of this Agreement by any party shall not be construed, or otherwise operate, as a waiver of any future breach of this Agreement. Further
the failure to enforce any particular breach shall not bar or prevent the remaining party from enforcing this Agreement with respect to a different breach. Neither party shall be liable to other party for punitive, special or consequential damages, attorney fees or litigation expenses for any breach of this Agreement.

8.14 This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

8.15 The venue for resolving any disputes concerning the parties’ respective performance, or failure to perform, under this Agreement, shall be the judicial circuit court for DuPage County.

IN WITNESS WHEREOF, the parties set their hands and seals as of the date first written above.

County of DuPage                        Flagg Creek Water Reclamation District

__________________________  _____________________________
Daniel J. Cronin, Chairman  Thomas K. O’Connor
DuPage County Board  Executive Director

Attest:  Attest:

___________________________  ___________________________
Paul Hinds  Thomas J. Walsh
County Clerk  Clerk
WHEREAS, the Illinois General Assembly has granted the County of DuPage ("COUNTY") authority to operate, maintain, and keep in repair necessary County buildings and to enter into agreements for those purposes, pursuant to Illinois Compiled Statues, Chapter 55, paragraphs 5/5-1108; and

WHEREAS, in accordance with the above authority the County owns, operates, controls or manages the facility commonly known as the DuPage County Complex; and

WHEREAS, the DuPage County Complex is located on a multi lane arterial highway and not in the immediate vicinity of any residences or non-governmental uses; and

WHEREAS the County has determined that it would be prudent, and in the public’s best interests, to construct electronic message signs on the DuPage County Complex to provide information related to County governance and County events; and

WHEREAS, the DuPage County Board has authorized the County of DuPage to participate in an Intergovernmental Agreement with the City of Wheaton for the erection and maintenance of two (2) electronic signs for the use and benefit of the DuPage County Complex; and

WHEREAS, based upon the specific location of the proposed electronic sign the Corporate Authorities of the City of Wheaton has no objection to its use subject to the terms and conditions set forth in the agreement; and

WHEREAS, the County has reviewed the terms and conditions set forth in the Agreement and finds them reasonable and appropriate with regard to the operation of the electronic sign; and

WHEREAS, the City of Wheaton and the County desire to establish standards for the operation of the signs so as not to constitute and unnecessary or hazardous distraction to drivers and pedestrians in the area of the electronic sign; and

NOW, THEREFORE, BE IT RESOLVED, that the DuPage County Board has approved the Intergovernmental Cooperation Agreement between the City of Wheaton and the County of DuPage in regard to Right of Way Signage.

NOW THEREFORE, BE IT FURTHER RESOLVED by the DuPage County Board that the attached Intergovernmental Agreement between the City of Wheaton and the County is hereby accepted and approved and that the Chairman of the DuPage County Board is hereby authorized and directed to execute the Agreement on behalf of the County; and
Resolution

FM-R-0912-18

BE IT FURTHER RESOLVED that the DuPage County Clerk be directed to transmit certified copies of this Agreement to the City of Wheaton, [address] Attention: City Clerk; Anthony Hayman, Assistant State’s Attorney; and three (3) copies to the DuPage County Facilities Management.

Enacted and approved this 23rd day of October, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
INTERGOVERNMENTAL COOPERATION AGREEMENT
BETWEEN THE CITY OF WHEATON
AND THE COUNTY OF DUPAGE (RIGHT OF WAY SIGNAGE)

This Intergovernmental Cooperation Agreement ("Agreement") made and entered into as of this 1st day of October, 2018 by and between the CITY OF WHEATON, an Illinois home rule municipal corporation (hereinafter referred to as the "City") and the COUNTY OF DUPAGE, (hereinafter "County"). From time to time this Agreement may refer to the City and County individually as a "Party" or together as "Parties".

Preambles

WHEREAS, the City of Wheaton ("City") and the County of DuPage ("County") are public agencies, as those terms are defined in the Intergovernmental Cooperation Act, 5 ILCS 220/2 and the Illinois Constitution; and

WHEREAS, pursuant to Illinois Compiled Statutes, Chapter 55, paragraph 5/5-1106, the County owns, operates, controls or manages the facility commonly known as the DuPage County Governmental Campus ("DuPage Campus") located between Manchester road and the Union Pacific Railroad on County Farm Road in Wheaton, Illinois; and

WHEREAS, the DuPage Campus is located on a multi-lane arterial highway and not in the immediate vicinity of any residences or nongovernmental uses; and

WHEREAS, the County proposed to install, erect, manage and maintain two (2) electronic signs within the public right of ways adjoining the DuPage Campus, which signage shall be for the use and benefit of the County and the DuPage Campus; and

WHEREAS, the City has adopted ordinances controlling the signs, including electronic signs, in public right ways; and

WHEREAS, pursuant to the above authority the County has been authorized to participate in an Intergovernmental Agreement with the City for the installation, erection and maintenance of two (2) electronic signs for the use and benefit of the County and the DuPage Campus; and

WHEREAS, the City and the County desire to establish standards for the operation of the proposed signs so as not to constitute an unnecessary or hazardous distraction to drivers and pedestrians in the area of the electronic signs; and

WHEREAS, based upon the specific locations of the proposed electronic signs, the Corporate Authorities of the City of Wheaton have no objection to the use of the proposed electronic signs subject to the terms and conditions set forth in this Intergovernmental Agreement; and
WHEREAS, the parties have reviewed the terms and conditions set forth in this Intergovernmental Agreement and find them reasonable and appropriate with regard to the operation of the electronic signs;

NOW, THEREFORE, in consideration of the mutual promises contained herein and of their good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Incorporation of Recitals.** The recitals contained in the foregoing Preamble are incorporated into this Agreement and made a part hereof, as representing the intent of the parties and where applicable a subtenant provisions herein, and all covenants, terms, conditions and provisions hereinafter contained shall be interpreted and construed in accordance therewith.

2. **Installation Allowed.** The City hereby agrees, upon the submission of proper permitting application documents by the County to the City, to allow the installation of electronic message signs to be located on DuPage County property. The type and dimensions of the signs are attached hereto and incorporated herein as it fully set forth in Exhibit 1. The locations of the signs are depicted on the Exhibit attached hereto and incorporated herein as it fully set forth in Exhibit 2.

3. **Terms of Installation and Maintenance** The electronic signs shall be installed, maintained, managed and operated by the County in conformance with the following requirements:

   A. Messages transmitted through the electronic medium of these signs shall be in two colors: the background being one color, and the letters being another color. The display of any message containing more than one background or more than one letter color shall be prohibited. Background and letter colors however, may be altered for each message portrayed on the sign. For purposes of this ordinance the term “message” shall mean a complete or incomplete sentence or group of words pertaining to a single topic.

   B. When a message changes the prior message shall disappear simultaneously with the appearance of the new message.

   C. A message shall change no more frequently than once every four (4) seconds.

   D. The electronic sign shall not cause illumination in excess of 0.05 foot candles at any property line in or adjoining a residential use.

   E. The County shall install and maintain the electronic signs in conformance with applicable City codes.

4. The authority to install and maintain the signs shall be for a period of ten (10) years from the date of approval of this Agreement by the City. The Agreement may be extended by the mutual written agreement of the parties. If at the end of the 10 years the City does not notify the County of its intent to withdraw its authority under this Agreement, the authorization set forth herein shall be extended for 1 year periods from the anniversary date of the approval of this Agreement by the City until notification of termination of authority by the City to the County. Where notification of termination
occurs within a 1 year extension period the authorization will terminate upon the next anniversary date.

5. **Miscellaneous** The descriptive headings of the various sections or parts of this Agreement are for convenience only. They shall not affect the meaning or construction or be used in the interpretation of this Agreement or any of its provisions.

   A. This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois and both the City and the County agree to submit to the jurisdiction of the courts of Illinois any dispute regarding this Agreement. The exclusive venue for such purposes shall be the Circuit Court for the 18th Judicial Circuit, DuPage County, Illinois.

   B. The parties have had the opportunity to freely negotiate and cooperate in the drafting and preparation of this Agreement, and in any interpretation or construction of this Agreement or any word, clause or provision herein, the same shall not be construed against any Party on the basis that the Party was the drafter.

   C. If any clause, phrase, provision or portion of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable under applicable law, such event shall not affect, impair, or render invalid or unenforceable the remainder of this Agreement, nor any other clause, phrase, provision or portion thereof, nor shall it affect the application of any clause, phrase, provision or portion hereof to other persons or circumstances.

   D. This Agreement supersedes all prior agreements and understandings, both written and oral, of the Parties with respect to the subject matter hereof. The Agreement may be modified or amended only with the express written approval of both Parties dated subsequent to the date of this Agreement.

   E. This Agreement is not and shall not be binding upon either Party unless and until executed by both Parties. The Agreement may be executed in counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

   F. Subject to the provisions regarding assignment, this Agreement shall be binding upon, and inure to the benefit of successors-in-interest of the Parties.

   G. Nothing contained in this Agreement is intended to create, or shall be construed as creating, a partnership, joint venture or any similar relationship between the Parties.
IN WITNESS WHEREOF, the Parties have executed this Intergovernmental Cooperation Agreement as of the day and year first above written.

CITY OF WHEATON

Signature on file

Name: Michael J. Gresk
Title: Mayor

ATTEST BY:

Signature on file

Name: Sharon Barrett-Hagen
Title: City Clerk

DUPAGE COUNTY

Name: Daniel Cronin
Title: Chairman, DuPage County Board

ATTEST BY:

Name: Paul Hinz
Title: DuPage County Clerk
Sign Concept

Preliminary Design:

- Approx. 20'-0" wide X 11'-0" tall
- Match existing campus brick & masonry
- $50,000 - $75,000 per sign
- Lettering visible to 400' [common standard]
  Allows for 8 – 10 seconds of reading @ 35 mph
- Programmable, single-color LED display
  Maintained/updated by FM staff, New County content policy

Exhibit 'J'
Requisition under 25k dollars

2018-249
### 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>October 3, 2018</td>
<td>$10,600.38</td>
<td>NOVEMBER 30, 2018</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
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</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

*No Decision Memo Required*  
Per Cooperative Agreement

<table>
<thead>
<tr>
<th>Name</th>
<th>Completed Date/Time</th>
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<tbody>
<tr>
<td>Laura Grobe</td>
<td>10/03/2018 10:17 AM</td>
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<tr>
<td>Tim Harbaugh</td>
<td>10/03/2018 10:38 AM</td>
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<tr>
<td>Nick Kottmeyer</td>
<td>10/03/2018 4:42 PM</td>
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<tr>
<td>Kathy Ostrowski</td>
<td>10/04/2018 9:19 AM</td>
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<td>Jennifer A. Sinn</td>
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<td>James McGuire</td>
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<tr>
<td>Paul Rafac</td>
<td>10/10/2018 9:34 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>10/11/2018 2:56 PM</td>
</tr>
<tr>
<td>Public Works Committee</td>
<td>10/16/2018 9:15 AM</td>
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</tbody>
</table>
**Procurement Review Checklist**

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor</th>
<th></th>
<th>Contract Term:</th>
<th></th>
<th>Contract Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allsteel, Inc. C/O Midwest Office Interiors</td>
<td>Vendor #: 12412</td>
<td>through 11/30/18</td>
<td></td>
<td>$10,600.38</td>
</tr>
</tbody>
</table>

**Vendor:** Facilities Management  
**Contact:** Geoff Matteson  
**Phone:** 630-200-7973  
**Assigned Committee:** PW 10/16/18

<table>
<thead>
<tr>
<th>Description of Procurement/Scope of Work/Background</th>
<th>Reason for Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation for the approval of a contract purchase order to Allsteel Inc. C/O Midwest Office Interiors, to provide replacement task seating for the Treasurer's Office, for Facilities Management, for the period through November 30, 2018, for a total contract amount not to exceed $10,600.38. Contract pursuant to the Intergovernmental Cooperation Act National IPA contract #P15-150-DT</td>
<td>Existing seating is original to the building, has reached end of life, is either stained, worn, ripped and/or is not functioning properly.</td>
</tr>
</tbody>
</table>

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): 1000-1160-54090-1100  
- Budget Transfer (Date)  
- Add'l Information

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCSS25)
  - Per Coop (DPC4-107) select one below
    - National IPA/TCPM # P15-150-DT
  - EXPLANATION OF REQUEST FOR PROPOSAL RFP # (include Evaluation Summary if applicable)
  - RENEWAL OF RFP #
  - PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
  - OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
  - REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
  - OTHER THAN LOWEST RESPONSIBILE, BID #

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended For Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
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<td>LG</td>
<td>Oct 3, 2018</td>
<td>10-2-18</td>
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**REVIEWS BY (Initials Only)**

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<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
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<tr>
<td>Jm</td>
<td>10-5-18</td>
<td>Jm</td>
<td>10-5-18</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>10-10-18</td>
<td>Chairman's Office (Decision Memos Over $25,000)</td>
<td>10-11-18</td>
</tr>
</tbody>
</table>

**Packet Pg. 43**
Date: Oct 2, 2018

MinuteTraq (IQM2) ID #: 13598

Department Requisition #: ____________________________

---

**Decision Memo**

**Procurement Services Division**

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

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**Requesting Department:** Facilities Management

**Department Contact:** Geoff Matteson

**Contact Email:** geoffrey.matteson@dupageco.org

**Vendor Name:** Allsteel, Inc. C/O Midwest Office Interiors

**Vendor #:** 12412

---

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

Recommendation for the approval of a contract purchase order to Allsteel Inc. C/O Midwest Office Interiors, to provide replacement task seating for the Treasurer’s Office, for a total contract amount not to exceed $10,600.38.

---

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

Existing seating is original to the building, has reached end of life, is either stained, worn, ripped and/or is not functioning properly.

---

**Strategic Impact**

**Quality of Life**

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

Replacement seating for the Treasurer’s Office staff; current seating has reached end of life.

---

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

DuPage County is the Lead Agency for National IPA Contract No. P15-150-DT - Office Furniture and Filing Systems. Four vendors were contacted to provide and assemble furniture. Two responses were received. Allsteel, Inc. C/O Midwest Office Interiors provided Proposal #40396 per National IPA Contract No. P15-150-DT. Midwest Office Interiors recommended County staff assemble the seating due to the ease of the assembly process. GSA schedule pricing was not available for these items.

---

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

1. Staff recommends the approval of a contract purchase order to Allsteel, Inc. C/O Midwest Office Interiors, to provide replacement task seating for the Treasurer’s Office, for a total contract amount not to exceed $10,600.38, per National IPA contract #P15-150-DT.
2. Do not approve purchase order for replacement seating.

---

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

Monies are available in 1000-1160-54090-1100 FURNITURE & FURNISHINGS
# Purchase Requisition

**Procurement Services Division**

**Send Purchase Order To:**
- **Vendor:** Allsteel, Inc. C/O Midwest Office Interiors
- **Vendor #:** 12412
- **Attn:** 
- **Email:** 
- **Address:** 10330 Argonne Woods Drive, Suite 600
- **City:** Woodridge
- **State:** IL
- **Zip:** 60517
- **Phone:** 
- **Fax:**

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

**Send Payments To:**
- **Dept:** Facilities Management
- **Vendor #:** 12412
- **Attn:** Geoff Matteson
- **Email:** geoffrey.matteson@dupageco.org
- **Address:** 13358 Collections Center
- **City:** Chicago
- **State:** IL
- **Zip:** 60693
- **Phone:** 
- **Fax:** 630-200-7973
- **Fax:** 630-407-5701

**Payment Terms:** PER 50 ILCS 505/1

**F.O.B.:** Destination

**PO 20 Delivery Date:**  

**Requisitioner:** Laura Grobe

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

- Furnish and deliver replacement task seating for the Treasurer’s Office

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

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

- PW 10/16/18   Job#1804301

---

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
---|---|---|---|---|---|---|---|---|---|---|
1 | 3 | EA | CSS-MHHN | Task Chair Stool - Allsteel "Lyric" | 1000 | 1160 | 54090 | 1100 | 472.50 | 1,417 |
2 | 24 | EA | CWW-MHHN | Task Chair - Allsteel "Lyric" | 1000 | 1160 | 54090 | 1100 | 382.62 | 9,182 |
3 | | | | | | | | | | |
4 | | | | | | | | | | |
5 | | | | | | | | | | |

**Requisition Total:** $10,600
## DUPAGE COUNTY PROCUREMENT SERVICES DIVISION
### CHAIRS FOR TREASURER’S OFFICE #18-200-FM
#### 09/28/2018
#### Quote Tabulation

<table>
<thead>
<tr>
<th>Description</th>
<th>Item Number</th>
<th>Quantity</th>
<th>Midwest Office Interiors</th>
<th>Hennickan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>NIPA Price each</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Extended Price</td>
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<td>NIPA Price each</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Extended Price</td>
<td></td>
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<tr>
<td>Task Chair STOOL - Allsteel &quot;Lyric&quot;</td>
<td>CSS-MHHN</td>
<td>3</td>
<td>$472.50</td>
<td>$472.50</td>
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<td>$1,417.50</td>
<td>$1,417.50</td>
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<tr>
<td>Task Chair - Allsteel &quot;Lyric&quot;</td>
<td>CWW-MHHN</td>
<td>24</td>
<td>$382.62</td>
<td>$382.62</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$9,182.88</td>
<td>$9,182.88</td>
</tr>
<tr>
<td>Guest Chair - Hon &quot;Lota&quot;</td>
<td>H2285</td>
<td>19</td>
<td>$137.72</td>
<td>$137.72</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$2,616.68</td>
<td>$2,616.68</td>
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<tr>
<td>Labor to Assemble Stool Allsteel &quot;Lyric&quot;</td>
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<td>3</td>
<td>&quot;Lyric&quot; to ship directly to County</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>no freight charges</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>No Assembly</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>seat to be pushed onto base</td>
<td></td>
</tr>
<tr>
<td>Labor to Assemble Chair Allsteel &quot;Lyric&quot;</td>
<td></td>
<td>24</td>
<td>Ships fully assembled</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor to Assemble Guest Chair Hon &quot;Lota&quot;</td>
<td></td>
<td>19</td>
<td>Ships fully assembled</td>
<td></td>
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<tr>
<td>Grand Total</td>
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<td></td>
<td></td>
<td>$13,217.06</td>
<td>$14,597.06</td>
</tr>
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</table>

### NOTES:
- Interior Investments: declined to quote - do not distribute Allsteel or Hon Products.
- Thomas Interiors: declined to quote - do not distribute Allsteel or Hon Products.

<table>
<thead>
<tr>
<th>Request for Quotes to Vendors</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotes Received</td>
<td>2</td>
</tr>
<tr>
<td>Quotes Received by</td>
<td>JEM</td>
</tr>
</tbody>
</table>
Required Vendor Ethics Disclosure Statement

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

Date: 9/17/18

Company Name: Allsteel Inc.
Company Contact: Cindy Hermann
Contact Phone: (563) 272-4800
Contact Email: allsteelgovcontracts@allsteeloffice.com

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

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

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

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

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

<table>
<thead>
<tr>
<th>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>
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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

Signature on File

Printed Name
Cindy Hermann

Title
Government Financial Analyst

Date
September 17, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. PAGE 1 OF 1 (total number of pages)
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 Laport, Inc., to furnish and deliver restroom tissue to the Judicial Office Facility, JTK Administration Building and the Jail on a monthly basis, and as needed for the Power Plant, Children’s Center, Office of Emergency Management, and the Coroner’s Office, for the period December 1, 2018 through November 30, 2019, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to furnish and deliver restroom tissue to the Judicial Office Facility, JTK Administration Building and the Jail on a monthly basis, and as needed for the Power Plant, Children’s Center, Office of Emergency Management, and the Coroner’s Office, for the period December 1, 2018 through November 30, 2019, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, Laport, Inc., 2443 W. 16th Street, Chicago, IL  60608, for a total contract amount not to exceed $54,616.80, per renewal option under bid award #16-226-JM, second option to renew.

Enacted and approved this 23rd 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>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 25, 2018</td>
<td>DECEMBER 1, 2018 THROUGH NOVEMBER 30, 2019</td>
<td>$54,616.80</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 09/25/2018 11:12 AM
- Tim Harbaugh Completed 09/25/2018 11:21 AM
- Nick Kottmeyer Completed 09/25/2018 11:54 AM
- Kathy Ostrowski Completed 09/26/2018 11:50 AM
- James McGuire Completed 09/28/2018 9:43 AM
- Paul Rafac Completed 10/04/2018 8:46 AM
- Kathy Ostrowski Completed 10/04/2018 3:39 PM
- Public Works Committee Pending 10/16/2018 9:15 AM
- Finance Committee Pending 10/23/2018 8:00 AM
- County Board Pending 10/23/2018 10:00 AM
## Procurement Review Checklist

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor: Laport, Inc.</th>
<th>Vendor #: 12737</th>
<th>Contract: 12/1/18 through 11/30/19</th>
<th>Contract Total: $54,616.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Facilities Management</td>
<td>Contact: Tim Harbaugh</td>
<td>Phone: 630-407-5700</td>
<td>Assigned to Public Works: 10/16/18</td>
</tr>
<tr>
<td>Description of Procurement/Scope of Work/Background: Recommendation for the approval of a contract purchase order to furnish and deliver restroom tissue to the Judicial Office Facility, JTK Administration Building and the Jail on a monthly basis, and as needed for the Power Plant, Children's Center, Office of Emergency Management, and the Coroner's Office, for Facilities Management, for a total contract amount not to exceed $54,616.80, per renewal option under bid award #16-226-JM, second option to renew.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Procurement: Restroom tissue is necessary for the operation of campus facilities restrooms.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FUNDING SOURCE

- [ ] Procurement budgeted for (FY and budget code(s)): 1000-1100-52280
- [ ] 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 # 16-226-JM ____________ Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S)(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ____________ Public Utility
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

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

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIM</td>
<td>Sep 19, 2018</td>
<td>9-25-18</td>
<td>9-25-18</td>
<td></td>
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### 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>Tim</td>
<td>9/26/18</td>
<td>9-28-18</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>(Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim</td>
<td>10-4-18</td>
<td></td>
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</tbody>
</table>

### DECISION MEMOS OVER $25,000

- [ ] Procurement Officer: 10-4-18
- [ ] Chairman's Office: (Decision Memos Over $25,000) Date 10-4-18

---

**Date:** Sep 19, 2018

**MinuteTraq (IQM) ID #:** 13534

---

**Packet Pg. 50**
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 LaPort, Inc., 2443 W. 16th Street, Chicago, IL 60608, licensed to do business in the State of Illinois, hereinafter called the "Contractor", witnesseeth;

The County and the Contractor have previously entered a Contract, pursuant to Bid #16-226-JM to Furnish and Deliver Restroom Tissue which became effective December 01, 2016 and which expires November 30, 2018. The contract is subject to an SECOND 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 that there is no change in the terms, conditions, specifications, and prices and if such renewals are mutually agreed to by both parties.

The contract renewal becomes effective December 01, 2018 and expires November 30, 2019, contingent upon Parent Committee and County Board approval.

LAPORT, INC.

9-5-18

SIGNATURE
W. COLEMAN
DATE

PRINTED NAME
Manager

COUNTY OF DU PAGE, ILLINOIS

9/10/18

SIGNATURE
Joan McAvoy
DATE

DuPage County Buyer

PRINTED NAME
DuPage County Buyer

PRINTED TITLE
## Purchase Requisition

**Procurement Services Division**

**Date:** Sep 19, 2018

**MinuteTraq (IQM2) ID #:** 13534

**Department Req #:**

**RFP, Bid or Quote #:** Bid#16-226

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Laport, Inc.</th>
<th>Vendor #: 12737</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Wayne Coleman</td>
<td>Email: <a href="mailto:wcoleman@laport.com">wcoleman@laport.com</a></td>
</tr>
<tr>
<td>Address: 2443 West 16th Street</td>
<td></td>
</tr>
<tr>
<td>City: Chicago</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 312-421-8881</td>
<td>Fax: 312-421-8884</td>
</tr>
</tbody>
</table>

### Send Invoices To:

<table>
<thead>
<tr>
<th>Dept: Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Tim Harbaugh</td>
</tr>
<tr>
<td>Email: <a href="mailto:mary.ventrella@dupageco.org">mary.ventrella@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Wheaton</td>
</tr>
<tr>
<td>Phone: 630-407-5700</td>
</tr>
</tbody>
</table>

### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor: Laprot, Inc.</th>
<th>Vendor #: 12737</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Val Lane</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Address: Box # 20 - 2443 West 16th Street</td>
<td>Address: various locations</td>
</tr>
<tr>
<td>City: Chicago</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Ship To:

<table>
<thead>
<tr>
<th>Dept: Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Val Lane</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Address: various locations</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
</tbody>
</table>

### Payment Terms

<table>
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<tr>
<th>Use for</th>
<th>Contract Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td></td>
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</table>

### F.O.B.

<table>
<thead>
<tr>
<th>Use for</th>
<th>Mary Ventrella</th>
</tr>
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<td>PO25 only</td>
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</table>

### PO 20 Delivery Date

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<th>Contract Administrator</th>
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<td>PO25 only</td>
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</tr>
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</table>

### Requisitioner

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td></td>
</tr>
</tbody>
</table>

### Requisition Total

| Amount: $54,616 |

### Header Comments

*Furnish and deliver restroom tissue to the Judicial Office Facility, JTK Administration Building and the Jail on a monthly basis, and as needed for the Power Plant, Children’s Center, Office of Emergency Management, and the Coroner’s Office, for Facilities Management.*

### Special Instructions/Comments to Buyer or Approver

*Second option to renew. Public Works Committee: 10/16/18  County Board: 10/23/18*

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
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<td>1464</td>
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<td>SCA Tork #TM1616</td>
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<td>52280</td>
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</table>

| Requisition Total | $54,616 |

### User Department Internal Notes

*Second option to renew. Public Works Committee: 10/16/18  County Board: 10/23/18*
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.

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

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

Attach additional sheets if necessary. Sign each sheet and number each page. Page ___ of ___ (total number of pages)
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 Laport, Inc., to furnish and deliver paper towels to the Judicial Office Facility, JTK Administration Building and the Jail on a monthly basis, and as needed for the Power Plant, Children’s Center, Office of Emergency Management, and the Coroner’s Office, for the period December 1, 2018 through November 30, 2019, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said, to furnish and deliver paper towels to the Judicial Office Facility, JTK Administration Building and the Jail on a monthly basis, and as needed for the Power Plant, Children’s Center, Office of Emergency Management, and the Coroner’s Office, for the period December 1, 2018 through November 30, 2019, for Facilities Management, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, Laport, Inc., 2443 W. 16th Street, Chicago, IL 60608, for a total contract amount not to exceed $31,087.35, per renewal option under bid award #16-225-JM, second option to renew.

Enacted and approved this 23rd 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 25, 2018</td>
<td>$31,087.35</td>
<td>DECEMBER 1, 2018 THROUGH NOVEMBER 30, 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  09/25/2018 11:22 AM
Tim Harbaugh     Completed  09/25/2018 11:27 AM
Nick Kottmeyer   Completed  09/25/2018 11:54 AM
Kathy Ostrowski  Completed  09/26/2018 11:54 AM
James McGuire    Completed  09/28/2018 9:45 AM
Paul Rafac       Completed  10/04/2018 8:47 AM
Kathy Ostrowski  Completed  10/05/2018 8:07 AM
Public Works Committee Pending  10/16/2018 9:15 AM
Finance Committee Pending  10/23/2018 8:00 AM
County Board     Pending  10/23/2018 10:00 AM
Procurement Review Checklist
Procurement Services Division

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

Vendor: Laport, Inc.  Contract 12/1/18 through Term: 11/30/19  Contract Total: $31,087.35
Vendor #: 12737

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

Description of Procurement/ Scope of Work/ Background:
Recommendation for the approval of a contract purchase order to furnish and deliver paper towels for the Judicial Office Facility, JJK Administration Building and the Jail on a monthly basis, and as needed for the Power Plant, Children's Center, Office of Emergency Management, and the Coroner's Office, for Facilities Management, for a total contract amount not to exceed $31,087.35, per renewal option under bid award #16-225-JM, second option to renew.

Reason for Procurement:
Paper towels are necessary for the operation of campus facilities restrooms.

FUNDING SOURCE:
☐ Procurement budgeted for (FY and budget code(s)): 1000-1100-52280
☐ 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 # 16-225-JM
☒ 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: ____________________ Sep 19, 2018 Recommended for Approval: ____________________ Date: ____________________ IT Approval, if required: ____________________ Date: ____________________

REVIEWED BY (Initials Only)

Date: ____________________ Date: ____________________
Buyer: ____________________ Procurement Officer: ____________________ Date: ____________________
Chief Financial Officer: ____________________ Chairman's Office: ____________________ Date: ____________________

(Decision Memos Over $25,000)

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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 LaPort, Inc., 2443 W. 16th Street, Chicago, IL 60608, licensed to do business in the State of Illinois, hereinafter called the “Contractor”, witnesseth;

The County and the Contractor have previously entered a Contract, pursuant to Bid #16-225-JM to Furnish and Deliver Paper Towels, Facial Tissue and Hard Roll Towels which became effective December 01, 2016 and which expires November 30, 2018. The contract is subject to a Second 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 that there is no change in the terms, conditions, specifications, and prices and if such renewals are mutually agreed to by both parties.

The contract renewal becomes effective December 01, 2018 and expires November 30, 2019, contingent upon Parent Committee and County Board approval.

LAPORT, INC.

SIGNATURE: ___________________________ DATE: 9-5-18

WAYNE COLEMAN
PRINTED NAME

SALON MANAGER
PRINTED TITLE

COUNTY OF DU PAGE, ILLINOIS

SIGNATURE: ___________________________ DATE: 9/10/18

JOAN MCAVOY
DuPage County Buyer
Purchase Requisition
Procurement Services Division

<table>
<thead>
<tr>
<th>Send Purchase Order To:</th>
<th>Send Invoices To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: Laport, Inc.</td>
<td>Dept: Facilities Management</td>
</tr>
<tr>
<td>Attn: Wayne Coleman</td>
<td>Attn: Tim Harbaugh</td>
</tr>
<tr>
<td>Address: 2443 West 16th Street</td>
<td>Email: <a href="mailto:mary.ventrella@dupageco.org">mary.ventrella@dupageco.org</a></td>
</tr>
<tr>
<td>City: Chicago</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>Phone: 312-421-8881</td>
<td>Phone: 630-407-5700</td>
</tr>
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<td>Send Payments To:</td>
<td>Ship To:</td>
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<tr>
<td>Vendor: Laport, Inc.</td>
<td>Dept: Facilities Management</td>
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<tr>
<td>Attn:</td>
<td>Attn: Val Lane</td>
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<td>Address:</td>
<td>Address: various locations</td>
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<tr>
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<td>City: Wheaton</td>
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<tr>
<td>Phone:</td>
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**Payment Terms**
PER 50 ILCS 505/1

**Use for PO25 only**
Contract Administrator

<table>
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<tr>
<th>LN</th>
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<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
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<tr>
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<td>Kruger White Swan #KR01920</td>
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<td>52280</td>
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**Requisition Total** $31,087

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):
Furnish and deliver paper towels to the Judicial Office Facility, JTK Administration Building and the Jail on a monthly basis, and as needed for the Power Plant, Children’s Center, Office of Emergency Management, and the Coroner’s Office, 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: 10/16/18 County Board: 10/23/18
### Required Vendor Ethics Disclosure Statement

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

<table>
<thead>
<tr>
<th>Company Name: Laport Inc.</th>
<th>Company Contact: WAYNE COLEMAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 312-421-8888</td>
<td>Contact Email: <a href="mailto:WCOLEMAN@LaportInc.com">WCOLEMAN@LaportInc.com</a></td>
</tr>
</tbody>
</table>

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<tr>
<th>Lobbyists, Agents and Representatives and all Individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
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I hereby acknowledge that I have received, have read, and understand these requirements.

**Authorized Signature**

*Redacted* (redacted for privacy)

**Printed Name**

WAYNE COLEMAN

**Title**

SALES MANAGER

**Date**

9-5-16

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

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.1

4/1/16

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