



DU PAGE COUNTY

Human Services

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, August 4, 2026

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:30 AM.

2. ROLL CALL

Other Board member present: Member Yeena Yoo

Staff in attendance: Nick Kottmeyer (10:00 for budget presentation), Joan Olson and Brett Kuras (County Board), Renee Zerante (State's Attorney's office), Mary Catherine Wells and Keith Jorstad (Finance), Valerie Calvente and Donna Weidman (Procurement), Natasha Belli, Julie Hamlin, Gina Strafford-Ahmed, and Mary Keating (Community Services), and Janelle Chadwick (DuPage Care Center).

PRESENT	DeSart, Galassi, Deacon Garcia, and Schwarze
ABSENT	Cronin Cahill
REMOTE	LaPlante

2.A. MOTION TO ALLOW REMOTE PARTICIPATION

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Deacon Garcia

3. PUBLIC COMMENT

Iiza Qureshi from Oswego High School spoke as an advocate for scoliosis awareness.

4. CHAIR REMARKS - CHAIR SCHWARZE

No remarks were offered.

5. APPROVAL OF MINUTES

5.A. [26-2108](#)

Human Services Committee - Regular Meeting - Tuesday, July 7, 2026

RESULT:	APPROVED
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

6. COMMUNITY SERVICES - MARY KEATING**6.A. [FI-R-0111-26](#)**

Correction of a scrivener's error in Resolution FI-R-0093-26. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

6.B. [FI-R-0110-26](#)

Acceptance & appropriation of the DuPage Housing Authority Family Self-Sufficiency Program PY26 Agreement No. FSS26IL7270, Company 5000 - Accounting Unit 1740, in the amount of \$169,000. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

6.C. [HS-P-0026-26](#)

Agreement between the County of DuPage, Illinois and Community and Economic Development of Cook County (CEDA), for technical and professional implementation services for Multi-Family Weatherization Project II – College Park Apartments, through the Illinois Home Weatherization Assistance Program (IHWAP), for the period of August 11, 2026 through September 30, 2027, for an amount not to exceed \$104,000. Other Professional Services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b). (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Dawn DeSart

6.D. [HS-P-0027-26](#)

Recommendation for the approval of a contract to A Lugan Contractors, LLC, to provide architectural and mechanical services for multi-family weatherization, for Community Services, for the period of August 1, 2026 through November 15, 2027, for a contract amount not to exceed \$1,000,000; per renewal of bid #25-023-WEX. First of three one-year optional renewals. (Community Services)

RESULT: APPROVED AND SENT TO FINANCE

MOVER: Dawn DeSart

SECONDER: Kari Galassi

6.E. [HS-CO-0007-26](#)

Amendment to Purchase Order 6593-0001 SERV issued to Lavi Industries, Inc., to provide a queuing and appointment scheduling system, to increase the encumbrance in the amount of \$8,000, resulting in an amended contract total of \$40,758.18. (Community Services)

RESULT: APPROVED AND SENT TO FINANCE

MOVER: Paula Deacon Garcia

SECONDER: Kari Galassi

6.F. [26-2109](#)

Recommendation for the approval of a contract to Crowley Engineering, LLC, to provide engineering services for multi-family weatherization, for Community Services, for the period of July 1, 2026 through November 15, 2027, for a contract amount not to exceed \$25,000; per renewal of bid #25-022-WEX. First of three one-year optional renewals. (Community Services)

RESULT: APPROVED

MOVER: Paula Deacon Garcia

SECONDER: Kari Galassi

AYES: DeSart, Galassi, Deacon Garcia, and Schwarze

ABSENT: Cronin Cahill

REMOTE: LaPlante

7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING**7.A. [HS-R-0018-26](#)**

Recommendation for approval of Modification One to the Community Development Block Grant (CDBG) Agreement CD25-03 with the City of West Chicago – York Ave. Area Water Main and Streets Rehabilitation Project - for the purpose of reducing the overall scope of work.

RESULT: APPROVED AT COMMITTEE

MOVER: Paula Deacon Garcia

SECONDER: Dawn DeSart

7.B. [HS-R-0019-26](#)

Recommendation for approval of an Assignment and Assumption of the Community Development Block Grant (CDBG) Agreement, Project Number CD21-08, and associated lien to facilitate the merger between Almost Home Kids (AHK) and Ann & Robert H. Lurie Children's Hospital of Chicago (Lurie Children's).

RESULT: APPROVED AT COMMITTEE

MOVER: Paula Deacon Garcia

SECONDER: Dawn DeSart

8. DUPAGE CARE CENTER - JANELLE CHADWICK**8.A. [HS-P-0028-26](#)**

Recommendation for the approval of a contract to McMahon Food Corporation, for fluid dairy, for the DuPage Care Center residents, cafeteria and cafes located on the County Campus, for the period of September 25, 2026 through September 24, 2027, for a contract not to exceed \$38,000; per renewal of bid #24-100-DCC, second of three optional renewals.

RESULT: APPROVED AND SENT TO FINANCE

MOVER: Paula Deacon Garcia

SECONDER: Kari Galassi

8.B. [HS-P-0029-26](#)

Recommendation for the approval of a contract to Alpha Baking Company, for assorted sliced bread, rolls, and buns, for the DuPage Care Center, for the period of September 9, 2026 through September 8, 2027, for a contract not to exceed \$36,300; per bid #26-059-DCC.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

8.C. [HS-P-0030-26](#)

Recommendation for the approval of a contract to Central Poly-Bag Corp., for trash and recycling can liners, for the DuPage Care Center, for the period of August 11, 2026 through August 10, 2027, for a contract total amount not to exceed \$53,000; per bid #26-051-FM.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

8.D. [26-2110](#)

Recommendation for the approval of a contract to ARxIUM, Inc., for supplies for the FastPak Elite Medication Dispensing Machine, for the Pharmacy at the DuPage Care Center, for the period of September 2, 2026 through September 1, 2027, for a contract total not to exceed \$26,000. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - supplies compatible with existing equipment.)

RESULT:	APPROVED
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi
AYES:	DeSart, Galassi, Deacon Garcia, and Schwarze
ABSENT:	Cronin Cahill
REMOTE:	LaPlante

8.E. [26-2111](#)

Recommendation for the approval of a contract to ARxIUM, Inc., for maintenance and support for the FastPak Elite medication dispensing machine, for the Pharmacy at the DuPage Care Center, for the period of September 1, 2026 through August 31, 2027, for a total amount not to exceed \$24,088.34. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - maintenance and support of medication dispensing machine for the Pharmacy at the DPCC.)

RESULT:	APPROVED
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi
AYES:	DeSart, Galassi, Deacon Garcia, and Schwarze
ABSENT:	Cronin Cahill
REMOTE:	LaPlante

9. INFORMATIONAL

9.A. [26-2112](#)

GPN 028-26 FY 2026 Continuum of Care Competition and Youth Homeless Demonstration Program Grants PY28, U.S. Department of Housing and Urban Development, Community Services - \$212,094.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Paula Deacon Garcia

9.B. [26-2113](#)

GPN 029-26 FY 2026 Continuum of Care Competition and Youth Homeless Demonstration Program Grants - Coordinated Entry - PY28, U.S. Department of Housing and Urban Development, Community Services \$90,736.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

10. RESIDENCY WAIVERS - JANELLE CHADWICK

No residency waivers were offered.

11. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Janelle Chadwick, Administrator of the DuPage Care Center, stated that the renovation construction for 1 North, physical and occupational therapies, and the secret garden are all progressing.

12. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, highlighted three individuals that have successfully graduated the Family Self Sufficiency Program and become financially self-sufficient. Two of the individuals retrieved escrow funds from DuPage Housing Authority (DHA) program.. While they obtained a Bachelor's degree, a Master's degree, and a career in the trades, one graduate was also awarded the Family of Distinction honor at the state level.

12.A. 2027 Community Services Budget Request

Ms. Keating presented her 2027 budget request to the committee and answered related questions.

13. OLD BUSINESS

No old business was discussed.

14. NEW BUSINESS

No new business was discussed.

15. ADJOURNMENT

With no further business, the meeting was adjourned at 10:05 AM..



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-2108

Agenda Date: 8/4/2026

Agenda #: 5.A.



DU PAGE COUNTY

Human Services

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, July 7, 2026

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:32 AM.

2. ROLL CALL

Other Board member present: Member Yeena Yoo

Staff in attendance: Conor McCarthy (State's Attorney's office), Janelle Chadwick (DuPage Care Center), Natasha Belli, Gina Strafford-Ahmed, and Mary Keating (Community Services), Julie Hamlin (Community Development)

PRESENT	Cronin Cahill, DeSart, Galassi, Deacon Garcia, and Schwarze
ABSENT	LaPlante

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

No remarks were offered.

5. APPROVAL OF MINUTES

5.A. [26-1893](#)

Human Services Committee - Regular Meeting Tuesday, June 16, 2026

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Kari Galassi

6. COMMUNITY SERVICES - MARY KEATING**6.A. [FI-R-0104-26](#)**

Acceptance and appropriation of the Illinois Department of Human Services Capacity Expansion Grant PY27 Inter-Governmental Agreement No. FCSFH10641, Company 5000 - Accounting Unit 1760, in the amount of \$90,920. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

6.B. [FI-R-0105-26](#)

Acceptance and appropriation of the Illinois Department of Human Services Supportive Housing Program Grant PY27, Inter-Governmental Agreement No. FCSFH00352, Company 5000 - Accounting Unit 1760, in the amount of \$102,786. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Kari Galassi

6.C. [FI-R-0106-26](#)

Acceptance and appropriation of the Illinois Department of Human Services Rapid Re-Housing Program Grant PY27 Inter-Governmental Agreement No. FCSFH07854, Company 5000 - Accounting Unit 1760, in the amount of \$120,124. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

6.D. [HS-CO-0006-26](#)

Amendment to Purchase Order 6593-0001 SERV issued to Lavi Industries, Inc., to provide a queuing and appointment scheduling system, to increase the encumbrance in the amount of \$4,015, resulting in an amended contract not to exceed \$32,758.13. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Kari Galassi

7. **COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING**7.A. [HS-R-0015-26](#)

Recommendation for approval of the Housing and Community Development Intergovernmental Joint Agreement between DuPage County and the Village of Downers Grove for Federal Fiscal Years 2027, 2028, 2029, with automatic renewal as allowed, to incorporate requirements under Notice CPD-26-08 Instructions for Urban County Qualification for Participation in the Community Development Block Grant (CDBG) Program.

Mary Keating, Director of Community Services, shared that while Naperville, Downers Grove and Wheaton all qualify for their own CDBG entitlements, Wheaton and Downers Grove have agreed to participate in the CDBG program and have allowed their population and their funds to be included with the County's CDBG program. However, Naperville has chosen to administer its own program.

There is a change in HUD's interpretation of the agreement language. In the past the County has used a fully competitive process to select CDBG projects, with infrastructure projects generally selected by the percentage of low- and moderate-income residents served. Downers Grove has not previously applied for a CDBG project. Wheaton has applied in the past, but its projects have generally not scored as competitively as projects from other communities and therefore have not received infrastructure funding through the program. HUD's revised language indicates that participating communities should receive an amount of project funding comparable to what they may have received independently. We may need to establish a set-aside for Wheaton and Downers Grove beginning with the 2027 CDBG program. Projects must still meet eligibility requirements and serve a low- and moderate-income population. One option is to bundle multiple years of funding and work with Wheaton and Downers Grove on a project approximately every three years.

RESULT:	APPROVED AT COMMITTEE
MOVER:	Kari Galassi
SECONDER:	Cynthia Cronin Cahill

7.B. [HS-R-0016-26](#)

Recommendation for approval of the Housing and Community Development Intergovernmental Joint Agreement between DuPage County and the City of Wheaton for Federal Fiscal Years 2027, 2028, 2029, with automatic renewal as allowed, to incorporate requirements under Notice CPD-26-08 Instructions for Urban County Qualification for Participation in the Community Development Block Grant (CDBG) Program.

RESULT:	APPROVED AT COMMITTEE
MOVER:	Dawn DeSart
SECONDER:	Cynthia Cronin Cahill

8. **DUPAGE CARE CENTER - JANELLE CHADWICK**8.A. [HS-P-0025-26](#)

Recommendation for the approval of a contract purchase order to EZ Way, Inc., to furnish and deliver lifts with stands, smart stands with scales, batteries, slings and harnesses, for the DuPage Care Center, for the period of July 15, 2026 through November 30, 2026, for a total contract not to exceed \$65,566.47, per Sole Source (Sole Source - sole provider of items that are compatible with our existing equipment.)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Paula Deacon Garcia

8.B. [26-1894](#)

Amendment to Purchase Order 7691-0001 SERV, issued to Wight & Company, to extend the contract through November 30, 2026, to continue to provide Professional Architectural and Engineering Design Services for modernization and upgrades to the East Building for the DuPage Care Center.

RESULT:	APPROVED
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi
AYES:	Cronin Cahill, DeSart, Galassi, Deacon Garcia, and Schwarze
ABSENT:	LaPlante

8.C. [26-1895](#)

Amendment to Purchase Order 8177-0001 SERV, issued to Advacare Systems, for wound vac therapy rental and supplies, to increase the encumbrance in the amount of \$14,000, for a new contract total of \$24,000. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Paula Deacon Garcia
AYES:	Cronin Cahill, DeSart, Galassi, Deacon Garcia, and Schwarze
ABSENT:	LaPlante

9. BUDGET TRANSFERS

9.A. [26-1896](#)

Transfer of funds from account no. 1200-2040-54010 (building improvements) to account no. 1200-2050-54110 (equipment and machinery) in the amount of \$68,363 to cover the purchase of new EZ Way lifts and stands, due to the parts for the current lifts and stands are obsolete, for the Nursing Department at the DuPage Care Center.

RESULT:	APPROVED
MOVER:	Paula Deacon Garcia
SECONDER:	Dawn DeSart

10. CONSENT ITEMS

Motion to Combine Items

Member Garcia moved and Member DeSart seconded a motion to combine items 10.A. through 10.F. The motion was approved on voice vote, all "ayes".

10.A. [26-1897](#)

My Green House HVAC, LLC Contract 7470-0001-SERV - This Purchase Order is decreasing in the amount of \$746,395.08 and closing due to Purchase Order has expired.

10.B. [26-1898](#)

Arcos Environmental Services Contract 7432-0001-SERV - This Purchase Order is decreasing in the amount of \$757,175.71 and closing due to Purchase Order has expired.

10.C. [26-1899](#)

Healthy Air Heating & Air, inc. Contract 7431-0001-SERV - This Purchase Order is decreasing in the amount of \$25,131.96 and closing due to Purchase Order has expired.

10.D. [26-1900](#)

Arcos Environmental Services Contract 7790-0001 SERV - extend contract expiration date to November 30, 2026. No change to contract amount.

10.E. [26-1901](#)

My Green House HVAC, LLC Contract 7792-0001 SERV - extend contract expiration date to November 30, 2026. No change to contract amount.

10.F. [26-1902](#)

Healthy Air Heating & Air, Inc. Contract 7791-0001 SERV - extend contract expiration date to November 30, 2026. No change to contract amount.

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

11. **INFORMATIONAL**11.A. [26-1903](#)

GPN 024-26 2025 HUD Continuum of Care Program Competition - Planning PY27, United States Department of Housing and Urban Development - Community Services, in the amount of \$328,070.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

12. **RESIDENCY WAIVERS - JANELLE CHADWICK**

No residency waivers were offered.

13. **DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK**

Janelle Chadwick, Administrator of the DuPage Care Center, advised there are currently two cases of rhinovirus. Masks are required only for the affected unit. Rhinovirus has caused more symptoms among residents than COVID over the past couple of years, so residents are being closely monitored for signs of illness. The rest of the building is not masking at this time.

The Secret Garden project is underway. Dirt has been moved, railroad ties have been removed, and residents enjoy watching the progress from the windows. Residents are also participating in the temporary garden which is located in the old Circle Drive, where several planter boxes are available for residents to partake in gardening. The Secret Garden project is expected to be completed in the fall in time for residents to use the new area for educational classes with the University of Illinois.

The Care Center will present its budget at the second meeting in August.

14. **COMMUNITY SERVICES UPDATE - MARY KEATING**

Mary Keating, Director of Community Services, stated there is a plan in place for all ARPA funded projects and staffing for 2027. She reminded committee members to join the 1:35 AM meeting for CDC EXEC. Community services will present its budget at the first meeting in August.

15. OLD BUSINESS

No old business was discussed.

16. NEW BUSINESS

No new business was discussed.

17. ADJOURNMENT

With no further business, the meeting was adjourned at 9:52 A.M.



Finance Resolution

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: FI-R-0111-26

Agenda Date: 8/4/2026

Agenda #: 6.A.

**CORRECTION OF A SCRIVENER'S ERROR
IN RESOLUTION FI-R-0093-26**

(Under the administrative direction of
Community Services Department)

WHEREAS, the Thirty-Eighth (38th) Year Emergency Solutions Grant PY26, Company 5000 - Accounting Unit 1470, was initially approved and adopted via Resolution FI-R-0063-26 and amended via Resolution FI-R-0093-26 on June 23, 2026; and

WHEREAS, the initial planning value recorded on Resolution FI-R-0093-26 contained a scrivener's error and should be revised from "\$286,959" to the correct amount of "\$286,929".

NOW, THEREFORE, BE IT RESOLVED that the initial planning value for the Thirty-Eighth (38th) Year Emergency Solutions Grant PY26, Company 5000 - Accounting Unit 1470, referenced in Resolution FI-R-0093-26, shall be changed to reflect the accurate amount of \$286,929, and all other components of the resolution remaining unchanged.

Enacted and approved this 11th day of August, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Finance Resolution

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: FI-R-0110-26

Agenda Date: 8/4/2026

Agenda #: 6.B.

ACCEPTANCE AND APPROPRIATION OF THE
DUPAGE HOUSING AUTHORITY FAMILY SELF-SUFFICIENCY PROGRAM PY26
AGREEMENT NO. FSS26IL7270
COMPANY 5000 - ACCOUNTING UNIT 1740
\$169,000

(Under the administrative direction of
the Community Services Department)

WHEREAS, the County of DuPage has been notified by the DuPage Housing Authority that grant funds in the amount of \$169,000 (ONE HUNDRED SIXTY-NINE THOUSAND AND NO/100 DOLLARS) are available to be used to pay for the staffing of individuals who serve those in the Family Self-Sufficiency Program and for related training and travel; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into an Agreement with the DuPage Housing Authority, a copy of which is attached to and incorporated as part of this resolution by reference (ATTACHMENT II); and

WHEREAS, the term of the agreement is from January 1, 2026 through December 31, 2026; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said grant funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the Agreement (ATTACHMENT II) between DuPage County and DuPage Housing Authority is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$169,000 (ONE HUNDRED SIXTY-NINE THOUSAND AND NO/100 DOLLARS) be made to establish the DuPage Housing Authority Family Self-Sufficiency Program PY26, Company 5000 - Accounting Unit 1740, for the period January 1, 2026 through December 31, 2026; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County's Authorized Representative; and

BE IT FURTHER RESOLVED that should state and/or federal funding cease for this grant, the Human Services Committee shall review the need for continuing the specified program; and

BE IT FURTHER RESOLVED that should the Human Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 11th day of August, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ACCEPTANCE AND APPROPRIATION TO ESTABLISH THE
DUPAGE HOUSING AUTHORITY FAMILY SELF-SUFFICIENCY PROGRAM PY26
INTER-GOVERNMENT AGREEMENT NO. FSS26IL7270
COMPANY 5000 – ACCOUNTING UNIT 1740
\$169,000

REVENUE

41000-0001 - Federal Operating Grant - HUD	\$	<u>169,000</u>
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TOTAL ANTICIPATED REVENUE	\$	<u><u>169,000</u></u>
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EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries	\$	121,183
51010-0000 - Employer Share I.M.R.F.		11,683
51030-0000 - Employer Share Social Security		8,846
51040-0000 - Employee Med & Hosp Insurance		<u>27,288</u>

TOTAL PERSONNEL	\$	<u>169,000</u>
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TOTAL ADDITIONAL APPROPRIATION	\$	<u><u>169,000</u></u>
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**Family Self- Sufficiency Program
INTERGOVERNMENTAL SERVICE CONTRACT
DuPage Housing Authority
&
DuPage County Community Services**

Background: The DuPage Housing Authority has been administering the Family Self-Sufficiency program in cooperation and coordination with DuPage County Community Services since 1992. Funding for this initiative has been provided by the U.S. Department of Housing and Urban Development (HUD) under the Public and Indian Housing Family Self- Sufficiency (FSS) program grant award. Acceptance of the FSS grant award requires the DuPage Housing Authority to administer the FSS Program in accordance with HUD regulations and requirements in 24 CFR 984.101, and to comply with HCV program regulations, notices, and guidebooks.

Purpose: This intergovernmental service agreement between the DuPage Housing Authority (DHA) and the DuPage County Community Services (COUNTY) County Department of Community Services (COUNTY) seeks to define the relative roles and responsibilities of each partner in this program during the contract period.

Intergovernmental Service Contract Period: This agreement shall be effective from January 1, 2026, through December 31, 2027.

Grant Award: FSS26IL7270

Number of Coordinators: 2 Full-time (50 cases max each) or 4 part-time (25 cases max each) Please note that hours per coordinator cannot exceed 2,080 per grant year.

HUD Funding Period: January 1, 2026, through December 31, 2027.

Scope of Project: The DuPage Housing Authority is the grant applicant and recipient of the FSS Funding award and is responsible for administering the full-case management Family Self Sufficiency program, from eligibility to graduation, including HCV annual recertifications and interims, but only for their FSS participants. However, DHA will outsource specific functions of its case management responsibilities to DuPage County Community Services and will perform other functions within the housing authority. DHA will oversee HUD regulatory compliance of the program operations and will directly perform the following functions: maintenance of the FSS waiting list, client eligibility, interim certifications and recertifications, completion of the FSS Contract of Participation for each client, maintenance of client escrow accounts, program accounting, grant management and other administrative functions. DHA will remain the point-of-contact with HUD. In addition, the DHA will convene at least quarterly with the Program Coordinating Council and ensure that the FSS Action Plan is updated as required.

The COUNTY, will administer case partial case management, partner outreach, on DHA's behalf, using FSS funds awarded by HUD, only if FSS grant funds are available. Together, DHA and the County will use public and private resources to provide supportive services to enable participating families to increase their earned income and financial empowerment, reduce or

eliminate the need for welfare assistance and make progress toward economic independence and self-sufficiency.

The COUNTY will provide the following services, but are not limited to, the development of the client individual Training and Service Plans (also called the Personal Development Plan), case management and supportive service referral activities, service plan updates, planning visits with program participants, other direct services, and providing updates to DHA for FSS program and record compliance.

The COUNTY will be responsible for hiring, training, and supervising FSS Coordinators, who will be employed by the COUNTY. The COUNTY will comply with the HUD's program requirements of FSS Program Coordinator Role, Staffing Guidelines and other Requirements. A HUD-approved FSS Action Plan is required for any Public Housing Agency that operates a Family Self-Sufficiency program, whether mandatory or voluntary. PHA or owner must have a HUD-approved Action Plan in place before launching an FSS program 24 CFR § 984.201. The plan must include a **“program termination; withholding of services; and available grievance procedures”** section. This means that FSS program must have a documented process for participants to raise concerns about program actions, service withholding, or other issues. The County will closely coordinate efforts with DHA to ensure that the FSS Action Plan meets HUD regulations, and the grievance procedure meets HUD and DHA's guidelines. The County will conduct all hearings in accordance with HUD guidelines and will notify DHA of all grievances filed and hearing procedures conducted, on behalf of DHA. The County will also seek feedback on determinations.

Training: Paid training must be submitted to DHA for pre-approval by HUD, and Coordinator Training is required for all case managers. Case managers are required to comply with HUD and DHA required FSS training and industry certifications. FSS Coordinators may be required to take additional coordinator training, by DHA.

Reporting Requirements: Upon review of the billing and reporting requirements, The DHA shall grant to the COUNTY, as payment for all HUD eligible expenses for case-management activities performed by the COUNTY pursuant to the Service Contract, compensation not to exceed the grant award over the period grant period, for salary and training needs of program coordinator(s). The COUNTY will invoice DHA monthly. DHA will pay compensation to the COUNTY after services are performed, and within net30 of the itemized service invoice. All invoices must itemize actual time devoted and cost incurred with respect to services under this agreement, and by case manager. Compensation over the funding period shall not exceed \$169,000, unless additional funding is available, up to the amount of the grant award.

Term and Termination: Either party can terminate the agreement and its respective responsibilities after notifying the other party, in writing, of its intent to terminate in thirty (30) days. In the event of termination by either party, the sole remedy to each shall be according to quantum merit for services performed under this agreement.

Retention of Records: The COUNTY shall maintain records to show actual time devoted and cost incurred with respect to services under this agreement, in accordance to HUD's record

retention guidelines Upon fifteen (15) days' notice from the DHA, all time sheets, billing and other documentation used in preparation of monthly billings shall be made available for inspection, copying or auditing by the DHA at any time during normal billing hours at 421 N. County Farm Road, Wheaton, Illinois. All records in connection with DHA's FSS grant funding shall be made available for DHA and HUD inspectors, when necessary. All project files shall be retained by COUNTY for a period of three years following project completion or three years or following the date of exit of an individual participant. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three- year period, whichever is later.

Audit and Inspection of Records: The COUNTY shall, as often as deemed necessary by the HUD, DHA or any of their duly authorized representatives, grant full access and the right to examine any pertinent books, documents, papers and records of this grant for three years from the date of submission or the final expenditure report or until all audit findings have been resolved, whichever is later.

Exchange of Information: The parties of this agreement are committed to strict standards of confidentiality regarding interagency communication concerning people in need of rental assistance and the Family Self- Sufficiency Program service and will observe both agencies, confidentiality policies as well applicable confidentiality laws. All clients enrolled in the FSS shall sign an authorization to exchange information that identifies all of the organizations and agencies who will be supporting the individual and their need to exchange information.

Legal Status. This Agreement does not create any agency, employment, joint employer, joint venture or partnership between the parties and neither party will have the right, power or authority to act for the other in any manner.

Terms of the Intergovernmental Service Contract accepted and agreed to:

Du Page Housing Authority
711E. Roosevelt Road
Wheaton, Illinois 60187
630.690.3555 x 8201

By: **Signature on File**

Armea Crawford
Title: CEO
Date: 06/15/2026
Board Resolution #2026-03

DuPage County Community Services
421 N. County Farm Road
Wheaton, Illinois 60187
630-407-6500

By: **Signature on File**

Mary A. Keating
Title: Director of Community Services
Date: 7/13/26

ADDENDUM NO. 1

TO THE FAMILY SELF-SUFFICIENCY (FSS) INTERGOVERNMENTAL SERVICE CONTRACT

This Addendum No. 1 ("Addendum") is entered into by and between the DuPage Housing Authority ("DHA") and DuPage County Community Services ("COUNTY"), collectively referred to as the "Parties," and amends the Family Self-Sufficiency Intergovernmental Service Contract effective January 1, 2026.

RECITALS

WHEREAS, the Parties entered into an Intergovernmental Service Contract for administration of activities associated with the HUD Family Self-Sufficiency ("FSS") Program; and

WHEREAS, the Contract identifies a Contract Period and HUD Grant Award associated with Grant No. FSS26IL7270; and

WHEREAS, the Parties desire to clarify the distinction between the HUD Grant Project Period and the HUD-funded Period of Performance applicable to the HUD FSS Grant Award FSS26IL7270.

NOW, THEREFORE, the Parties agree as follows:

1. Clarification of Grant Project Period

The Parties acknowledge that HUD Grant Award FSS26IL7270 reflects a Project Period extending from January 1, 2026, through December 31, 2027, as established within the HUD GrantSolutions system. The Project Period represents the overall grant administration period associated with the award and does not, by itself, establish funding eligibility for expenditures beyond the authorized Period of Performance.

2. Clarification of Period of Performance

The Parties further acknowledge that the Period of Performance for the FY25 FSS funding award is January 1, 2026, through December 31, 2026. Only eligible program costs incurred during this Period of Performance shall be reimbursable from FY25 FSS grant funds unless HUD subsequently authorizes additional funding, extends the Period of Performance, or issues a subsequent award.

3. Contract Interpretation

The Contract's stated term of January 1, 2026, through December 31, 2027 shall remain unchanged for purposes of partnership administration, recordkeeping, coordination of services, closeout activities, and grant administration. However, the existence of the

Contract through December 31, 2027, shall not be construed as authorization for expenditure of FSS26IL7270 FSS grant funds beyond December 31, 2026, absent written authorization from HUD. Nothing in this Addendum is intended to prevent the Parties from entering into an additional agreement during calendar year 2027 to administer future FSS grant awards.

4. Effect of Addendum

Except as specifically modified by this Addendum, all terms, conditions, and provisions of the original Intergovernmental Service Contract shall remain in full force and effect.

SIGNATURES

DuPage Housing Authority

Signature on File

By: _____

Name: Armeca Crawford

Title: Chief Executive Officer

Date: 07/10/2026

DuPage County Community Services

Signature on File

By: _____

Name: Mary A. Keating

Title: Director of Community Services

Date: 7/13/26



File #: HS-P-0026-26

Agenda Date: 8/4/2026

Agenda #: 6.C.

AWARDING RESOLUTION ISSUED TO
COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATION OF COOK COUNTY, INC. (CEDA)
FOR PROFESSIONAL SERVICES FOR MULTI-FAMILY WEATHERIZATION PROJECT - COLLEGE
PARK APARTMENTS
FOR COMMUNITY SERVICES
(CONTRACT TOTAL AMOUNT NOT TO EXCEED \$104,000)

WHEREAS, the Illinois State Constitution and Illinois General Assembly have authorized the County of DuPage (COUNTY) to perform various public functions and to provide essential governmental services for the benefit of its residents, property owners and businesses; and

WHEREAS, the Illinois Department of Commerce and Economic Opportunity (ILDCEO) has mandated that Technical Assistance, Operational/Implementation Services and Training be provided for Weatherization Multi-family projects; and

WHEREAS, DuPage County requires professional technical implementation and training services for the multi-family Weatherization project pertaining to the College Park Apartments located at 942-948 West College Boulevard, Addison, Illinois 60101; and

WHEREAS, Community and Economic Development Association of Cook County, Inc. (CEDA) is a sole source provider as the only Community Action Agency (CAA) in Illinois with the requisite technical experience and proven capacity to complete Multi-family Weatherization projects in compliance with the U.S. Department of Education standards; and

WHEREAS the County is encouraged by the State of Illinois to utilize CEDA for the for the PROJECT as CEDA has the requisite certifications to complete the PROJECT; and

WHEREAS, an agreement for professional services not subject to competitive bidding per 55 ILCS 5/5-1022(c) has been negotiated between Community and Economic Development Association of Cook County, Inc. (CEDA) and DuPage County (COUNTY) in accordance with 2-353(1)(b) of the DuPage County Purchasing Ordinance; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract to be issued to Community and Economic Development Association of Cook County, Inc. (CEDA), for Technical Assistance, Operational/Implementation Services and Training for Weatherization Multi-Family Project as mandated by the funding entity, Illinois Department of Commerce and Economic Opportunity (ILDCEO) , for the period of August 11, 2026 through September 30, 2027, for Community Services.

NOW THEREFORE BE IT RESOLVED, that said contract is for professional services to provide technical implementation and training services for the Multi-family Weatherization Project for the period of August 11, 2026 through September 30, 2027, for the Community Services Department, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Community and Economic Development Association of Cook County, Inc. (CEDA), for a contract total amount not to exceed \$104,000.

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to transmit certified copies of this Resolution to Community and Economic Development Association of Cook County, Inc. (CEDA), 567 West Lake Street, Suite 1200, Chicago Illinois 60661 and to the Community Services Department.

Enacted and approved this 11th day of August at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$104,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$104,000.00
	CURRENT TERM TOTAL COST: \$104,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Community and Economic Development of Cook County	VENDOR #: 46697	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Glen Ofenloch	VENDOR CONTACT PHONE: 312-795-8892	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: gofenloch@cedaorg.net	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Professional service agreement for technical assistance, operational/implementation services, and training for the Weatherization multifamily project mandated by the funding entity, IL DCEO.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Per IL DCEO's requirement to provide Weatherization services to multifamily units/complexes in DuPage County, a professional agreement for technical assistance is mandated to complete any work.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Per IL DCEO's Weatherization Manual, CEDA is the mandated partner in developing multifamily projects outlined in 2 CFR 200.320(c)
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Provide funding for professional services so DuPage County may maintain the Weatherization grant and meet federal grant requirements. 2. Do not approve funding and risk losing the Weatherization grant by not meeting the 25% spending requirement on multifamily projects.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION Select an item from the following dropdown menu to justify why this is a sole source procurement.	
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Community and Economic Development of Cook County	Vendor#: 46697	Dept: Community Services	Division: Intake and Referral
Attn: Glen Ofenloch, CFO	Email: gofenloch@cedaorg.net	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 567 West Lake Street, Suite 1200	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60661	State: IL	Zip: 60187
Phone: 312-795-8892	Fax:	Phone: 630-407-6444	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAA	Vendor#:	Dept: SAA	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 11, 2026	Contract End Date (PO25): Sep 30, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Professional Services		5000	1400	53010	23-461028	99,500.00	99,500.00
2	1	EA		Professional Services		5000	1555	53010	RETROFITS 25	4,500.00	4,500.00

FY is required, ensure the correct FY is selected.

Requisition Total \$ 104,000.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

AGREEMENT
BETWEEN THE COUNTY OF DUPAGE, ILLINOIS
AND COMMUNITY AND ECONOMIC DEVELOPMENT OF COOK COUNTY (CEDA)
FOR PROFESSIONAL SERVICES FOR MULTI-FAMILY WEATHERIZATION PROJECT II –
COLLEGE PARK APARTMENTS

This professional services agreement (hereinafter referred to as the “AGREEMENT”), made this 11th day of August, 2026, between the County of DuPage, a body corporate and politic, with offices at 421 North County Farm Road, Wheaton, Illinois (hereinafter referred to as the “COUNTY”) and Community and Economic Development Association of Cook County, Inc., a non-for-profit corporation licensed to do business in Illinois, with offices at 567 West Lake Street, Suite 1200, Chicago, Illinois 60661 (hereafter referred to as “CEDA”). The COUNTY and CEDA are hereinafter sometimes individually referred to as a “party” or together as “parties.”

RECITALS

WHEREAS, the COUNTY by virtue of its power set forth in “Counties Code” (55 ILCS 5/5-1001 *et. seq.*) is authorized to enter into this AGREEMENT; and

WHEREAS, the COUNTY requires professional technical implementation and training services for the multi-family weatherization project pertaining to the College Park Apartments located at 942, 944, 946, and 948 West College Boulevard, Addison, Illinois 60101 (herein after referred to as “PROJECT II”); and

WHEREAS, CEDA is a sole source provider as the only Community Action Agency (CAA) in Illinois with the requisite technical experience and proven capacity to complete multifamily weatherization projects in compliance with the U.S. Department of Education standards; and

WHEREAS, the COUNTY is encouraged by the State of Illinois to utilize CEDA for the PROJECT II as CEDA has the required certifications to complete the PROJECT II; and

WHEREAS, CEDA has experience and expertise in this area and is in the business of providing such professional services and is willing to perform the required services for an amount not to exceed \$104,000.00; and

WHEREAS, CEDA acknowledges that it is qualified to perform the services covered by this AGREEMENT and is in good standing and has not been barred from performing professional services; and

WHEREAS, the parties acknowledge the necessary oversight to ensure compliance with the federal and state guidance over the scope of work as identified in the attached Exhibit A through the Illinois Home Weatherization Assistance Program (IHWAP).

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

1.0 INCORPORATION AND CONSTRUCTION

- 1.1 All recitals set forth above are incorporated herein and made part thereof, the same constituting the factual basis for this AGREEMENT.
- 1.2 The headings of the paragraphs and subparagraphs of this AGREEMENT are inserted for convenience of reference only and shall not be deemed to constitute part of this AGREEMENT or to affect the construction hereof.
- 1.3 The exhibits referenced in this AGREEMENT shall be deemed incorporated herein and made a part hereof.

2.0 SCOPE OF SERVICES

- 2.1 Services are to be provided by CEDA according to the Scope of Work specified as Exhibit A, attached hereto. CEDA shall complete all the services set forth in said exhibit for the compensation set forth in Section 6.0 below, unless otherwise modified as provided herein.
- 2.2 The COUNTY may, from time to time, request changes in the Scope of Work in this AGREEMENT. Any such changes, including any increase or decrease in CEDA's compensation and Scope of Work, shall be documented by an amendment to the originally approved Work Order, or by issuance of a new Work Order to cover the changes in scope provided that the increase does not increase the total compensation set forth in this AGREEMENT.
- 2.3 The relationship of CEDA to the COUNTY is that of independent contractor, and nothing in this AGREEMENT is intended nor shall be construed to create an agency, employment, joint venture relationship, or any other relationship allowing the COUNTY to exercise control or direction over the manner or method by which CEDA or its sub-contractors/sub-consultants provide services hereunder. Neither CEDA nor CEDA's employees shall be entitled to receive any COUNTY benefits. CEDA shall be solely responsible for the payment of all taxes and

withholdings required by law which may become due with regard to any compensation paid by the COUNTY to CEDA.

2.4 Services deemed to be a professional service under this AGREEMENT shall be performed and/or supervised by individuals licensed to practice by the State of Illinois in the applicable professional discipline.

2.5 Neither CEDA nor CEDA's employees shall be retained as expert witnesses by the COUNTY except as by separate agreement.

3.0 NOTICE TO PROCEED

3.1 Authorization to proceed shall be given on behalf of the COUNTY by the Director of Community Services (hereinafter referred to as the "DIRECTOR"), in the form of a written Notice to Proceed following approval by the Human Services Committee and execution of the AGREEMENT by the County Board Chair.

3.2 In addition to the Notice to Proceed, the Director, or her designee, may, on behalf of the COUNTY, approve, deny, receive, accept or reject any submission, notices or invoices from or by CEDA, as provided for in this AGREEMENT, including but limited to, acts performed in accordance with Paragraphs 5.2, 7.2, 15.3, 21.2 and 25, as well as any requirements contained in any of the exhibits attached hereto.

4.0 TECHNICAL SUBCONSULTANTS

4.1 CEDA shall supervise any sub-consultant(s) hired by CEDA and CEDA shall be solely responsible for any and all work performed by said sub-consultant, or sub-consultants, in the same manner and with the same liability as if performed by CEDA.

4.2 CEDA shall require any sub-consultant hired for the performance of any work or activity in connection to this AGREEMENT to agree and covenant that the sub-consultant also meets the terms of Sections 7.0 and 12.0 and Paragraph 25.3 of this AGREEMENT and shall fully comply therewith while engaged by CEDA in services for the COUNTY on the PROJECT II.

5.0 TIME FOR PERFORMANCE

5.1 CEDA shall commence work to meet the requirements for professional services on the PROJECT II after the COUNTY issues its written Notice to Proceed. The

COUNTY is not liable and will not pay CEDA for any work performed before the date of the Notice to Proceed.

- 5.2 Unless otherwise defined in Exhibit A, CEDA shall submit a schedule for completion of the PROJECT II within ten (10) days of the written Notice to Proceed. The schedule is subject to approval by the COUNTY. All of the services required hereunder shall be completed by September 30, 2027, unless the term of this AGREEMENT is extended in conformity with Article 13 below.
- 5.3 If CEDA is delayed at any time in the progress of the work by any act or neglect of the COUNTY or by any employee of the COUNTY or by changes ordered by the COUNTY, or any other causes beyond CEDA'S control, the sole remedy and allowance shall be an extension of time for completion. Such extension shall be that which is determined reasonable by the COUNTY upon consultation with CEDA. CEDA shall accept and bear all other costs, expenses and liabilities that may result from such delay.

6.0 COMPENSATION

- 6.1 The COUNTY shall pay CEDA for services rendered and shall only pay in accordance with the provisions of this AGREEMENT. The COUNTY shall not be obligated to pay for any services not in compliance with this AGREEMENT.
- 6.2 Total payments to the CONSULTANT under the terms of this AGREEMENT shall not under any circumstances exceed \$104,000.00. This amount is a "not to exceed" amount. In the event the COUNTY directs CEDA to perform services which would cause the stated amount to be exceeded, CEDA shall not be responsible for such services until this AGREEMENT is modified pursuant to Article 13.0.
- 6.3 CEDA shall submit invoices for services rendered, including any allowable expenses and any pre-approved reimbursable expenses, to the COUNTY. All invoices shall include a remittance address. The COUNTY shall not be required to pay CEDA more often than monthly. Each invoice shall be submitted in a format agreed to in advance by the COUNTY. Each invoice shall also include a progress report as set forth in Exhibit A. CEDA shall provide the COUNTY with a valid taxpayer identification number prior to making any request for compensation. Payment will not be made for services completed or expenses incurred more than six-months (180 days) prior to submission of any invoice and any statute of limitations to the contrary is hereby waived. When requested by the COUNTY,

CEDA shall submit certified time sheets as additional documentation for the invoiced services.

- 6.4 Upon approval of properly documented invoices, the COUNTY shall reimburse CEDA the amount invoiced for services completed in accordance with this AGREEMENT, provided that the amount invoiced together with the amounts of previous partial payments do not exceed the total compensation specified in this AGREEMENT. The COUNTY may not deny a properly documented claim for compensation, in whole or in part, without cause. The COUNTY shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act."
- 6.5 In the event of any overcharge by CEDA, CEDA shall refund the COUNTY within thirty (30) days of discovery of said overcharge by CEDA or notice to CEDA by the COUNTY. The COUNTY reserves the right to offset any overcharges against any amounts due and owing to CEDA under this or any other AGREEMENT between the parties. The COUNTY shall be entitled to the statutory interest rate for judgments under Illinois law for any overcharges not timely refunded (or credited) in accord with this provision, which interest shall be in addition to any other remedies the COUNTY may have under the law or this AGREEMENT.

7.0 CEDA'S INSURANCE

- 7.1 CEDA shall maintain, at its sole expense, insurance coverage including:
- 7.1.a Worker's Compensation Insurance in statutory amounts.
- 7.1.b Employer's Liability Insurance in an amount not less than one million dollars (\$1,000,000.00) each accident/injury and one million (\$1,000,000.00) dollars each employee/disease.
- 7.1.c Commercial (Comprehensive) General Liability Insurance, (including contractual liability) with a limit of not less than three million dollars (\$3,000,000.00) aggregate; including limits of not less than two million dollars (\$2,000,000.00) per occurrence, and one million dollars (\$1,000,000.00) excess liability. **An Endorsement must also be provided naming the County of DuPage c/o the Director of Community Services, DuPage County Department of Community Services, its' Officers, Elected Officials and employees, 421 N. County Farm Rd., Wheaton, IL 60187, as an additional insured. This additional insured endorsement is to be on a primary and non-contributory basis and include a waiver of subrogation endorsement.**

7.1.d Commercial (Comprehensive) Automobile Liability Insurance with minimum limits of at least one million dollars (\$1,000,000.00) for any one person and one million dollars (\$1,000,000.00) for any one occurrence of death, bodily injury or property damage in the aggregate annually. **An Endorsement must also be provided naming the County of DuPage c/o the Director of Community Services, DuPage County Department of Community Services, its' Officers, Elected Officials and employees, 421 N. County Farm Rd., Wheaton, IL 60187, as an additional insured. This additional insured endorsement is to be on a primary and non-contributory basis and include a waiver of subrogation endorsement.**

7.1.e **Professional Liability Insurance (Errors and Omissions)** shall be provided with minimum limits of at least one million dollars (\$1,000,000.00) per incident/two million dollars (\$2,000,000.00) aggregate during the term of this AGREEMENT and shall be maintained in the form of an additional endorsement for a period of four (4) years after the date of the final payment for this AGREEMENT. The CONSULTANT shall provide the COUNTY endorsements at the beginning of each year evidencing same or a new carrier policy that has a retroactive date prior to the date of this AGREEMENT.

- 7.2 It shall be the duty of CEDA to provide to the COUNTY copies of CEDA'S Certificates of Insurance, as well as all applicable coverage and cancellation endorsements before issuance of a Notice to Proceed. It is the further duty of CEDA to immediately notify the COUNTY if any insurance required under this AGREEMENT has been cancelled, materially changed, or renewal has been refused, and CEDA shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage. If a suspension of work should occur due to insurance requirements, upon verification by the COUNTY of CEDA curing any breach of its required insurance coverage, the COUNTY shall notify CEDA that CEDA can resume work under this AGREEMENT. CEDA shall accept and bear all costs that may result from the cancellation of this AGREEMENT due to CEDA'S failure to provide and maintain the required insurance.
- 7.3 The coverage limits required under subparagraphs 7.1.c and 7.1.d above may be satisfied through a combination of primary and excess coverage. The insurance required to be purchased and maintained by CEDA shall be provided by an insurance company acceptable to the COUNTY, and except for the insurance required in subparagraph 7.1.e licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the

limits of the liability specified herein or required by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the COUNTY except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to the COUNTY. If CEDA is satisfying insurance required through a combination of primary and excess coverage, CEDA shall require that said excess/umbrella liability policy include in the "Who is Insured" pages of the excess/umbrella policy wording such as "Any other person or organization you have agreed in a written contract to provide additional insurance" or wording to that effect. CEDA shall provide a copy of said section of the excess/umbrella liability policy upon request by the COUNTY.

- 7.4 CEDA shall require all approved sub-consultants, anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable under this AGREEMENT to maintain the same insurance required of CEDA, including naming the COUNTY as an additional insured in the same coverage types and amounts as CEDA, per Section 8.0. The COUNTY retains the right to obtain evidence of sub-consultants' insurance coverage at any time.

8.0 INDEMNIFICATION

- 8.1 CEDA shall indemnify, hold harmless and defend the COUNTY, its officials, officers, agents, and employees 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, CEDA'S negligent or willful acts, errors or omissions in its performance under this AGREEMENT.
- 8.2 Nothing contained herein shall be construed as prohibiting the COUNTY, its officials, directors, officers and employees from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. Pursuant to Illinois law, any attorney representing the COUNTY, under this paragraph or paragraph 8.1, who is not already an Assistant State's Attorney, is to be appointed a Special Assistant State's Attorney, in accordance with the applicable law. The COUNTY'S participation in its defense shall not remove CEDA'S duty to indemnify, defend, and hold the COUNTY harmless, as set forth above.
- 8.3 Any indemnity as provided in this AGREEMENT shall not be limited by reason of the enumeration of any insurance coverage herein provided. CEDA'S

indemnification of the COUNTY shall survive the termination, or expiration, of this AGREEMENT.

- 8.4 The COUNTY does not waive, by these indemnity requirements, any defenses or protections under the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 *et seq.*) or otherwise available to it, or to CEDA, under the law.

9.0 SATISFACTORY PERFORMANCE

- 9.1 The COUNTY is entering into an AGREEMENT with CEDA because CEDA professes to the COUNTY that it will employ the standard of care within its profession in the performance of the services herein contracted. Accordingly, CEDA'S and sub-consultant(s) standard of performance under the terms of this AGREEMENT shall be that which is to the satisfaction of the COUNTY and meets the quality and standards commonly provided by similar professional multi-family weatherization firms practicing in the COUNTY and the State of Illinois.
- 9.2 In the event there are no similar professional firms practicing in DuPage County, Illinois, with respect to the type of work for which CEDA has been engaged, CEDA'S services shall be performed in a manner consistent with the customary skill and care of its profession.
- 9.3 If any errors, omissions, or acts, intentional or negligent, are made by CEDA, or its' sub-consultant(s), in any phase of the work, the correction of which requires additional field or office work, CEDA shall be required to perform such additional work as may be necessary to remedy same without undue delay and without charge to the COUNTY. In the event any errors or omissions are detected after the expiration or termination of the AGREEMENT, CEDA may at the COUNTY'S option have the responsibility to cure same under this provision.
- 9.4 Acceptance of the work shall not exempt CEDA of the responsibility for the quality of its work, nor its liability for loss or damage resulting from any errors, omissions, or negligent or willful acts by CEDA or its sub-consultants.

10.0 BREACH OF CONTRACT

- 10.1 In the event of any breach of this AGREEMENT, the non-breaching party shall give notice to the breaching party stating with particularity the nature of the alleged breach, and the breaching party shall be allowed a reasonable opportunity to cure said breach. Either party's failure to timely cure any breach of this AGREEMENT shall relieve the other party of the requirement to give thirty (30) days' notice for

termination of this AGREEMENT in accordance with Paragraph 15.1, below, and in such a case, ten (10) days' written notice to the breaching party is sufficient notice. Notwithstanding the above term, CEDA'S failure to maintain insurance in accordance with Section 7.0, above, or in the event of any of the contingencies described in Paragraph 15.1 below, shall be grounds for the COUNTY'S immediate termination of this AGREEMENT. Any breach of any covenant or term of this AGREEMENT by one or more of CEDA'S sub-consultants shall be deemed a breach by CEDA subject to the terms of this AGREEMENT.

11.0 OWNERSHIP OF DOCUMENTS

- 11.1 CEDA agrees that any and all deliverables prepared for the COUNTY under the terms of this AGREEMENT shall be properly arranged, indexed and delivered to the COUNTY either i) on or before the expiration of this AGREEMENT or, ii) 14 days after notice of termination or, iii) as otherwise agreed to by the COUNTY and CEDA. An electronic copy of all applicable deliverables, in a format designated by the COUNTY'S representative, shall be provided to the COUNTY.
- 11.2 The documents and materials made or maintained under this AGREEMENT shall be and will remain the property of the COUNTY which shall have the right to use same without restriction or limitation and without compensation to CEDA other than as provided in this AGREEMENT. CEDA waives any copyright interest in said deliverables.
- 11.3 The COUNTY acknowledges that the use of information that becomes the property of the COUNTY pursuant to Paragraph 11.2, for purposes other than those contemplated in this AGREEMENT, shall be at the COUNTY'S sole risk.
- 11.4 CEDA may, at its sole expense, reproduce and maintain copies of deliverables provided to the COUNTY.

12.0 COMPLIANCE WITH THE LAW AND OTHER AUTHORITIES

- 12.1 CEDA, and sub-consultant(s), shall comply with Federal, State and Local statutes, ordinances and regulations and obtain permits, licenses, or other mandated approvals, whenever applicable.
- 12.2 CEDA, and sub-consultant(s), shall not discriminate against any worker, job applicant, employee or any member of the public, because of race, creed, color, sex, age, handicap, or national origin, or otherwise commit an unfair employment practice. CEDA, and sub-consultant(s), shall comply with the provisions of the

Illinois Human Rights Act, as amended, 775 ILCS 5/-101, *et seq.*, and with all rules and regulations established by the Department of Human Rights.

- 12.3 CEDA, by its signature on this AGREEMENT, certifies that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code, 30 ILCS 500/1-1, *et seq.*; and further certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Illinois Criminal Code (Illinois Compiled Statutes, Chapter 720, paragraph 5/33E-3).
- 12.4 CEDA, by its signature on this AGREEMENT, certifies that no payment, gratuity or offer of employment, except as permitted by the Illinois State Gift Ban Act and the County of DuPage Ethics Ordinance, was made by or to CEDA, or CEDA'S personnel, in relation to this AGREEMENT. CEDA has also executed the attached Ethics Disclosure Statement that is made a part hereof and agrees to update contribution information on an ongoing basis during the life of the AGREEMENT as required by said Ordinance.
- 12.5 CEDA covenants that it has no conflicting public or private interest and shall not acquire directly or indirectly any such interest which would conflict in any manner with the performance of CEDA'S services under this AGREEMENT.
- 12.6 **In accordance with the Vendor Information Reporting Act (35 ILCS 200/18-50.2), the COUNTY is required to collect and electronically publish data from all consultants and subconsultants as to: (1) whether they are a minority-owned, women-owned or veteran-owned business as defined by the Business Enterprise for Minorities, Women and Persons with Disabilities Act (30 ILCS 575/.01 *et seq.*); and (2) whether the consultant or any subconsultants are self-certifying or whether they hold certifications for those above-referenced categories. If self-certifying, the consultants and subconsultants shall disclose whether they qualify as a small business under federal Small Business Administration standards. In compliance with the Vendor Information Reporting Act, within 60 calendar days of the COUNTY'S award of the contract for work covered under this AGREEMENT, the awarded consultant, and each subconsultant, must complete the Awarded Vendor Questionnaire (found at <https://mwv.dupageco.org/>).**
- 12.7 CEDA acknowledges knowledge of the COUNTY'S Procurement Ordinance, which is hereby incorporated in this AGREEMENT, and has had an opportunity to review it. CEDA agrees to submit changes for Scope of Work or compensation in accordance with said Ordinance.

13.0 MODIFICATION OR AMENDMENT

- 13.1 The parties may modify or amend terms of this AGREEMENT only by a written document duly approved and executed by both parties.
- 13.2 CEDA agrees to submit changes for Scope of Work or compensation on a COUNTY designated form.

14.0 TERM OF THIS AGREEMENT

- 14.1 The term of this AGREEMENT shall begin on the date the AGREEMENT is fully executed, and shall continue in full force and effect until the earlier of the following occurs:
 - (a) The termination of this AGREEMENT in accordance with the terms of Section 15.0, or
 - (b) The expiration of this AGREEMENT on September 30, 2027, or to a new date agreed upon by the parties, or
 - (c) The completion by CEDA and the COUNTY of their respective obligations under this AGREEMENT, in the event such completion occurs before June 30, 2026.
- 14.2 CEDA shall not perform any work under this AGREEMENT after the expiration date set forth in Paragraph 14.1(b), above or after the early termination of this AGREEMENT. The COUNTY is not liable and will not reimburse CEDA for any work performed after the expiration or termination date of the AGREEMENT. However, nothing herein shall be construed so as to relieve the COUNTY of its obligation to pay CEDA for work satisfactorily performed prior to expiration or termination of the AGREEMENT and delivered in accordance with Paragraph 5.1, above.
- 14.3 The term for performing this AGREEMENT may be amended by a Change Order, or other COUNTY designated form, signed by both parties without formal amendment pursuant to paragraph 13.1 above.

15.0 TERMINATION

- 15.1 Except as otherwise set forth in this AGREEMENT, either party shall have the right to terminate this AGREEMENT for any cause or without cause thirty (30) days after having served written notice upon the other party, except in the event of CEDA'S failure to maintain suitable insurance at the requisite coverage amounts, insolvency, bankruptcy or receivership, or if CEDA is barred from contracting with any unit of government, or is subsequently convicted or charged with a violation of any of the statutes or ordinances identified in Section 12.0, above, in

which case termination shall be effective immediately upon receipt of notice from COUNTY at COUNTY'S election.

15.2 Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination, or to pay for services rendered prior to termination. There shall be no termination expenses.

15.3 Upon termination of the AGREEMENT, all data, work products, reports and documents produced because of this AGREEMENT shall become the property of the COUNTY. Further, CEDA shall provide all deliverables within fourteen (14) days of termination of this AGREEMENT in accordance with the other provisions of this AGREEMENT.

16.0 ENTIRE AGREEMENT

16.1 This AGREEMENT, including matters incorporated herein, contains the entire agreement between the parties.

16.2 There are no other covenants, warranties, representations, promises, conditions or understandings; either oral or written, other than those contained herein.

16.3 This AGREEMENT may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

16.4 In event of a conflict between the terms or conditions of this AGREEMENT and any term or condition found in any exhibit or attachment, the terms and conditions of this AGREEMENT shall prevail.

17.0 ASSIGNMENT

17.1 Either party may assign this AGREEMENT provided, however, the other party shall first approve such assignment in writing.

18.0 SEVERABILITY

18.1 In the event any provision of this AGREEMENT is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the AGREEMENT. The remainder of this AGREEMENT shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.

- 18.2 In the event of the contingency described in Paragraph 18.1, above, the parties shall make a good faith effort to amend this AGREEMENT pursuant to Paragraph 13.1, above, in order to remedy and, or, replace any provision declared unenforceable or invalid.

19.0 GOVERNING LAW

- 19.1 The laws of the State of Illinois shall govern this AGREEMENT as to both interpretation and performance.
- 19.2 The venue for resolving any disputes concerning the parties' respective performance under this AGREEMENT shall be the Eighteenth Judicial Circuit Court for DuPage County.

20.0 NOTICES

- 20.1 Any required notice shall be sent to the following addresses and parties:
Community and Economic Development of Cook County (CEDA)
ATTN: Salina Colon
567 West Lake Street, Suite 1200
Chicago, IL 60661
Phone: 312.853.8584/ 312.485.4995
Email: scolon@cedaorg.net

DuPage County Department of Community Services
421 N. County Farm Road
Wheaton, IL 60187
ATTN: Gina Strafford-Ahmed
Phone: 630.407.6444
Email: gina.strafford@dupagecounty.gov

- 20.2 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.-4:30p.m. CST or CDT Monday–Friday); (b) served by certified or registered mail, return receipt requested, properly addressed with postage prepaid; or (d) served by email transmission during regular business hours (8:00 a.m. – 4:30 p.m. CST or CDT Monday-Friday), return receipt requested. Notices served personally, by email 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 13.1, above.

21.0 WAIVER OF/FAILURE TO ENFORCE BREACH

21.1 The parties agree that the waiver of, or failure to enforce, any breach of this AGREEMENT shall not be construed, or otherwise operate, as a waiver of any future breach of this AGREEMENT and shall not prevent the remaining party from enforcing this AGREEMENT with respect to a different breach.

22.0 FORCE MAJEURE

22.1 Neither party shall be liable for any delay or non-performance of their obligations caused by any contingency beyond their control including but not limited to Acts of God, war, civil unrest, strikes, walkouts, fires or natural disasters.

23.0 ACCESS TO PROPERTY

23.1 CEDA shall make a reasonable effort to obtain access to property of a third party necessary for the performance of its obligations under this AGREEMENT. If the CONSULTANT is unable to obtain access to the property, the COUNTY shall be responsible for securing access for CEDA. In the event the COUNTY cannot secure access for CEDA, the COUNTY shall excuse CEDA from the performance of any work that necessitated such access. CEDA shall have no claim to compensation for any work excused under this provision. The COUNTY shall provide CEDA, upon CEDA'S request, proof of the COUNTY'S permission, or legal authority, to enter onto the property of a third party.

23.2 In the event of the following: a) it is necessary for CEDA to access the property of a third party in order for CEDA to perform its obligations under this AGREEMENT, and b) the COUNTY has obtained an easement, license or other grant of authority allowing CEDA to access such property; CEDA shall fully abide by and comply with the terms and conditions of said authorizing instrument as though CEDA were a signatory thereto.

24.0 INTENTIONALLY LEFT BLANK

25.0 QUALIFICATIONS

25.1 CEDA shall employ only persons duly licensed or registered in the appropriate category in responsible charge of all elements of the work covered under this AGREEMENT, for which Illinois Statutes require license or registration, and further shall employ only well qualified persons in responsible charge of any

elements of the work covered under this AGREEMENT, all subject to COUNTY approval.

- 25.2 Failure by CEDA to properly staff the PROJECT II with qualified personnel shall be sufficient cause for the COUNTY to deny payment for services performed by unqualified personnel and will serve as a basis for cancellation of this AGREEMENT.
- 25.3 CEDA shall require any sub-consultant(s) utilized for the PROJECT II to employ qualified persons to be the same extent such qualifications are required of the CEDA'S personnel. The COUNTY shall have the same rights under Paragraph 25.2 above, with respect to CEDA'S sub-consultant(s) being properly staffed while engaged in the PROJECT II.

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

COUNTY OF DUPAGE

**COMMUNITY AND ECONOMIC
DEVELOPMENT OF COOK COUNTY
(CEDA)**

Deborah A. Conroy, Chair
DuPage County Board

Signature

Print Name

Title

ATTEST BY:

ATTEST BY:

Jean Kaczmarek, County Clerk

Signature

Print Name

Title

**EXHIBIT A
SCOPE OF WORK**

PROPOSAL – Building II

DuPage County - Multi-Family Weatherization Project College Park Apartments - Level 2 Training, Shadowing, Technical Assistance, and Reporting Services

Prepared By:

Community and Economic Development Association of Cook County (CEDA)
567 West Lake Street, Suite 1200
Chicago, Illinois 60661

Prepared For:

DuPage County Community Services Department

Second Building Location: 942-948 College Blvd, Addison, Illinois

Training Level: Level 2 - Agency Shadowing, Process Observation, Technical Assistance, and Findings/Recommendations Reporting

Date: June 18, 2026

PURPOSE OF PROPOSAL

CEDA is pleased to submit this new proposal to DuPage County for Level 2 training, technical assistance, process observation, and reporting support for the second College Park Apartments building located at 942-948 College Blvd, Addison, Illinois.

This proposal is intended to build upon the original Proposal (for Building 902-910 College Blvd, Addison, Illinois) by defining a Level 2 scope of services. Level 2 support is designed to move beyond initial classroom, hands-on, and site-based training by allowing DuPage County staff and agency partners to shadow the agency while the agency performs the necessary multifamily weatherization tasks from intake through closeout.

The purpose of this engagement is to strengthen DuPage County's multifamily weatherization capacity, reinforce compliance-centered implementation, and provide a final written report documenting observations, findings, and practical recommendations for process improvement.

PROJECT UNDERSTANDING

Based on the original proposal and subsequent work, CEDA understands that DuPage County is seeking continued support for multifamily weatherization activities at College Park Apartments. The Level 2 training model will support the second building by combining direct observation, technical assistance, quality assurance, and documentation review across the full project lifecycle.

CEDA will provide these services using a compliance-centered approach aligned with multifamily weatherization practices, technical review, TREAT energy modeling support, field quality assurance, and project management oversight reflected in the original scope of services.

LEVEL 2 TRAINING AND TECHNICAL ASSISTANCE MODEL

For purposes of this proposal, Level 2 training is defined as a structured shadowing and applied technical assistance engagement. Under this model, CEDA will provide DuPage County with opportunities to observe and learn from the agency as it performs the necessary multifamily weatherization tasks associated with the second building.

Level 2 training includes, but is not limited to, shadowing and applied observation of the following functions:

- Client and household intake processes, including eligibility documentation review and workflow considerations.
- Multifamily assessment procedures, including reviewing existing conditions, building science considerations, and scope development inputs.
- Work-in-progress (WIP) monitoring, field implementation review, and project sequencing observations.
- Final inspection activities, including QA/QC review, compliance documentation, and issue resolution processes.
- IWx data entry, documentation standards, reporting workflows, and quality control considerations.
- Stakeholder communication, milestone tracking, contractor coordination, and operational troubleshooting.

The Level 2 model is intended to provide a practical view of the entire multifamily weatherization process while creating a record of lessons learned, observed strengths, operational challenges, and recommended improvements.

SCOPE OF SERVICES

1. Technical Expertise Services

CEDA shall provide technical consulting and implementation support for the second building located at 942-948 College Blvd, Addison, Illinois. Services may include, but are not limited to:

Contract and Proposal Review + Training

- Review contractor proposals for availability, feasibility, compliance, and technical adequacy.
- Review subcontractor scopes of work and procurement documentation.
- Evaluate contractor staffing capacity, scheduling feasibility, and sequencing.

Lead Time and Process Evaluation + Training

- Evaluate material procurement timelines and equipment lead times.
- Review internal workflows and field implementation processes.
- Identify operational bottlenecks impacting project delivery timelines.
- Develop recommendations for improved project coordination and implementation efficiency.

TREAT Energy Modeling Services

Using TREAT (Targeted Retrofit Energy Analysis Tool), CEDA will provide energy modeling consultation services consistent with prior multifamily weatherization modeling work performed for Illinois Community Action Agencies. Services may include:

- Baseline building energy modeling.
- Utility usage analysis.

- Retrofit scenario modeling.
- Savings-to-Investment Ratio (SIR) calculations.
- Cost-effectiveness analysis.
- Retrofit prioritization recommendations.
- Energy savings projections.
- End-use consumption analysis.
- Final modeling reports and recommendations.

CEDA will require supporting building documentation from DuPage County and/or contractors, including utility bills, building specifications, HVAC information, existing conditions documentation, occupancy and operational data, site photos, and field verification documentation.

Cost-Effectiveness Oversight

- Savings-to-Investment Ratios (SIR).
- Measure prioritization.
- Cost-effectiveness compliance.
- Retrofit package evaluation.
- Budget optimization strategies.
- Energy savings verification methodologies.

2. Level 2 Site-Based Shadowing and Training

CEDA shall provide Level 2 training and technical assistance services that allow DuPage County staff and/or designated agency partners to shadow the agency as it performs the tasks necessary to complete the multifamily weatherization process for the second building.

Level 2 Shadowing Components

- Intake shadowing and documentation workflow review.
- Assessment shadowing, including field review, building science considerations, and scope development inputs.
- Work-in-progress monitoring and observation of field implementation activities.
- Final inspection shadowing, including QA/QC review and corrective action tracking.
- IWx data entry shadowing, including documentation standards, system workflow, and data quality review.
- Ongoing technical support tailored to DuPage County's operational needs.

Training Topics and Learning Objectives

- Common Illinois multifamily weatherization deficiencies.
- Building science fundamentals.
- Multifamily assessment procedures.
- Proper retrofit measure selection.
- TREAT model interpretation.
- Combustion safety considerations.
- Air sealing methodologies.
- Mechanical system review.
- Ventilation and indoor air quality considerations.

- Work scope verification.
- Quality assurance and quality control inspection procedures.
- Compliance documentation standards.
- IWx data entry and documentation quality control.

3. Project Oversight and Communication

CEDA shall support project oversight and communication for the second building through:

- Review of project requirements, funding requirements, and compliance standards.
- Regular project updates, milestone reporting, and issue resolution support.
- Coordination support between stakeholders, contractors, agency staff, and field personnel.
- Ad hoc technical assistance, on-site troubleshooting, and follow-up review as needed.
- Support for documentation, compliance tracking, and quality assurance processes.

4. Final Findings and Recommendations Report

At the conclusion of the Level 2 engagement, CEDA will prepare a written report summarizing the observations, findings, and recommendations developed through the shadowing, technical assistance, and project oversight process.

The final report may include:

- Summary of observed intake, assessment, WIP, final inspection, and IWx data entry workflows.
- Identification of strengths, gaps, and opportunities for process improvement.
- Technical findings related to scope development, field implementation, QA/QC, and documentation.
- Recommendations for improving project coordination, compliance readiness, workflow efficiency, and quality assurance.
- Lessons learned for future multifamily weatherization projects.
- Suggested next steps for continued agency capacity building.

5. Additional Consultant Support Services

Due to the expanded Level 2 training model, additional consultant support services may be required to fully support the second building. Additional support services may include:

- Expanded on-site project management.
- Additional field inspection shadowing + training.
- Extended stakeholder coordination meetings
- Additional training sessions – Specialized per Agency request
- Supplemental TREAT modeling analysis.
- Follow-up QA/QC inspection shadowing + training.
- Additional reporting and compliance documentation.

DELIVERABLES

CEDA will provide the following deliverables as part of this Level 2 proposal:

- Level 2 project plan including anticipated shadowing areas, roles, and coordination expectations.
- Regular progress updates with compliance tracking, issue identification, and recommendations for improvement

- Technical assistance notes and documentation support related to assessment, WIP, final inspection, and IWx data entry workflows.
- TREAT modeling report and related recommendations as applicable to the building scope.
- Final findings and recommendations report summarizing observations, lessons learned, technical findings, and recommended process improvements.
- Documented training participation and shadowing activities, as applicable.

SOLE SOURCE JUSTIFICATION

CEDA is uniquely positioned to provide this Level 2 multifamily weatherization training and technical assistance because the sole source justification identifies CEDA as the only Community Action Agency in Illinois with the requisite technical expertise and proven capacity to complete multifamily weatherization projects in compliance with U.S. Department of Energy standards.

The sole source justification further states that CEDA maintains a dedicated and credentialed multifamily technical team, has demonstrated successful implementation of more than 100 multifamily weatherization projects, regularly conducts ASHRAE-compliant energy modeling using advanced software such as TREAT, and possesses the tools, testing equipment, and experience necessary to support complex occupied multifamily buildings.

This Level 2 proposal relies on those qualifications to support DuPage County with applied shadowing, technical review, project oversight, and findings/recommendations reporting for the second College Park Apartments building.

COMPENSATION AND PAYMENT TERMS

CEDA proposes a total Level 2 proposal amount of \$104,000.00 for the second building located at 942-948 College Blvd, Addison, Illinois. This proposed amount reflects the Level 2 scope, including structured agency shadowing, technical oversight, training, project management, TREAT modeling support, reporting, and reimbursable support for the second building.

Expanded Services Category	Estimated Cost	Percentage
Expanded Technical Expertise & Compliance Oversight (Shadowing, Training and Reporting)	\$25,500	25%
Additional TREAT Modeling Services and associated preparation, oversight and review	\$11,000	11%
Expanded Level 2 Training & Technical Assistance (Intake, Assessment & OCA Submittal)	\$22,000	21%
Expanded Level 2 On-Site Monitoring & QA/QC (Shadowing, Training and Reporting)	\$18,000	17%
Consultant Hours & Project Management (Shadowing, Training and Reporting)	\$23,000	22%
Additional Reporting & Documentation	\$2,000	2%
Travel, Mileage, Lodging & Reimbursables	\$2,500	2%
Total Level 2 Proposal Amount	\$104,000.00	

**All reimbursable expenses shall be pre-approved by DuPage County prior to billing unless deemed necessary for urgent compliance, scheduling, or operational purposes.*

Monthly Invoicing Based on Milestones and Deliverables

CEDA intends to invoice DuPage County monthly, corresponding with the completion of specific milestones and deliverables. Each invoice will reflect the percentage of work completed during the month, ensuring that payments are directly tied to project progress.

- **Transparency:** Clear documentation of progress and associated costs.
- **Accountability:** Regular updates and reviews to keep the project on track.
- **Cash Flow Management:** Predictable payment schedules for both parties.

REIMBURSABLE EXPENSES

If additional on-site project management or expanded field support is required outside the originally anticipated scope, the following reimbursable costs *may* apply:

Expense Category	Method
Technical Consulting Services	Hourly
Project Management Services	Hourly
Field QA/QC & Technical Monitoring	Hourly
TREAT Energy Modeling Services	Hourly
Mileage Reimbursement	IRS Standard Mileage Rate
Lodging	Actual Cost
Parking/Tolls	Actual Cost
Per Diem (if applicable)	Actual Cost
Additional Modeling/Revisions	Hourly

**All additional expenses shall be pre-approved by DuPage County prior to billing unless deemed necessary for urgent compliance, scheduling, or operational purposes.*

TERMS AND CONDITIONS

All services performed under this proposal shall be billed at a standardized rate per hour unless otherwise mutually agreed upon in writing by both parties. Actual reimbursable expenses including mileage, lodging, parking, and other approved travel-related costs shall be invoiced at cost, and corresponding documentation can be provided at the request of the agency.

All original terms and conditions contained within original Proposal and any agreement executed between DuPage County and CEDA shall remain in full force and effect unless specifically modified herein.

Any additional services requested beyond the scope of this proposal may require a separate amendment or written authorization.

ACCEPTANCE

This Proposal, together with any mutually agreed upon terms and conditions, constitutes the understanding between the parties. Any modifications must be made in writing and signed by both parties.

**Community and Economic Development Association of Cook
County (CEDA)**

DuPage County

Signature: _____

Signature: _____

Date: _____

Date: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Community and Economic Dev. Assoc. of Cook County, Inc.
CONTACT PERSON:	Glen Ofenloch
CONTACT EMAIL:	gofenloch@cedaorg.net

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

[Ethics | DuPage Co. IL](#)

The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Glen Ofenloch

Signature: **Signature on File**

Title: Interim President and CEO

Date: 07-09-26



File #: HS-P-0027-26

Agenda Date: 8/4/2026

Agenda #: 6.D.

AWARDING RESOLUTION ISSUED TO
A LUGAN CONTRACTORS, LLC
TO PROVIDE ARCHITECTURAL AND MECHANICAL SERVICES FOR
MULTI-FAMILY WEATHERIZATION
(CONTRACT AMOUNT OF \$1,000,000)

WHEREAS, bids have been accepted and evaluated in accordance with County Board policy; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract to A Lugan Contractors, LLC, to provide architectural and mechanical services for multi-family weatherization, for the period of August 1, 2026 through November 15, 2027, for Community Services.

NOW, THEREFORE, BE IT RESOLVED, that said contract is to provide architectural and mechanical services for multi-family weatherization, for the period of August 1, 2026 through November 15, 2027, for Community Services, in the amount of \$1,000,000, per bid #25-023-WEX, for the first of three optional one-year renewals, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division, to A Lugan Contractors, LLC, 8200 S. 86th Court, Justice, Illinois 60458.

Enacted and approved this 11th day of August, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 25-023-WEX	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$1,000,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$4,000,000.00
	CURRENT TERM TOTAL COST: \$1,000,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: A Lugan Contractors, LLC	VENDOR #: 46579	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Allan Santamaria	VENDOR CONTACT PHONE: 708-237-0860	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: allan@alugancontractors.com	VENDOR WEBSITE: lugancontractors.com	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). RFP for Architectural & Mechanical Services for Multi-family homes for Weatherization grant total cost per year approx. \$1,800,000. Three bids received, one chosen based on qualifications and Weatherization experience.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished RFP to find providers for grant funded program.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
Renewal of RFP	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP # 25-023-WEX
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Renew the contract with this qualified and experienced vendor. 2. Take no action and forfeit the grant. 3. Solicit additional proposals.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

Send Purchase Order To:		Send Invoices To:	
Vendor: A Lugan Contractors, LLC	Vendor#: 46579	Dept: Community Services	Division: Weatherization
Attn: A Lugan Contractors, LLC	Email: allan@alugancontractors.com	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 8200 S. 86th Court	City: Justice	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60458	State: IL	Zip: 60187
Phone: 708-237-0860	Fax:	Phone: 630-407-6444	Fax: 630-407-6501
Send Payments To:		Ship to:	
Vendor: SAA	Vendor#:	Dept: SAA	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 1, 2026	Contract End Date (PO25): Nov 15, 2027

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Arch/Mech Services		5000	1400	53090	23-461028	200,000.00	200,000.00
2	1	EA		Arch/Mech Services		5000	1430	53090	26-221028	500,000.00	500,000.00
3	1	EA		Arch/Mech Services		5000	1490	53090	27-251028	300,000.00	300,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 1,000,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



The County of DuPage
Finance Department
Procurement Division, Room 3-400
421 North County Farm Road
Wheaton, Illinois 60187

CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and A Luga Contractors, LLC located at 8200 S. 86th Ct., Justice, Illinois 60458, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #25-023-WEX which became effective on 7/1/2025 and which will expire 7/30/26. The contract is subject to the first of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 11/15/27.

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

THE COUNTY OF DUPAGE

CONTRACTOR

SIGNATURE

SIGNATURE

Donna Weidman

Allan Santamaria

PRINTED NAME

PRINTED NAME

Buyer III

Project Manager

PRINTED TITLE

PRINTED TITLE

DATE

DATE



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

PROPOSAL FORM

Section I: Contact Information

Complete the contact information below.

RFP NUMBER:	Architectural & Mechanical Services for Multi Family Weatherization 25-023-WEX
COMPANY NAME:	A Lugan Contractors, LLC.
MAIN ADDRESS:	8200 S 86th Ct
CITY, STATE, ZIP CODE:	Justice, IL 60458
TELEPHONE NO.:	708-237-0860
CONTACT PERSON:	Allan Santamaria
CONTACT EMAIL:	allan@alugancontractors.com

Section III: Certification

The undersigned certifies that they are:

- ☒ The Owner or Sole Proprietor ☐ A Member authorized to sign on behalf of the Partnership ☐ An Officer of the Corporation ☐ A Member of the Joint Venture

Herein after called the Offeror and the members of the Partnership or Officers of the Corporation are as follows:

Michael Zemaitis

(President or Partner)

Signature on File

(Vice-President or Partner)

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. _____, _____, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, Proposal rigging or Proposal-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that they have examined and carefully prepared this Proposal and have checked the same in detail before submitting this Proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Offeror certifies that they have provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that it will take in full payment therefore the sums set forth in the cost schedule.

PROPOSAL AWARD CRITERIA

The Offeror acknowledges and agrees that the proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Offeror agrees to provide the service described in this solicitation and in the contract specifications under the conditions outlined in attached documents for the amount stated.

By signing below, the Offeror agrees to the terms of this Proposal Form and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Signature on File

Offeror: A Lugan Contractors, LLC.

Signature: _____

Title: President

Date: 3/18/2025



8200 SOUTH 86TH CT, SUITE UNIT A
JUSTICE, IL 60458
(P) 708.237.0860

A Lugan Contractors Methodology and Mission Statement.

At A. Lugan Contractors our goal is to meet and exceed our customers' expectations to their complete satisfaction. Phones are answered 24-7-365 days a year to handle any and all emergencies and remedied in a timely manner. Your requests for quotations are promptly dispatched to one of our Veteran Sales Engineers who's main goal is to provide a value added / smart solutions to resolve your Weatherization and General contracting services requests. We work closely with our Vendors and Manufacturers providing you with the most current, reliable technology. Your equipment is secured and expedited if necessary, to meet and exceed your deadlines. Upon commencement of your project, scope of work is reviewed on site with A Lugan's project administration team and professional installation teams who's end goal is to deliver an installed product with quality, craftsmanship and attention to detail. Schedules are adjusted if necessary to achieve long term and short term goals. Our installers and service technicians are factory trained and certified, and OSHA /COVID trained to maintain a SAFE work environment.

Sincerely,

Signature on File

President

WWW.ALUGANCONTRACTORS.COM



ALLAN SANTAMARIA

AVE, CRESTWOOD, IL 60418

ALLAN.SANTAMARIA@AUGUSTACRE.COM

SUMMARY

6 Years Project Management, Bilingual Spanish/ English, Great Customer Service, Supervisor, Problem Solving, Excellent Administrative Skills.

SKILLS & ABILITIES

Microsoft Office- Word, Excel, Access, Power Point, Outlook, and SharePoint.
QuickBooks, File Maker.

EXPERIENCE

2013-Present

Project Manager, A Lugan Contractors, Inc.

- Responsible for successfully managing project coordination for commercial and residential portfolio
- Successfully completed projects, includes assisting with bidding, general project documentation and project scheduling.
- Conducted site visits to confirm progress & adherence to project design. Prepared and purchased all material
- Coordinated with other Project Managers, Inspectors & Superintendents internally and externally to maintain effective work flow.
- Supervised employees and subcontractors- ensuring projects got properly weatherized up to program standards.
- Invoiced approximately \$2.6 Million Dollars in work with CEDA for one program year. (Multi Family Contract)
- Managed and Supervised all aspects of the (CEDA) LIHEAP Program, from assessing to invoicing.
- Problem solving with existing and new clients, ability to analyze and come to positive agreements.

PROJECTS INCLUDED

707 W Waveland Ave, Chicago, IL -220 Units- \$1.86 Million Dollars
4848 N Winthrop Ave, Chicago, IL – 288 Units \$1.89 Million Dollars
3770 S Wentworth Ave, Chicago, IL- \$2.89 Million Dollars
1324 S Loomis St, Chicago, IL- \$3.45 Million Dollars
3920-3940 N Clark St, Chicago, IL – 300+ Units \$4.14 Million Dollars

EDUCATION

2005-2009

High School Diploma, Hyman G Rickover Naval Academy, 5900 N Glenwood Ave,
Chicago, IL

OFELIA GARCIA

3743 W 60th St
Chicago, IL 60629

OBJECTIVE

Energetic and dedicated individual seeking to work in a Customer Service role with the goal of providing strong customer service and communication skills for the growth of the company.

EDUCATION

High School Diploma | Amos Alonzo Stagg High School

AUGUST 2014 – MAY 2017

Early graduate with a 3.0 GPA in all required courses.

EXPERIENCE

Customer Service Representative | Trans American Medical/Tamsco Instrument

AUGUST 2017 – DECEMBER 2018

Receiver orders over the phone, email, fax, and email.

Inputting data entry into the system accurately.

Work with the team to review all orders are entered into the system accurately.

Completing all transactions accurately, including cash handling.

Perform other duties as instructed by management.

Promoting business products and services to current and potential customers.

Provide excellent customer service to all customers.

Remain updated on knowledge about products and services.

Answering calls in a courteous and professional manner as well as transferring when needed.

Assist in payroll and accounts payable as needed.

A. Lugan Contractors

AUGUST 2022-PRESENT

Handle accounts payables and receivables.

Assist with monitoring government weatherization programs.

Oversee contractor licensing and permits.

Assist with ensuring certified payroll times and accuracy.

Schedule service appointments with technicians and homeowners.

Ensure all necessary documents are completed, for invoicing.

SKILLS

- Proficient computer skills, including Microsoft programs
- Bilingual English/Spanish fluent in both spoken and written
- Able to multi-task and prioritize workload
- Fast Learner
- Customer service and communication skills
- Accurate and attentive to details to data entry.
- Ability to work individual or in a team
- Work under pressure

United States Environmental Protection Agency

This is to certify that



A. Lugan Contractors, Inc.

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89

In the jurisdiction of:

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires October 30, 2025

Signature on File

Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch

NAT-37368-3

Certification #

August 17, 2020

Issued On





24-602016457

This card acknowledges that the recipient has successfully completed:

30-hour Construction Safety and Health

This card issued to:

Allan Santamaria

Bryan Steiber

Trainer Name

4/18/2019

Date of Issue



24-006037789

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Leonardo Nunez

<u>John Alvarez</u>	<u>11/27/2019</u>
Trainer Name	Date of Issue



24-006037786

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Hilarion Nunez

<u>John Alvarez</u>	<u>11/27/2019</u>
Trainer Name	Date of Issue



24-006037782

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Stasys Cerniauskas

<u>John Alvarez</u>	<u>11/27/2019</u>
Trainer Name	Date of Issue



24-006037783

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Audrios Astrauskas

<u>John Alvarez</u>	<u>11/27/2019</u>
Trainer Name	Date of Issue



24-006037784

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Stasys Gasciunas

<u>John Alvarez</u>	<u>11/27/2019</u>
Trainer Name	Date of Issue



24-006037786

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Joel Soto

<u>John Alvarez</u>	<u>11/27/2019</u>
Trainer Name	Date of Issue



24-006037790

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Baldemar Nunez

<u>John Alvarez</u>	<u>11/27/2019</u>
Trainer Name	Date of Issue



24-006037792

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Allan Santamaria

<u>John Alvarez</u>	<u>11/27/2019</u>
Trainer Name	Date of Issue

1-13-20



24-006037781

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Ercan HocaogluJohn Alvarez

Trainer Name

11/27/2019

Date of Issue



24-006037780

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Julio C. GomezJohn Alvarez

Trainer Name

11/27/2019

Date of Issue



24-006037785

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Santos SotoJohn Alvarez

Trainer Name

11/27/2019

Date of Issue



24-006037787

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Edgar EsquivelJohn Alvarez

Trainer Name

11/27/2019

Date of Issue

Certificate of Completion

This certificate is awarded to

ALAN SANTAMARIA

For completion of the 8 Hour Combustion Safety Training Seminar

August 26, 2016

As provided by Indoor Climate Research & Training

On behalf of the Illinois Home Weatherization Assistance Program

LOUI STURGE

ICRT Training Center Manager

SEPTEMBER 1, 2016

Date

Certificate of Completion

This certificate is awarded to

ALLAN SANTAMARIA

For successful completion of the Crew Leader Certification class held

October 5--9, 2020

As provided by Indoor Climate Research & Training

On behalf of the Illinois Home Weatherization Assistance Program

LORJ SHROPE

ICRT Training Center Manager

OCTOBER 16, 2020

Date

Certificate of Completion

This certificate is awarded to

JOEL SOTO

For successful completion of the Crew Leader Certification class held

April 12-16, 2021

As provided by Indoor Climate Research & Training

On behalf of the Illinois Home Weatherization Assistance Program

LOREY SHULZE

JCRT Training Center Manager

MAY 18, 2021

Date

Certificate of Completion

This certificate is awarded to

BALDEMAR NUNEZ

For successful completion of the Crew Leader Certification class held

April 12-16, 2021

As provided by Indoor Climate Research & Training

On behalf of the Illinois Home Weatherization Assistance Program

LORI STROUSE

ICRT Training Center Manager

MAY 18, 2021

Date

Registration Activated for A. Lugan Contractors, LLC. / EAD9HHFMM6B9 / 7L1Q0 in the U.S. Government's System for Award Management (SAM.gov)

alugancontracto.../Inbox



donotreply@sam.gov
To: alugancontractors@sbcglobal.net
Cc: alugancontractors@sbcglobal.net

Dec 12, 2024 at 10:48 AM

Mindaugas Zemaitis,

The registration for A. Lugan Contractors, LLC. / EAD9HHFMM6B9 / 7L1Q0 is now active in the U.S. federal government's System for Award Management (SAM.gov). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

To remain eligible to do business with the federal government, you must renew your entity's registration in SAM.gov every year. The annual renewal date for the registration is 2025-12-10 11:54:23.979.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to the [SAM.gov](https://sam.gov) website and sign in
2. On your Workspace page, scroll down to the "User Directory"
3. Enter the email address of the user you want to invite and select the email address from the list
4. On the next page, select the "Assign Role" button in the top right corner of the page
5. On the assign role page, follow the instructions provided and then select "Send Invitation" at the bottom of the page
6. The user will be notified

All invitees will receive an email message from SAM.gov with instructions on how to complete the process.

Remember, it is free to register in SAM.gov. Get free help at [SAM.gov](https://sam.gov) in the "Help" section and at the [Federal Service Desk \(FSD\)](#), where you will find SAM.gov user guides, quick start guides, helpful hints, videos, and frequently asked questions. If you are going through entity validation at SAM.gov for the first time and have questions, visit [this list of FAQs](#).

In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local [APEX Accelerator](#) (formerly known as PTAC), an official resource for government contracting assistance. Go to <https://www.apexaccelerators.us> to find your closest office.

Do not reply to this auto-generated email.

This email was sent from Production.

...Activated for Cyril Regan Heating, LLC / DJ7FX6JM3LT9 / 7M0Z5 in the U.S. Government's System for Award Management (SAM.gov)

From: donotreply@sam.gov

To: reganoffice@sbcglobal.net

Cc: reganoffice@sbcglobal.net

Date: Wednesday, December 18, 2024 at 11:49 AM CST

Josephine Regan,

The registration for Cyril Regan Heating, LLC / DJ7FX6JM3LT9 / 7M0Z5 is now active in the U.S. federal government's System for Award Management (SAM.gov). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

To remain eligible to do business with the federal government, you must renew your entity's registration in SAM.gov every year. The annual renewal date for the registration is 2025-12-17 10:14:00.441.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to the [SAM.gov](https://sam.gov) website and sign in
2. On your Workspace page, scroll down to the "User Directory"
3. Enter the email address of the user you want to invite and select the email address from the list
4. On the next page, select the "Assign Role" button in the top right corner of the page
5. On the assign role page, follow the instructions provided and then select "Send Invitation" at the bottom of the page
6. The user will be notified

All invitees will receive an email message from SAM.gov with instructions on how to complete the process.

Remember, it is free to register in SAM.gov. Get free help at [SAM.gov](https://sam.gov) in the "Help" section and at the [Federal Service Desk \(FSD\)](#), where you will find SAM.gov user guides, quick start guides, helpful hints, videos, and frequently asked questions. If you are going through entity validation at SAM.gov for the first time and have questions, visit [this list of FAQs](#).

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This email was sent from Production.



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-023 WEX Arch & Mech Services For M.F.
COMPANY NAME:	A LUGON Contractors, LLC.
CONTACT PERSON:	Allan Santamaria
CONTACT EMAIL:	allan@alugoncontractors.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE
N/A	N/A	N/A	N/A	N/A

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL
N/A	N/A	N/A

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

Ethics | DuPage Co. IL

The full text of the County's Procurement Ordinance is available at:

ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: MICHAEL ZEMDITS

Signature: _____

Signature on File

Title: PRESIDENT

Date: 6/16/2026



HS Change Order with Resolution

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-CO-0007-26

Agenda Date: 8/4/2026

Agenda #: 6.E.

AMENDMENT TO PURCHASE ORDER 6593-0001 SERV ISSUED TO
LAVI INDUSTRIES, INC.
TO PROVIDE A QUEUING AND APPOINTMENT SCHEDULING SYSTEM
FOR THE DEPARTMENT OF COMMUNITY SERVICES
(INCREASE ENCUMBRANCE \$8,000)

WHEREAS, the DuPage County Board has heretofore awarded a purchase order on September 5, 2023, to Lavi Industries, Inc., to provide a streamlined queuing and appointment scheduling system for the Department of Community Services, for the period of September 5, 2023 through September 5, 2026, per GSA Contract #47Q5MA22D08P4; and

WHEREAS, the Human Services Committee recommends changes as stated in the Change Order Notice to increase Contract 6593-0001 SERV encumbrance in the amount of \$8,000, for an amended contract total amount of \$40,758.18.

NOW, THEREFORE BE IT RESOLVED that the DuPage County Board adopts Change Order Notice, dated July 8th, 2026, to contract 6593-0001 SERV, issued to Lavi Industries, Inc., to provide a streamlined queuing and appointment scheduling system, for the Department of Community Services, to increase the encumbrance in the amount of \$8,000, for an amended contract total amount of \$40,758.18.

Enacted and approved this 11th day of August, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

HS 8/4
FI+CB 8/11

Date: Jul 8, 2026

File ID #: HS-CO-0007-26

Purchase Order #: 6593	Original Purchase Order Date: 9/5/2023	Change Order #: 11	Department: Community Services
Vendor Name: LAVI INDUSTRIES INC.		Vendor #: 42601	Dept. Contact: Gina Strafford-Ahmed
Action Requested and Reason for Change Order Request: To increase funding to the PO amount for scheduling system. Add new Line Description 1:Software Description 2:RETROFITS24 Co:5000 AU:1555 Account Code:53807 Activity Code:RETROFITS24 by \$3,150.00 Add new Line Description 1:Maintenance Description 2:RETROFITS24 Co:5000 AU:1555 Account Code:53807 Activity Code:RETROFITS24 by \$50.00 Add to Line 17 Description 1:Software Description 2:25-224028 Co:5000 AU:1420 Account Code:53807 Activity Code:25-224028 by \$4,700.00 Add new Line Description 1:Maintenance Description 2:25-224028 Co:5000 AU:1420 Account Code:53807 Activity Code:25-224028 by \$100.00			

IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

INCREASE/DECREASE

A	Starting Contract Value	\$28,423.18
B	Net \$ Change for Previous Change Order	\$4,335.00
C	Current Contract Amount (A + B)	\$32,758.18
D	Amount of this Change Order ☒ Increase ☐ Decrease	\$8,000.00
E	New Contract Amount (C + D)	\$40,758.18
F	Cumulative Change Order Amount (B + D)	\$12,335.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	43.40%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (≤59 Days) ☐ Update Budget Code
- ☐ Change Budget Code From: _____ to: _____
- ☐ Increase/Decrease Quantity From: _____ to: _____
- ☐ Price Shows: _____ should be: _____ ☐ Move Funds Between Lines
- ☐ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- ☐ Contract Extension Greater Than 59 Days From _____ to: _____ ☐ Cancel Contract
- ☒ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished. Vendor delayed sending Community Services an invoice for these costs. We could not pay until received.
Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc. Cooperative (DPC2-352) Government Joint Purchasing Act (30ILCS525) OB GSA Schedule Pricing
Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request. 1. Do not pay and run risk of losing ability to schedule appointments and not meet Federal grant requirements. 2. Pay invoice to insure we have access to an appointment system that has reminders and the ability to set Online appointments.
Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number Cost \$3,200 10/1/2023-9/30/2024 5000-1555-RETROFITS24 53807 Cost \$4,800 10/1/2024-9/30/2026 5000-1420-25-224028 53807

APPROVALS - Initials Only					
HS	6147	Jul 8, 2026	GSA	6444	Jul 8, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
	7/8/26				
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	Not applicable
COMPANY NAME:	Qtrac
CONTACT PERSON:	Anthony Grady
CONTACT EMAIL:	anthony.grady@qtrac.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

[Ethics | DuPage Co. IL](#)

The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Anthony Grady

Signature: 

Title: VP of Customer Experience

Date: 7/6/26



HS Requisition under \$30,000

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-2109

Agenda Date: 8/4/2026

Agenda #: 6.F.



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-2109	RFP, BID, QUOTE OR RENEWAL #: 25-022-WEX	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$25,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$50,000.00
	CURRENT TERM TOTAL COST: \$25,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Crowley Engineering LLC	VENDOR #: 46283	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Gregory D. Crowley, P.E.	VENDOR CONTACT PHONE: 219-322-4422	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: greg@crowleyengineering.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). RFP engineering services for Multi-family homes for Weatherization grant total cost per year approx. \$25,000. Three bids received, one chosen based on qualifications and Weatherization experience.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished RFP to find providers for grant funded program.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
Renewal of RFP	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP # 25-022-WEX
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Renew the contract with this qualified and experienced vendor. 2. Take no action and forfeit the grant. 3. Solicit additional proposals.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: Crowley Engineering LLC	Vendor#: 46283	Dept: Community Services	Division: Intake & Referral
Attn: Crowley Engineering LLC	Email: greg@crowleyengineering.com	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 2224 US Highway 41	City: Schererville	Address: 421 N. County Farm Road	City: Wheaton
State: IN	Zip: 46375	State: IL	Zip: 60187
Phone: 219-322-4422	Fax:	Phone: 630-407-6444	Fax: 630-407-6501
Send Payments To:		Ship to:	
Vendor: SAA	Vendor#:	Dept: SAA	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2026	Contract End Date (PO25): Nov 15, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		MF Engineering Services		5000	1400	53010	23-461028	25,000.00	25,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 25,000.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



The County of DuPage
Finance Department
Procurement Division, Room 3-400
421 North County Farm Road
Wheaton, Illinois 60187

CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and CROWLEY ENGINEERING LLC located at 2224 US Highway 41, Schererville, Indiana 46375, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #25-022-WEX which became effective on 7/1/2025 and which will expire 06/30/2026. The contract is subject to the first of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 11/15/2027.

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

THE COUNTY OF DUPAGE

SIGNATURE

Donna Weidman

PRINTED NAME

Buyer III

PRINTED TITLE

DATE

CONTRACTOR

SIGNATURE

Gregory D. Crowley

PRINTED NAME

President & Managing Member

PRINTED TITLE

July 30, 2026

DATE



THE COUNTY OF DUPAGE
 FINANCE - PROCUREMENT
 ENGINEERING SERVICES FOR MULTI-FAMILY WEATHERIZATION
 PROGRAM 25-022-WEX
 BID TABULATION

√

Criteria	Available Points	Crowley Engineering LLC	Nest Builders, Inc. dba dbHMS	Interface Engineering, Inc.
Firm Qualifications	30	30	30	30
Key Qualifications	35	35	32	33
Project Understanding	35	35	31	31
Total	100	100	93	94

NOTES

RFP Posted on 3/3/2025	DW,BR
Bid Opened On 3/19/25 2:30 PM by	
Invitations Sent	149
Total Requesting Documents	3
Total Bid Responses Received	3



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

PROPOSAL FORM

Section I: Contact Information

Complete the contact information below.

RFP NUMBER:	25-022-WEX
COMPANY NAME:	CROWLEY ENGINEERING LLC
MAIN ADDRESS:	2224 US HIGHWAY 41
CITY, STATE, ZIP CODE:	SCHERERVILLE, IN 46375
TELEPHONE NO.:	(219) 322-4422
CONTACT PERSON:	GREGORY D. CROWLEY
CONTACT EMAIL:	greg@crowleyengineering.com

Section III: Certification

The undersigned certifies that they are:

- ☐ The Owner or Sole Proprietor ☒ A Member authorized to sign on behalf of the Partnership LLC ☐ An Officer of the Corporation ☐ A Member of the Joint Venture

Herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

Gregory D. Crowley _____ (President or Partner)	_____ (Vice-President or Partner)
_____ (Secretary or Partner)	_____ (Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. _____, _____, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, Proposal rigging or Proposal-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that they have examined and carefully prepared this Proposal and have checked the same in detail before submitting this Proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Offeror certifies that they have provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that it will take in full payment therefore the sums set forth in the cost schedule.

PROPOSAL AWARD CRITERIA

The Offeror acknowledges and agrees that the proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Offeror agrees to provide the service described in this solicitation and in the contract specifications under the conditions outlined in attached documents for the amount stated.

By signing below, the Offeror agrees to the terms of this Proposal Form and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Signature on File

Offeror: Gregory D. Crowley

Signature: _____

Title: President & Managing Member

Date: 2/3/2025



A. FEE SCHEDULE – RATE CARD

The following fee schedule is submitted for the work addressed in the Request for Proposal for Engineering Services for DCCS Multi-family Weatherization Program:

Team Member	Cost of Services per hour	Project Responsibilities
Sr. Project Engineer	\$210.00 per hour	Project leadership; Wx site investigations; Mechanical system design & review; Specification development; Correspondence with DCCS staff.
Project Engineer II	\$150.00 per hour	Wx site investigations; Hydronic model development; Mechanical system design; Specification development
Project Engineer I	\$130.00 per hour	Wx site investigations
Administrative Staff	\$95.00 per hour	Tracking billable hours & mileage; Invoice preparation
Project Expenses	Unit Cost	Description
Mileage	\$0.70 per mile, or prevailing IRS business mileage reimbursement rate.	Portal-to-portal vehicle mileage.
Construction Drawings & Photocopies	At cost per sheet + 10% admin fee	Hard copy prints & scans

Mechanical, Electrical, and Plumbing (MEP) Engineering Services for DCCS Multi-family Weatherization Program



Submitted to:
DuPage County Community Services (DCCS) Department
Finance Division, Room 3-400
421 North County Farm Road
Wheaton, IL 60187
ATTN: Donna Weidman, Buyer III

Submission Date: February 5, 2025





February 5, 2025

Ms. Donna Weidman
Buyer III
DuPage County Community Services (DCCS) Department
Finance Division, Room 3-400
421 North County Farm Road
Wheaton, IL 60187

Subject: Engineering Services Proposal for Multi-family Weatherization Program 25-022-WEX

Dear Ms. Weidman:

We are pleased to submit the enclosed proposal to provide Engineering Services for the DCCS Multi-family Weatherization Program.

For more than a decade, Crowley Engineering LLC has provided trusted technical advice to decision-makers in the manufacturing, transportation, education, housing, utility, insurance, and legal sectors. We deliver ideas and action plans for embracing climate-friendly energy efficiency technology solutions, integrating renewable energy and alternative fuel systems, and training facility stakeholders on steps to maximize cost savings in building operations. From this foundation, our team is equipped to support DCCS by evaluating and quantifying any energy conservation and renewable energy opportunities within multi-family housing located throughout DuPage County.

We bring some distinct advantages to this contract:

1. For several consecutive years, we have performed dozens of weatherization audits of multi-family properties throughout Chicagoland.
2. Specifically, from this experience, we have come to understand the DOE, HHS, and 3rd Party Utility funding allowances for multi-family weatherization projects, and compliance requirements for IHWAP and IECC standards.
3. We have embraced new technologies to streamline our workflow, including a 3D laser scanner and drone for field measurements, along with advanced hydronic modeling and BIM software tools.
4. At the same time, we have the resources, specialized knowledge, and experience to communicate effectively and to handle a range of project responsibilities.
5. Lastly, we will continue to provide the highest quality services at a cost-effective price.

We look forward to establishing a new working relationship with DCCS to make a positive impact on the quality of life of low-income residents throughout DuPage County.

Respectfully,

Signature on File

Gregory D. Crowley, P.E.
President & Managing Member



QUALIFICATIONS AND EXPERIENCE:

A. PROPOSED MULTI-FAMILY WEATHERIZATION ENGINEERING SERVICES WORKFLOW

As a community action agency, DuPage County Community Services (DCCS), provides economic development and human service programs to address resident needs throughout DuPage County. DCCS's range of services are numerous and includes the weatherization of single family and multi-family housing.

Crowley Engineering is pleased to have worked with several regional economic development agencies for more than a decade, providing engineering services to help multi-family property managers and low-income residents save energy and money while increasing the comfort of their homes. We are submitting this proposal to affirm our intent to leverage our years of experience to deliver high quality engineering services for DCCS, to perform site assessments of multi-family buildings, to provide valuable insight into the condition and safety of existing equipment, and to prepare design specifications and drawings for the retrofit of existing HVAC and renewable energy systems.



The Crowley Engineering multi-family weatherization engineering team will be spear-headed by Greg Crowley, P.E. As the project manager, he will have primary responsibility for the management and delivery of the proposed work. He will also serve as a sounding board to the DCCS team, providing feedback on any proposed initiatives. Mr. Crowley will be assisted in field data collection and project designs by one or more of the firm's project engineer(s). Our team will perform on-site visits of assigned multi-family buildings to gather relevant physical/building site data, including mechanical and electrical equipment nameplates, drawings, and specifications. We will also meet with building maintenance staff to obtain relevant on-site information regarding any issues or concerns with existing systems, and receive comments from DCCS staff on the status of suggested facility improvements. Our staff will also perform energy modeling and equipment sizing analysis utilizing Carrier HAP



and HVAC Solution Pro software. Based on the hydronic modeling results and equipment selection, we will prepare work order specifications to enable DCCS to bid the construction scope to its designated contractors. In specific instances, construction drawings will also be prepared, utilizing the latest version of Revit BIM and/or AutoCAD MEP software.



Computer-based engineering design and analysis activity will be based at our Schererville, Indiana office. In addition, our staff will utilize a secure cloud-based file-sharing tool to ease the transfer of large data files, as necessary. All engineering analysis, calculations and design submittals will be performed by our staff engineers.

We will also ensure that all required design submittals, including engineering reports will be stamped and sealed by Greg Crowley, P.E., an Illinois-licensed professional engineer.

B. EXPERIENCE & CAPABILITIES

With a focus on helping clients overcome energy and environmental infrastructure challenges, Crowley Engineering is considered a trusted technical advisor that has developed solutions for a wide spectrum of clients, including colleges & universities, multi-national corporations and governmental entities at the federal, state, and local levels. As engineering consultants, we endeavor to build success for our clients through the development of sustainable ideas based on solid engineering principles. Our core team is small, but focused. Yet, based on the requirements of a particular project, we have additional engineering sub-contractor resources that can be utilized to expand our breadth of capabilities and depth of capacity.



Since 2012, Crowley Engineering has performed numerous HVAC system designs for CEDA's multi-family weatherization program. From this experience, we have established a very strong foundation for the process to deliver successful results on multi-family weatherization projects, including: detailed site assessments, hydronic and HVAC system analysis, equipment sizing and layout, preparation of equipment specifications, determination of cost estimates, customization of construction documents, and management of project



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-022-WEX
COMPANY NAME:	Crowley Engineering LLC
CONTACT PERSON:	Gregory D. Crowley, P.E.
CONTACT EMAIL:	greg@crowleyengineering.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

- ☐ Yes
- ☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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

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The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Gregory D. Crowley

Signature:

Signature on File

Title: President & Managing Member

Date: June 15, 2026



HS Resolution

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-R-0018-26

Agenda Date: 8/4/2026

Agenda #: 7.A.

MODIFICATION ONE TO COMMUNITY DEVELOPMENT COMMISSION AGREEMENT CD25-03 BETWEEN THE COUNTY OF DUPAGE AND THE CITY OF WEST CHICAGO

WHEREAS, DuPage County has participated in the Housing and Community Development Program since 1975; and

WHEREAS, the Community Development Commission Agreement CD25-03 was adopted by Resolution HS-R-0004-25 on February 11, 2025 as part of the 2025 Action Plan element of the 2025-2029 Consolidated Plan; and

WHEREAS, the Plan provided for a grant to the CITY OF WEST CHICAGO (SUBGRANTEE) in the amount of \$600,000 for project CD25-03, for improvements of four residential streets and water main servicing the residents within the proposed service area, with additional improvements being made to the underground sewer infrastructure, sidewalks located along W. York Ave., from the dead end east to N. Oakwood Ave., Garden St. from Washington St. north to E. Grand Lake Blvd., Virgie Place from N. Oakwood Ave. east to Ingaltan Ave., and Ingaltan Ave. from E. Washington St. to E. Grand Lake Blvd., as well as installation of new street lighting along W. York Ave., known as York Ave. Area Water Main and Streets Rehabilitation Project; and

WHEREAS, on March 3, 2026, the County entered into an Agreement with SUBGRANTEE to implement this project (hereinafter, together with any previous modifications thereto, called "Agreement"); and

WHEREAS, SUBGRANTEE has requested Modification One to reduce the project scope to improve three residential streets and water main along two of the three residential streets servicing the residents within the proposed service area, with additional improvements being made to the underground sewer infrastructure and sidewalk curb ramps, located along W. York Ave., from the dead end east to N. Oakwood Ave., Garden St. from E. Washington St. north to E. Grand Lake Blvd., and Ingaltan Ave. from E. Washington St. to E. Grand Lake Blvd.; and

WHEREAS, said Modification request has been approved by the DuPage County Community Development Commission Executive Committee on July 7, 2026 and the DuPage County Human Services Committee on August 4, 2026.

NOW THEREFORE BE IT RESOLVED by the County Board that said Modification One to Agreement between DuPage County and SUBGRANTEE attached hereto and herein incorporated by reference, is hereby approved; and

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

BE IT FURTHER RESOLVED, that the Chair of the DuPage County Board is hereby authorized to approve amendments to project CD25-03 so long as such amendments further the completion of said project and are in accordance with regulations applicable to the Community Development Block Grant Program and are in accordance with the policies of DuPage County and the DuPage Community Development Commission; and

BE IT FURTHER RESOLVED that the County Clerk be directed to send copies of this Resolution to Dave Shah, P.E., Assistant Director of Public Works, City of West Chicago, at 475 Main Street, West Chicago, IL 60185, and one copy to the Community Development Commission.

Enacted and approved this 11th day of August, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



**DUPAGE
COUNTY**

COMMUNITY SERVICES

630-407-6500
Fax: 630-407-6501
csprograms@dupagecounty.gov
www.dupagecounty.gov/community

TO: Greg Schwarze, Chairman and Committee Members
Human Services Committee

FROM: Mary A. Keating, Director,
Department of Community Services

DATE: July 13, 2026

**SUBJECT: CD25-03 West Chicago York Ave. Area Water Main and Streets
Rehabilitation Project – Modification One**

**On 07/07/2026, the Community Development Commission Executive
Committee approved the following recommendation.**

Action Requested: CDC staff recommend approval of Modification One to the Community Development Block Grant (CDBG) Agreement CD25-03 for the purpose of reducing the overall scope of work.

Details: The City of West Chicago entered into a CDBG Agreement with the County on 03/03/2026 for the purpose of improving residential streets and water main servicing the residents within the proposed service area, with additional improvements being made to the underground sewer infrastructure, sidewalks located along W. York Ave., from the dead end east to N. Oakwood Ave., Garden St. from Washington St. north to E. Grand Lake Blvd., Virgie Place from N. Oakwood Ave. east to Ingaltan Ave., and Ingaltan Ave. from E. Washington St. to E. Grand Lake Blvd., as well as installation of new street lighting along W. York Ave.

The sealed bid opening resulted in higher than anticipated costs as compared to the original application budget submitted 09/30/2024, with the lowest bid coming in at \$4,229,975 compared to the original estimated hard construction costs of \$2,736,406. The City is requesting a reduction in the overall scope of work in effort to reduce the total project cost due to the significant funding gap identified upon bid opening.

Reductions to scope include eliminating all improvements along Virgie Place, eliminating all new streetlights along W. York Ave., eliminating midblock sidewalk improvements including only improvements at the ADA curb ramps, eliminate watermain upsize on Garden St. between Fairview Ave. and E. Grand Lake Blvd., and revising the resurfacing scope to 1.25" pavement removal and 1.5" hot-mix-asphalt surface course from the original proposed 2" milling, three-quarter inch leveling binder and 1.5" hot-mix asphalt surface course. The City anticipates the reduction in scope will bring total project hard construction costs down to approximately \$3,741,083. The City expects to cover the increased costs of the reduced scope using FY2027 budgeted funds, expected to be approved 12/07/2026.

**Community
Development**
630-407-6600
Fax: 630-407-6601

Family Center
422 N. County Farm Rd.
Wheaton, IL 60187
630-407-2450
Fax: 630-407-2451

**Housing Supports
and Self-Sufficiency**
630-407-6500
Fax: 630-407-6501

Intake and Referral
630-407-6500
Fax: 630-407-6501

Senior Services
630-407-6500
Fax: 630-407-6501

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

June 12, 2026

Ms. Ashley Miller
Community Development Manager
DuPage County Community Development Commission
421 N. County Farm Road
Wheaton, Illinois 60187

Via: Email

**RE: Formal Scope Change & IGA Modification Request
CD25-03 – York Avenue Area Water Main and Streets Rehabilitation Project**

Dear Ms. Miller,

On March 3, 2026, the City of West Chicago and DuPage County entered into an Intergovernmental Agreement (IGA) for the Community Development Block Grant (CDBG) in the amount not to exceed \$600,000.00 for the York Avenue Area Water Main and Streets Rehabilitation Project (Project). As you were aware, the City had been anticipating high bids for the Project prior to the Project's bid opening on April 28, 2026. On April 28th, the City received three bids, with an average bid amount of \$5,052,975.46 for the Project. The lowest and qualified bid was received from C. Szabo Contracting, Inc. of West Chicago, Illinois, in the amount of \$4,229,975.00. The detailed bid tabulation is enclosed for your reference. The lowest bid received from C. Szabo was \$1,064,275.00 or 34% over the City's budgeted amount of \$3,165,700.00 for the Project in FY 2026.

The increase in project costs is primarily attributable to asphalt, concrete, and watermain work. Since the original 2024 CDBG application and Engineer's Estimate were prepared, labor, material, and transportation costs have risen significantly due to geopolitical instability, higher raw material prices, tariffs, and increased energy costs. In addition, during the design phase, the City identified six additional private lead service line replacements beyond those included in the original 2024 CDBG application. Because these factors created a substantial funding gap, the City rejected all bids for the Project at the May 18, 2026, City Council meeting.

The City is committed to moving the Project forward. However, to reduce the funding gap and minimize the impact on the City's overall budget, the City proposes to re-bid the Project in Summer 2026, pending approval from the County, with the following reduction in the Project scope: 1.) Eliminate all Project scope for Virgie Place between N. Oakwood Street and Ingaltan Avenue; 2.) Eliminate all proposed streetlights; 3.) Eliminate all midblock sidewalk improvements and propose sidewalk improvement at the ADA curb ramps only; 4.) Revise the Project resurfacing scope to 1.25" pavement removal and 1.5" hot-mix-asphalt surface course; and 5.) Eliminate the proposed watermain upsize on Garden Street between Fairview Avenue and E. Grand Lake Blvd. Based on the enclosed engineer's estimate, which reflects the appropriate quantities for the reduced scope, the City anticipates the estimated Project cost of \$3,741,082.59 will close the funding gap by approximately \$575,382.59. Enclosed is also the proposed Project location map with the elimination of Virgie Place from the Project.

475 Main Street
West Chicago, Illinois
60185

T 630.293.2200
F 630.293.3028
westchicago.org

Daniel Bovey
MAYOR

Viviana Ramirez
CITY ADMINISTRATOR

Furthermore, rejection of bids, revisions to the Project bid documents, pending amendment to the previously approved IGA on March 3, 2026, if considered by the County, and a formal Contract Award will push the Project implementation timeline well into FY 2027 construction season, with the Project completion and close out anticipated in July 2027, weather permitting, as stated in the enclosed revised Project Implementation Schedule. The Project will require winterization by November 2026 for snowplowing operations, the cost of which is included in the associated pay items in the Engineer's Estimate.

The City requests review of the aforementioned reduction of the Project scope and the revised Project completion date, and subsequently an amendment to the original IGA as necessary, without changing the County's CDBG funding allocation amount of \$600,000.00 to the City. The County/City split for construction cost would change from 18/82 at the time of application to 13/87 compared to the enclosed engineer's estimate.

Should you have any questions regarding this request, you may contact me at dshah@westchicago.org or at 630-293-2255. Thank you for your time and consideration.

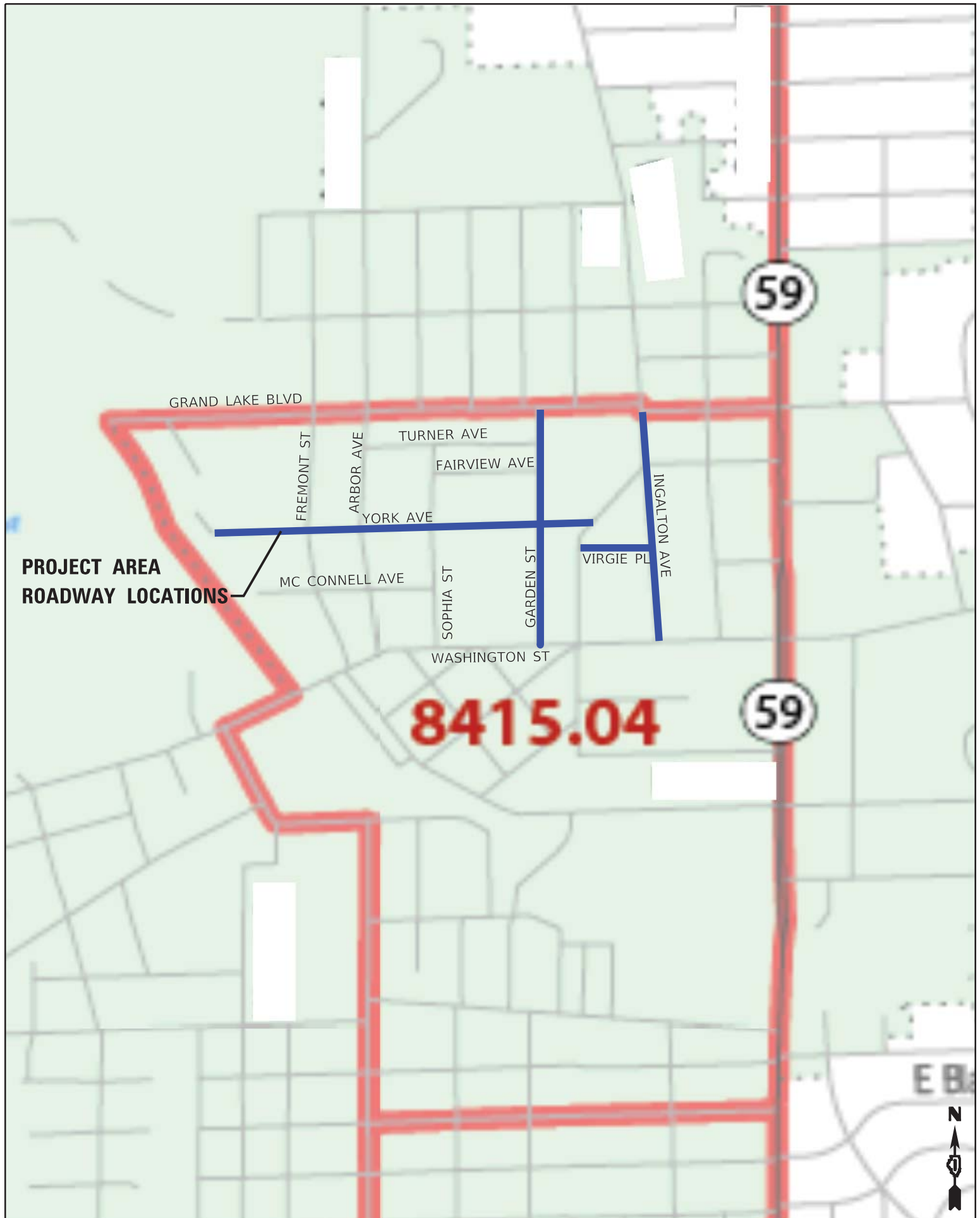
Sincerely,



Dave Shah, P.E.
Assistant Director of Public Works

Enclosures: Bid Tabulation, Revised Location Map, Revised Engineer's Estimate, Revised Project Implementation Schedule

CC: Mehul T. Patel, P.E., CFM, Director of Public Works
Doug Masters, Thomas Engineering Group
Tom Tretowicz, Thomas Engineering Group

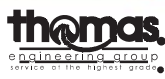


**PROJECT AREA
ROADWAY LOCATIONS**

8415.04



CITY OF WEST CHICAGO
475 MAIN STREET
WEST CHICAGO, IL 60185
PHONE: 630-293-2255
FAX: 630-293-2971



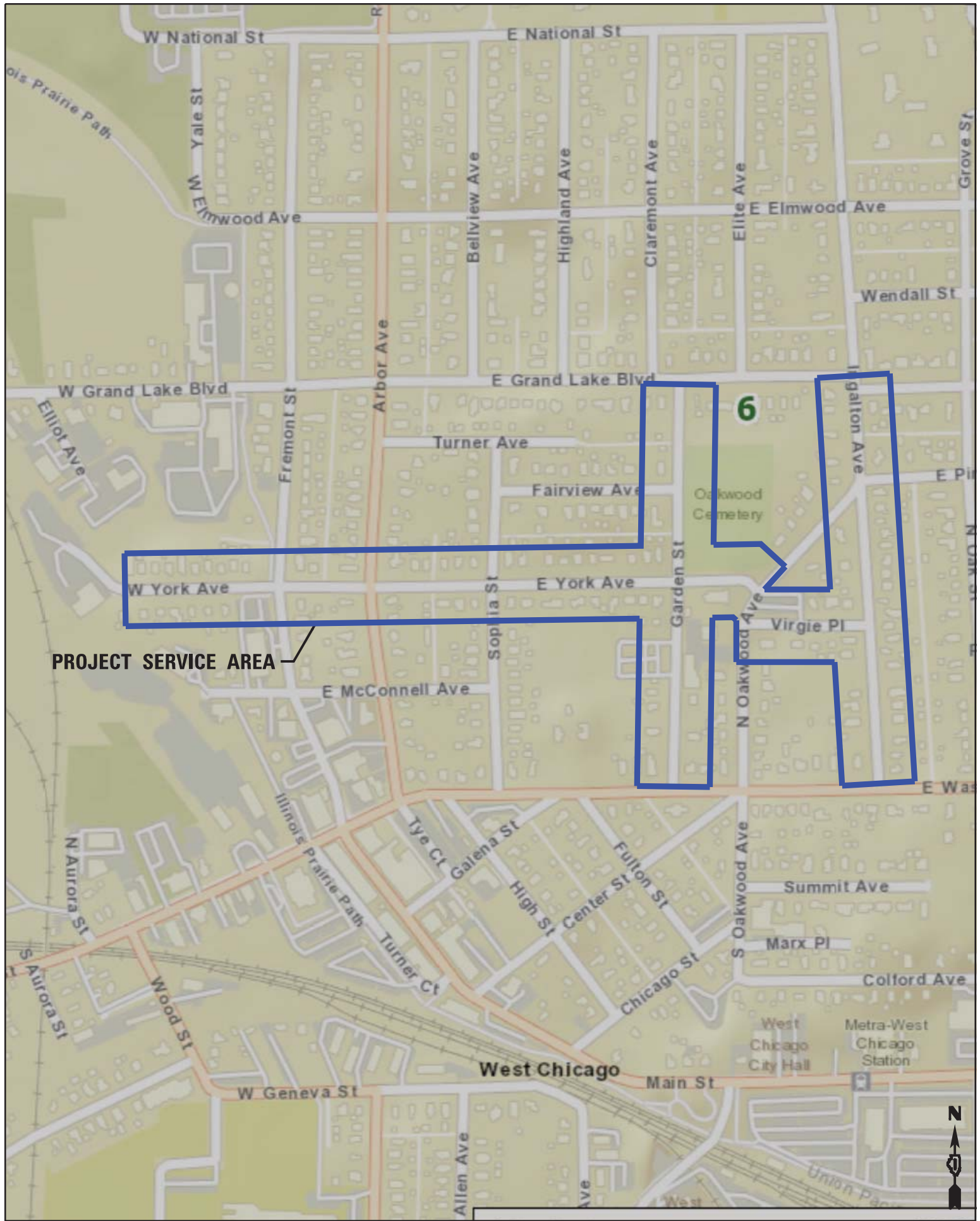
thomas engineering group, llc
2625 BUTTERFIELD ROAD
SUITE 205W
OAK BROOK, IL 60523
PHONE: 855-633-1700

**YORK AVE AREA
WATER MAIN AND STREETS
REHABILITATION PROJECT**

**PROJECT AREA ROADWAY
LOCATIONS MAP**

SHEET NO.

2 OF 105



PROJECT SERVICE AREA



CITY OF WEST CHICAGO
 475 MAIN STREET
 WEST CHICAGO, IL 60185
 PHONE: 630-293-2255
 FAX: 630-293-2971



thomas engineering group, llc
 2625 BUTTERFIELD ROAD
 SUITE 209W
 OAK BROOK, IL 60523
 PHONE: 855-633-1700

**YORK AVE AREA
 WATER MAIN AND STREETS
 REHABILITATION PROJECT**

PROJECT SERVICE AREA

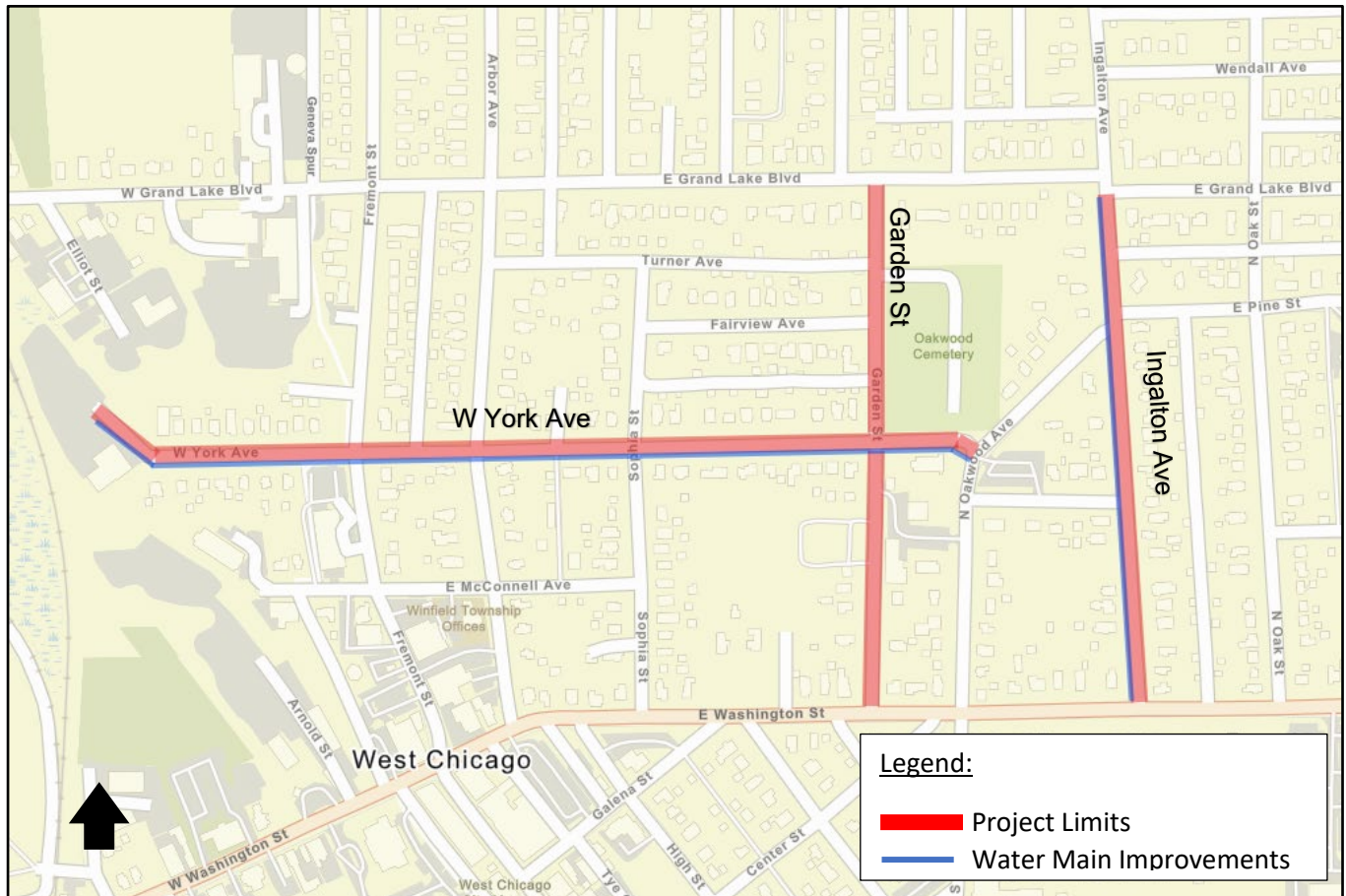
SHEET NO.

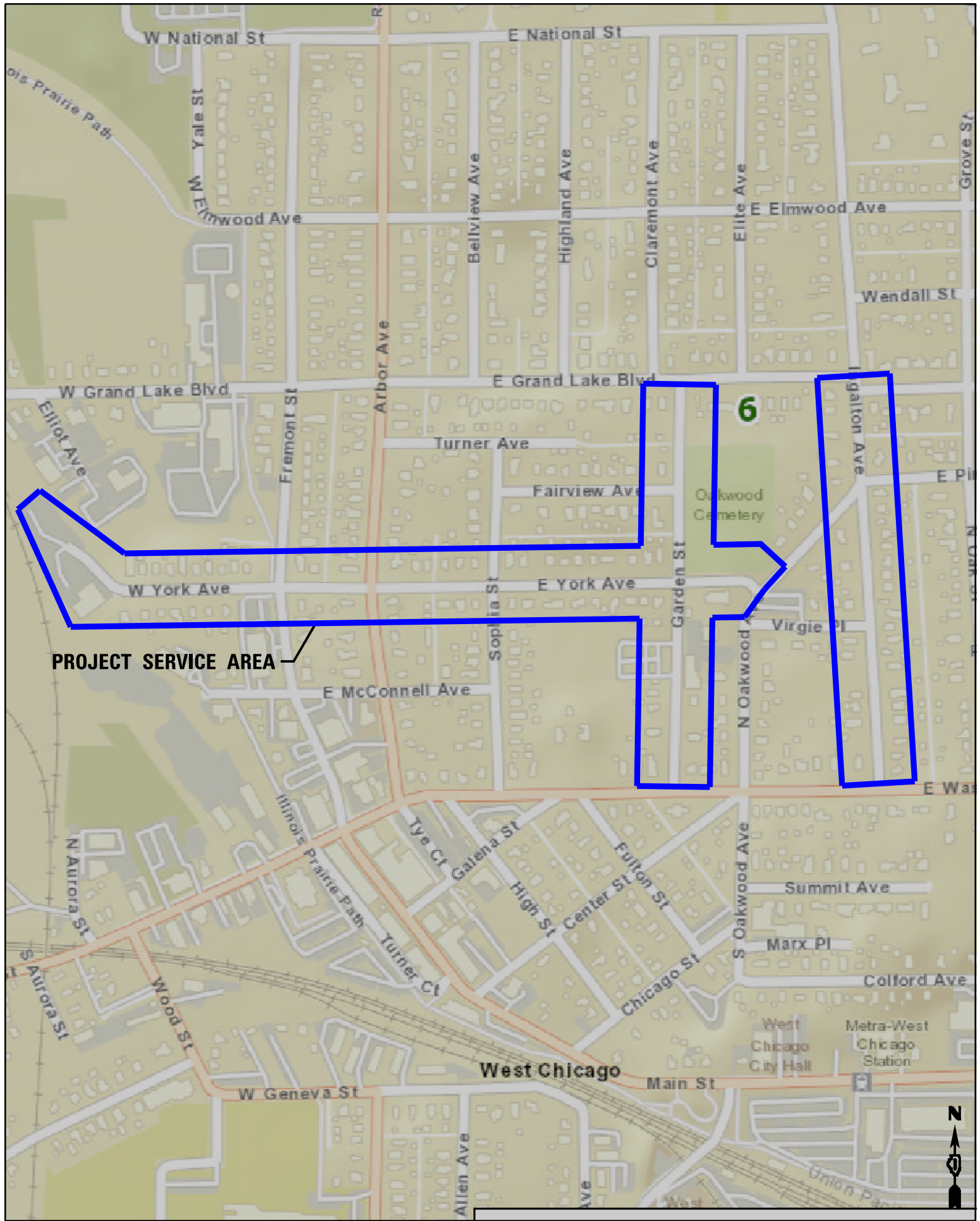
PROJECT LOCATION MAP

York Avenue Area Water Main and Streets Rehabilitation Project

West Chicago, DuPage County, Illinois

Project Length: 5,709 feet or 1.081 miles





PROJECT SERVICE AREA

6



CITY OF WEST CHICAGO
475 MAIN STREET
WEST CHICAGO, IL 60185
PHONE: 630-293-2255
FAX: 630-293-2971



thomas engineering group, llc
2625 BUTTERFIELD ROAD
SUITE 209W
OAK BROOK, IL 60153
PHONE: 855-633-1700

**YORK AVE AREA
WATER MAIN AND STREETS
REHABILITATION PROJECT**

**PROJECT SERVICE AREA
(MODIFIED 06-08-2026)**

SHEET NO.

4 OF 108

2026 DUPAGE COUNTY CDBG NEIGHBORHOOD INVESTMENT PROJECT IMPLEMENTATION SCHEDULE

Agency Name: City of West Chicago

Project: York Ave Area Water Main and Streets Rehabilitation Project

Total Project

Cost: \$4,508,004.52

CDBG Award: \$600,000.00

Signature

Dave Shah

Name

6/12/2026

Date

Assistant Director of Public Works

Title

- Project Timeline:** Community Development Block Grant (CDBG) program funds are required by the U.S. Department of Housing and Urban Development (HUD) to be spent in a timely fashion. If HUD determines there is an excess amount of unexpended CDBG funds for a given program year, corrective action will be required by HUD. Corrective action includes, and is not limited to, a reduction of the unexpended funds. Projects that lead to a slow expenditure of CDBG funds and/or a reduction of CDBG funds by HUD are subject to a reduction in the project award amount.

As reflected in the CDBG Neighborhood Investment Application, it is expected that all projects awarded CDBG funding will be completed within one year of the Agreement date.

In the table below, please complete the implementation schedule for the awarded project. If the awarded project does not include acquisition or zoning change, please reflect "N/A" for those activities. All aspects of the project must be completed within one year of the Agreement date.

REVISION OF PROJECT TIMELINE/IMPLEMENTATION SCHEDULE	
Activity	Date (mm/dd/yyyy)
All Sources of Funding Obtained	December 7, 2026
Property Acquisition Complete	N/A
Easements Acquisition Complete	N/A
Special Service Area Approval Complete	N/A
Facilities Planning Area (FPA) Approval Complete	N/A
Property Annexation Complete	N/A
Preliminary Engineering or Project Design Complete	March 13, 2026
Final Engineering or Project Design Complete	May 22, 2026
Bid Manual w Detailed Project Scope Complete	July 1, 2026
Bid Manual Advertised	July 7, 2026
Sealed Bid Opening Complete	July 28, 2026
Construction Contract Awarded & Fully Executed	August 17, 2026
Construction to Begin	September 7, 2026
50% of Construction Complete	November 25, 2026
50% of CDBG Award Drawn	December 11, 2026
100% of Construction Complete	July 2, 2027
Final Inspections Completed & Passed	July 9, 2027
Final Request for Payment & All Required Documentation Submitted to CDC	July 23, 2027
100% of CDBG Award Drawn	July 30, 2027

**MODIFICATION ONE TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND THE CITY OF
WEST CHICAGO PROJECT NUMBER CD25-03**

THIS MODIFICATION ONE TO AGREEMENT is entered into this _____ day of August, 2026 by and between the COUNTY OF DU PAGE, Illinois (hereinafter called "COUNTY") and the CITY OF WEST CHICAGO with a principal place of business located at 475 MAIN STREET, WEST CHICAGO, Illinois 60185-2840, (hereinafter called "SUBGRANTEE"). The purpose of this MODIFICATION ONE TO AGREEMENT is to modify an existing agreement between the above parties known as Community Development Commission Agreement CD25-03, which was adopted by Resolution #HS-R-0004-25 on February 11, 2025, to grant funding in the amount of \$600,000.00 of which \$600,000.00 is unexpended, for the purpose of improving four residential streets and water main servicing the residents within the proposed service area, with additional improvements being made to the underground sewer infrastructure, sidewalks, located along W. York Ave., from the dead end east to N. Oakwood Ave., Garden St. from E. Washington St. north to E. Grand Lake Blvd., Virgie Place from N. Oakwood Ave. east to Ingaltion Ave., and Ingaltion Ave. from E. Washington St. to E. Grand Lake Blvd., as well as installation of new street lighting along W. York Ave. in West Chicago, IL (hereinafter, together with any previous modifications thereto, called "Agreement").

In consideration of the premises of the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to the following modification of the terms of the Agreement in accordance with Section XII. A. of the Agreement:

1. Section II. Scope of the Project B. Is hereby deleted in its entirety and replaced with the following: "The purpose of the activities funded pursuant to this AGREEMENT is to improve three residential streets and water main along two of the three residential streets servicing the residents within the proposed service area, with additional improvements being made to the underground sewer infrastructure and sidewalk curb ramps, located along W. York Ave., from the dead end east to N. Oakwood Ave., Garden St. from E. Washington St. north to E. Grand Lake Blvd., and Ingaltion Ave. from E. Washington St. to E. Grand Lake Blvd. all in West Chicago, IL. The scope of the activities for the project includes:"
2. Section II. Scope of the Project B.1. Is hereby deleted in its entirety and replaced with the following: "Along each of the three residential streets, milling a minimum of 1.25 inches and replacing the roadway pavement with 1.5 inches of hot-mix asphalt surface course. Full-depth Class-D subbase patching to improve the roadway's subbase; replacement of intermittent curb and gutter to help stormwater conveyance; and replacement of failing storm sewer structures and pipes. Sidewalk curb ramps that do not conform to current ADA requirements will be replaced to meet ADA accessibility requirements. Pavement markings will also be installed to improve traffic control and pedestrian safety. The water main improvements will take place along W. York Ave. from the dead end east to N. Oakwood Ave., and Ingaltion Ave. from E. Washington St. to E. Grand Lake Blvd. Improvements will entail removing the current 6" and 8" diameter water mains and the installation of at least 8-inch diameter ductile iron water mains and new water system valves. Installation of new copper service water lines between the new water mains to the residential water valve, or to the residential water meter if the existing lines are lead.
3. Section III. Amount and Terms of Grant C. Is hereby deleted in its entirety and replaced with the following: "SUBGRANTEE shall be responsible for the contribution of a minimum of THREE MILLION NINE HUNDRED EIGHT THOUSAND FOUR and 52/100 Dollars (\$3,908,004.52) or approximately EIGHTY-SEVEN percent (87%) of the total project cost in leveraging funds to

the PROJECT, and evidence of said leveraging funds shall be made conspicuous within the written request and accompanying documents.”

4. Section III. Amount and Terms of Grant D. Is hereby deleted in its entirety and replaced with the following: “Grant funds for this PROJECT are awarded based on the ratio of the granted amount, SIX HUNDRED THOUSAND and 00/100 Dollars (\$600,000.00) and the total project cost, FOUR MILLION FIVE HUNDRED EIGHT THOUSAND FOUR and 52/100 Dollars (\$4,508,004.52), as provided in the updated engineers estimate dated 6/12/2026. The ratio of these two figures establishes the amount split between the COUNTY and the SUBGRANTEE. The SUBGRANTEE is responsible for any and all costs exceeding the above-noted estimated total project costs. In the event the total project costs are less than estimated at project completion, the SUBGRANTEE is still responsible for, at a minimum, EIGHTY-SEVEN percent of total project costs, as provided in the updated engineers estimate dated 6/12/2026.”

In all other respects, the terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Modification on the
dates recited below:

CITY OF WEST CHICAGO, an Illinois
Municipal Corporation

By: _____
Viviana Ramirez, City Administrator

Date: _____

Attest: _____

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

By: _____
Deborah A. Conroy,
DuPage County Board Chair

Date: _____

Attest: _____
Jean Kaczmarek
DuPage County Clerk



HS Resolution

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-R-0019-26

Agenda Date: 8/4/2026

Agenda #: 7.B.

**MODIFICATION TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND ALMOST HOME KIDS PROJECT
NUMBER CD21-08**

WHEREAS, the Illinois General Assembly has granted COUNTY authority to make all contracts and do all other acts in relation to the property and concerns of the county necessary to the exercise of its corporate powers (Illinois Compiled Statutes, Chapter 55, paragraphs 5/5-1005), and to enter into agreements for the purposes of receiving funds from the United States government under the "Housing and Community Development Act of 1974", and other subsequent housing acts, and may disburse those funds and other county funds for community development and other housing program activities (Illinois Compiled Statutes, Chapter 55, paragraph 5/5-1093); and

WHEREAS, COUNTY has been a participating jurisdiction in the United States Department of Housing and Urban Development's ("HUD's") Housing and Community Development Program since 1975, and has applied for Community Development Block Grant Funds ("CDBG") from HUD as provided by the Housing and Community Development Act of 1974, as amended (P.L. 93-383)("ACT"); and

WHEREAS, on September 14, 2021, the COUNTY and ALMOST HOME KIDS, an Illinois not-for-profit corporation ("AHK") entered into an Agreement for the purpose of providing Community Development Block Grant (CDBG) Program funding in the amount of \$351,275.00 for Project CD21-08, pursuant to County Board Resolution HHS-R-0086-21, funding was secured by a Mortgage recorded against the property as document number R2021-173104, said mortgage was modified by a Mortgage Modification Agreement recorded as document number R2022-107424 to decrease the lien to \$246,925.42; and

WHEREAS AHK has entered into a Merger Agreement with Ann & Robert H. Lurie Children's Hospital of Chicago (Lurie Children's), which outlines that all assets, properties, rights, privileges, immunities, and powers of AHK shall vest in Lurie Children's and all restrictions, obligations, duties, debts and liabilities of AHK shall be the restrictions, obligations, duties, debts and liabilities of Lurie Children's; and

WHEREAS, under the terms of the Merger Agreement, Lurie Children's agrees to assume that portion of the AHK's rights and obligations equal to the outstanding principal balance in the amount of TWO HUNDRED FORTY-SIX THOUSAND NINE HUNDRED TWENTY-FIVE AND 42/100 DOLLARS (\$246,925.42) under the Community Development Block Grant Agreement, thereby becoming a SUBGRANTEE BY ASSUMPTION relative to the COUNTY; and

WHEREAS, in order to induce the COUNTY to approve Lurie Children's as the SUBGRANTEE BY ASSUMPTION, Lurie Children's has agreed with the COUNTY to execute a Consent to Assumption Agreement and a Mortgage Assumption Agreement in the principal amount equal to the existing liens recorded against 7S721 Route 53, Naperville, IL 60540, both of which shall be in a form acceptable to the COUNTY; and

WHEREAS, the Community Development Executive Committee and the DuPage County Human Services Committee have approved the recommendation to modify the above referenced agreements, transferring said agreements and corresponding liens from AHK to Lurie Children's.

NOW THEREFORE BE IT RESOLVED by the County Board that said Agreement Modifications between DuPage County and ALMOST HOME KIDS ("SUBGRANTEE") and ANN & ROBERT H. LURIE CHILDREN'S HOSPITAL OF CHICAGO ("SUBGRANTEE BY ASSUMPTION") hereby incorporated by reference, are hereby approved; and

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

BE IT FURTHER RESOLVED, that the Chair of the DuPage County Board, or their designee, is authorized and directed to execute additional documents that may be required to complete the transaction on behalf of DuPage County; and

BE IT FURTHER RESOLVED, that the Director of Community Services, is authorized and directed to execute additional documents that may be required to complete the transaction on behalf of DuPage County; and

BE IT FURTHER RESOLVED, that the Chair of the DuPage County Board is hereby authorized to approve amendments to project CD21-08 so long as such amendments further the completion of the project and are in accordance with regulations applicable to the Community Development Block Grant Program and are in accordance with the policies of DuPage County and the DuPage Community Development Commission; and

BE IT FURTHER RESOLVED that the County Clerk be directed to send copies of this Resolution to David Kruger, RN, DNP, President & Executive Director, Almost Home Kids, 225 E. Chicago Ave, Chicago, IL 60601, and Thomas P. Shanley, MD, Ann & Robert H. Lurie Children's Hospital of Chicago, 225 E. Chicago Ave, Chicago, IL 60601, and the DuPage Community Development Commission.

Enacted and approved this 11th day of August, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



**DUPAGE
COUNTY**



COMMUNITY SERVICES

630-407-6500

Fax: 630-407-6501

csprograms@dupagecounty.gov

www.dupagecounty.gov/community

TO: Greg Schwarze, Chairman and Committee Members
Human Services Committee

FROM: Mary A. Keating, Director,
Department of Community Services

DATE: July 13, 2026

SUBJECT: Almost Home Kids Merger with Ann & Robert H. Lurie
Children's Hospital of Chicago – Request for Assignment of
CD21-08 Agreement and Lien

**Community
Development**
630-407-6600
Fax: 630-407-6601

Family Center
422 N. County Farm Rd.
Wheaton, IL 60187
630-407-2450
Fax: 630-407-2451

**Housing Supports
and Self-Sufficiency**
630-407-6500
Fax: 630-407-6501

Intake and Referral
630-407-6500
Fax: 630-407-6501

Senior Services
630-407-6500
Fax: 630-407-6501

On 07/07/2026, the Community Development Commission Executive Committee approved the following recommendation.

Action Requested: Staff recommend approval of an assignment and assumption of the Community Development Block Grant (CDBG) Agreement CD21-08 and associated lien to facilitate the merger between Almost Home Kids (AHK) and Ann & Robert H. Lurie Children's Hospital of Chicago (Lurie Children's).

Details: CDBG Agreement CD21-08 awarded CDBG funds to AHK for improvements to a facility located at 7S721 Route 53, Naperville, IL that provides care to children with medical complexities as well as respite care when needed. To secure the County's interest, a lien was recorded against the property.

AHK is undergoing a corporate reorganization whereby AHK will be merged into Lurie Children's. Staff were informed the reorganization will allow for greater efficiencies through standardized and more supportive clinical and administrative infrastructure, improving the delivery of care for the medically fragile children. Additionally, the facility which received the CDBG investment will continue to be used for the same purpose, including continuing to serve the same population.

AHK has requested and Lurie Children's has agreed to an assumption and assignment of the CD21-08 CDBG Agreement and associated \$246,925.42 lien. The current appraised value of the property in question is sufficient to cover the existing CDBG lien recorded against the property. The lien will reach maturity on 11/17/2027, at which time, it will be released of record.

January 30, 2026

DuPage County Community Development Commission
421 N. County Farm Road, Room 2-800
Wheaton, IL 60187
Attention: Ms. Mary A. Keating, Director of Community Services

Re: Almost Home Kids
Assignment of Community Development Block Grant CD21-08

Dear Ms. Keating:

Almost Home Kids (AHK) hereby requests assignment of the Community Development Block Grant listed on Attachment A to its affiliated entity Ann & Robert H. Lurie Children's Hospital of Chicago, an Illinois not for profit corporation exempt from federal income tax under IRS code 501(c)(3) ("Lurie Children's"). AHK and Lurie Children's are each wholly owned subsidiaries of Children's Hospital of Chicago Medical Center.

AHK is requesting this assignment as it is undergoing a corporate reorganization whereby the AHK legal entity will be merged into the Lurie Children's legal entity with Lurie Children's as the surviving legal entity. This reorganization will allow for greater efficiencies through a standardized and more supportive clinical and administrative infrastructure as well as increased research and innovation in the delivery of care for children with medical complexities and their families.

The AHK Property at 7 S 721 State Route 53, Naperville, IL 60540 is currently a licensed Children's Community Based Health Care Center, which provides a bridge from hospital to home for children with medical complexities, while also providing respite care when needed for such children in a home-like setting. Under the reorganization, Lurie Children's will continue to provide the same Children's Community Based Health Care Center eligible services as currently being offered at the property for the duration of the IDIS continued use period. As the Almost Home Kids brand name has value in the community, Lurie Children's will continue to utilize that name for the provision of these services.

We appreciate your consideration of this request. If you have any questions or need additional information, please contact me at dkruger@almosthomekids.org or 626-233-9455.

Sincerely,

David Kruger, MD, PhD
President and Executive Director

Cc: Julie Hamlin, DuPage County Community Development Commission, Community Development Administrator



ATTACHMENT A

Project	Subrecipient	Address	PIN	Recorded Lien	Recorded Modification	Modified Lien Amount	IDIS Completion	5-Year Continued Use Period Met
CD21-08	Almost Home Kids	7 S 721 State Route 53, Naperville, IL 60540	08-23-305-004	R2021-173104	R2022-107424	\$246,925.42	11/17/2022	11/17/2027

MODIFICATION TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND ALMOST HOME
KIDS PROJECT NUMBER CD21-08

THIS MODIFICATION TO AGREEMENT is entered into this 11th day of August, 2026 by and between the COUNTY OF DU PAGE, a body corporate and politic of the State of Illinois, having its principal offices at 421 N. County Farm Road, Wheaton, Illinois 60187, (hereinafter called "COUNTY") and ALMOST HOME KIDS, an Illinois not-for-profit corporation, having a principal place of business at 7S721 Route 53, Naperville, IL 60540 (hereinafter "AHK" or "SUBGRANTEE") and ANN & ROBERT H. LURIE CHILDREN'S HOSPITAL OF CHICAGO, an Illinois not-for-profit corporation, having a principal place of business at 225 E. Chicago Avenue, Chicago, IL 60611 (hereinafter "Lurie Children's" or "SUBGRANTEE BY ASSUMPTION").

RECITALS

WHEREAS, on September 14, 2021, the COUNTY and AHK entered into an Agreement for the purpose of providing Community Development Block Grant (CDBG) Program funding in the amount of \$351,275.00 for Project CD21-08, pursuant to County Board Resolution HHS-R-0086-21, funding was secured by a mortgage recorded against the property as document number R2021-173104, further modified by a Mortgage Modification Agreement recorded against the property as document number R2022-107424 to reduce the CDBG Program funding to \$246,925.42; and

WHEREAS, on June 9, 2026, the SUBGRANTEE entered into a Merger Agreement with Lurie Children's, which outlines that SUBGRANTEE agrees to convey transfer, and assign to Lurie Children's, by appropriate deeds, bills of sale, and other instruments, all of its assets, properties, rights, privileges, immunities, and powers, and all restrictions, obligations, duties, debts and liabilities of SUBGRANTEE shall be the restrictions, obligations, duties, debts and liabilities of Lurie Children's, a true copy of which is attached hereto as Exhibit "A"; and

WHEREAS, under the terms of the Merger Agreement, Lurie Children's agrees to assume that portion of the SUBGRANTEES rights and obligations equal to the outstanding principal balance in the amount of TWO HUNDRED FOURTY SIX THOUSAND NINE HUNDRED TWENTY FIVE AND 42/100 DOLLARS (\$246,925.42) under the Community Development Block Grant Agreements as of the date of this Modification to Agreement, thereby becoming a SUBGRANTEE BY ASSUMPTION relative to the COUNTY; and

WHEREAS, in order to induce the COUNTY to approve Lurie Children's as the SUBGRANTEE BY ASSUMPTION, Lurie Children's has agreed with the COUNTY to execute a Consent to Assumption Agreement and a Mortgage Assumption Agreement in the principal amount equal to the existing liens recorded against 7S721 Route 53, Naperville, IL 60540, both of which shall be in a form acceptable to the COUNTY; and

WHEREAS, the COUNTY, having reviewed and approved the conditions for the proposed transfer hereinabove described, has approved SUBGRANTEE'S and Lurie Children's request that Lurie Children's become SUBGRANTEE BY ASSUMPTION, subject to terms set

forth below.

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

1. **Assumption.** Lurie Children's shall execute the Consent to Assumption Agreement and a Mortgage Assumption Agreement to evidence Lurie Children's rights and obligations with respect to the existing Notes and Mortgages. The CDBG Agreement shall be modified by this Modification to CDBG Program Agreement so that Lurie Children's shall assume all responsibilities and obligations under the Agreements thereby becoming SUBGRANTEE BY ASSUMPTION and a borrower under the existing Notes and Mortgages relative to the COUNTY. At such time, upon execution by Lurie Children's and delivery to the COUNTY of the Consent to Assumption Agreement and Mortgage Assumption Agreement, the COUNTY shall hereby release SUBGRANTEE and its partners and agents and successors and assigns from any and all obligations to the COUNTY theretofore accrued or thereafter accruing under the Notes and Mortgages, including without limitation any and all obligations for repayment of accrued interest and/or principal due and payable to the COUNTY from time to time under the Notes and Mortgages.
2. **Miscellaneous.**
 - a. **Project Identification.** Lurie Children's agrees that the Projects shall continue to be identified as CDC Agreement Number CD21-08.
 - b. **No Assignment.** This "Modification to CDBG Program Agreement" may not be assigned without prior written consent of the COUNTY.
 - c. **No Amendments.** This "Modification to CDBG Program Agreement" may not be amended except by written agreement of the COUNTY and Lurie Children's, the SUBGRANTEE BY ASSUMPTION.
 - d. **Effective Date.** This "Modification to CDBG Program Agreement" shall become effective on the latest date that it is signed by the COUNTY, the current SUBGRANTEE and Lurie Children's, the future SUBGRANTEE BY ASSUMPTION, by their duly authorized representatives.
 - e. **Termination.** This "Modification to CDBG Program Agreement" shall become null and void and of no effect in the event the appropriate Articles of Merger are not filed with the State of Illinois and a copy thereof recorded with the DuPage County Recorder.
 - f. **Governing Law.** This "Modification to CDBG Program Agreement" shall be governed by the laws of the State of Illinois without reference to conflict of laws principles both as to interpretation and performance.

IN WITNESS WHEREOF, the parties hereto have executed this Modification on the dates recited below:

SUBGRANTEE:
ALMOST HOME KIDS,
a not-for-profit corporation, State of Illinois

By: _____
David Kruger, RN, DNP
President & Executive Director

Date: _____

Attest: _____

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

By: _____
Deborah A. Conroy, Chair
DuPage County Board

Date: _____

Attest: _____
Jean Kaczmarek
DuPage County Clerk

SUBGRANTEE BY ASSUMPTION:
ANN & ROBERT H. LURIE CHILDREN'S HOSPITAL
OF CHICAGO,
a not-for-profit corporation, State of Illinois

By: _____
Thomas P. Shanley, MD
President & Chief Executive Officer

Date: _____

Attest: _____

Exhibit A Merger Agreement

Docusign Envelope ID: 368257AA-9046-87EE-81E1-DFC40FF41D75

EXECUTION VERSION

MERGER AGREEMENT

THIS MERGER AGREEMENT (“**Agreement**”) is made and entered into this 9th day of June, 2026 (the “**Execution Date**”), by and among Children’s Hospital of Chicago Medical Center (the “**Medical Center**”), Ann & Robert H. Lurie Children’s Hospital of Chicago (“**Lurie Children’s**”), and Almost Home Kids (“**AHK**”), each an Illinois not-for-profit corporation. The Medical Center, Lurie Children’s, and AHK are collectively referred to herein individually as a “**Party**” and collectively as the “**Parties**.”

RECITALS

WHEREAS, the Medical Center is an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended (the “**Code**”) and the sole corporate member of Lurie Children’s and AHK;

WHEREAS, Lurie Children’s is an organization exempt from federal income tax under Section 501(c)(3) of the Code whose mission includes improving access to high quality and complex pediatric care and improving the health of the pediatric population in communities it serves;

WHEREAS, AHK is an organization exempt from federal income tax under Section 501(c)(3) of the Code that operates licensed Children’s Community Based Health Care Centers in Chicago and Naperville in accordance with the Illinois Alternative Health Care Delivery Act (the “**AHK Licensed Services**”), which provide a bridge from hospital to home for children with medical complexities, while also providing respite care when needed for such children in a home-like setting;

WHEREAS, the Parties entered into that certain Agreement and Plan of Reorganization effective September 1, 2025 (the “**Agreement and Plan of Reorganization**”), whereby all operations of AHK, including the AHK Licensed Services would be moved under the oversight of a new operating division of Lurie Children’s (the “**AHK Operating Division**”);

WHEREAS, in order to carry out the intent and purposes of the Agreement and Plan of Reorganization, the Parties intend to effect a merger of AHK with and into Lurie Children’s with Lurie Children’s being the surviving corporation in the statutory merger (the “**Merger**”) in accordance with this Agreement and the Illinois Not for Profit Corporate Act; and

WHEREAS, the Parties now desire to proceed with the Merger as contemplated in this Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Purpose of Merger:** The Merger and establishment of the AHK Operating Division are intended to improve longitudinal, integrated and comprehensive care for children’s with medical complexity, including by embedding AHK’s services into Lurie Children’s complex care program.

EXECUTION VERSION

2. Terms of Merger.

- a. **Structure of the Merger.** Upon the terms and subject to the conditions set forth in this Agreement, AHK shall merge with and into Lurie Children's with Lurie Children's being the surviving corporation in the statutory merger. Upon consummation of the Merger, the separate existence of AHK will cease and all existing programs of AHK, including the AHK Licensed Services, will be provided through the AHK Operating Division.
 - b. **Transfer of Assets & Liabilities.** As of the Merger Effective Date (as defined below), all the assets, properties, rights, privileges, immunities, and powers of AHK shall vest in Lurie Children's and all restrictions, obligations, duties, debts and liabilities of AHK shall be the restrictions, obligations, duties, debts and liabilities of Lurie Children's.
 - c. **Governing Documents.** The Articles of Incorporation and Bylaws of Lurie Children's will govern post-Merger operations of the AHK Operating Division. The Quality and Credentialing Committee of the Board of Directors of Lurie Children's will have oversight of the services provided within the AHK Operating Division, including the AHK Licensed Services.
3. **Effective Date.** The Merger will become effective upon filing of the Articles of Merger with the Illinois Secretary of State and satisfaction of any other required regulatory approvals ("Merger Effective Date").
4. **Third Party Approvals.** Each of the Parties shall use commercially reasonable efforts to obtain all consents, approvals, exemptions and authorizations of third parties, whether governmental or private, make all filings, and give all notices which may be necessary or desirable on the part of the Parties under all applicable laws and under all contracts, agreements and commitments to which the Parties are a party or are bound in order to consummate the Merger or required by this Agreement.
5. **Further Assurances.** As of the Merger Effective Date, the officers of Lurie Children's shall be authorized to execute and deliver, in the name and on behalf of AHK, any bills of sale, assignments or assurances and to take and do, in the name and on behalf of AHK, any other actions and things to vest, perfect, confirm, or record in Lurie Children's any and all right, title and interest in, to and under any of the rights, privileges, powers, franchises, properties and assets acquired or to be acquired by Lurie Children's as a result of, or in connection with, the Merger.
6. **Representations and Warranties.** Each of the Parties hereby represents and warrants as to itself only, as of the date hereof and as of the Merger Effective Date, to the other Parties with respect to this Agreement, and only in the capacity in which it is signing:
- a. **Due Authorization.** Each Party has all requisite corporate powers and authorities to execute, deliver, and perform this Agreement and the Merger and any instruments and agreements required to be executed and delivered by them pursuant to this Agreement and the Merger. All actions required by law, the Articles of Incorporation and Bylaws of each Party, and otherwise to authorize the execution and delivery of this Agreement and the Merger have been taken by each Party.

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- b. **Validity.** This Agreement has been duly executed and delivered and constitutes the lawful, valid, and legally binding obligation of each Party hereto, enforceable in accordance with its respective terms. The execution and delivery of this Agreement shall not violate or conflict with any provision of and does not constitute a default under or a breach of, the respective Party's articles of incorporation or bylaws.
- c. **Organization; Good Standing.** Each Party is a not-for-profit corporation duly organized, validly existing, and in good standing under the laws of the State of Illinois and has full power and authority and all requisite rights, licenses, permits, and franchises to own, lease, and operate its assets and to carry on its business.
- d. **Material Liabilities.** Except as otherwise disclosed by AHK to Lurie Children's and Medical Center, AHK has no material Liability of any kind, other than that incurred in the ordinary course of business, that would not reasonably be expected, individually or in the aggregate, to be materially adverse to the operations of Lurie Children's. "Liability" shall mean any and all liability and obligation of any kind or nature whatsoever, whether known or unknown, express or implied, primary or secondary, direct or indirect, secured or unsecured, liquidated or unliquidated, absolute, accrued, contingent or otherwise and whether due or to become due, vested or unvested, executory, determined, determinable or otherwise, and whether or not the same is required by GAAP to be accrued on the financial statements of AHK.
- e. **Loans and Mortgages.** To the knowledge of AHK, the mortgage set forth on Attachment A, attached hereto and incorporated by reference, is the complete and accurate list of all outstanding loans secured by mortgages on the Naperville property owned by AHK.
- f. **Licenses.** AHK holds, and is in compliance with, all licenses required under applicable law for the ownership, use, and operation of its Illinois Community Based Health Care Centers in Naperville and Chicago ("Licenses"). All such Licenses are valid, binding, in full force and effect, and have not expired, lapsed, or been revoked, suspended or terminated.

7. General Provisions

- a. **Amendments and Waiver.** No amendment, waiver, or consent with respect to any provision of this Agreement shall be effective, unless the same shall be in writing and signed by the Parties hereto, and then such amendment, waiver, or consent shall be effective only in the specific instance and for the specific purpose for which given.
- b. **Notices.** Any notice or other communication required or permitted hereunder shall be in writing and shall be deemed sufficiently given if: (a) delivered personally; (b) sent by registered or certified U.S. Mail, return receipt requested, postage prepaid; (c) sent by a national overnight delivery service (such as Federal Express); or (d) by email at their respective email addresses, in each instance addressed, sent for delivery, delivered personally, or sent via email as follows:

EXECUTION VERSION

If to the Medical
Center:

Attention: President and Chief Executive Officer
225 E. Chicago Avenue
Chicago, Illinois 60611
Email: tshanley@luriechildrens.org

With a copy to: Chief Legal Officer
225 E. Chicago Avenue, Box 261
Chicago, Illinois 60611-2991
Email: fzanzi@luriechildrens.org

If to Lurie Children's:

Attention: President and Chief Executive Officer
225 E. Chicago Avenue
Chicago, Illinois 60611
Email: tshanley@luriechildrens.org

With a copy to: Chief Legal Officer
225 E. Chicago Avenue, Box 261
Chicago, Illinois 60611-2991
Email: fzanzi@luriechildrens.org

If to AHK:

Attention: David Kruger
225 E. Chicago Avenue, Box 303
Chicago, Illinois 60611
Email: dkruger@almosthomekids.org

With a copy to: Chief Legal Officer
225 E. Chicago Avenue, Box 261
Chicago, Illinois 60611-2991
Email: fzanzi@luriechildrens.org

or to such other address or to the attention of such other person as shall be furnished by like notice to the other Party. Any such notice or communication personally delivered or sent by email shall be deemed to have been given when received and any such notice or communication sent by U.S. Mail or an overnight delivery service shall be deemed to have been given on the earlier of the actual date of receipt or three (3) days after the date of duly sending the same.

- c. **Counterparts.** This Agreement may be executed simultaneously in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- d. **Successors and Assigns; Third Party Beneficiaries.** This Agreement shall bind and inure to the benefit of the Parties named herein and their respective successors and assigns. No Party may assign its rights and/or duties hereunder without the prior written consent of the others. There are no third-party beneficiaries to this Agreement, and the only persons or entities entitled to enforce this Agreement are the Parties. Notwithstanding the foregoing,

EXECUTION VERSION

to the extent required by the terms of any third-party agreement, AHK agrees to assign to Lurie Children's any agreements in order to effectuate the Merger.

- e. **Entire Agreement**. This Agreement and the exhibits and other documents referred to herein and therein contain the entire understanding among the Parties with respect to the transactions contemplated hereby and supersede all other agreements, understandings, and undertakings among the Parties on the subject matter hereof. This Agreement is intended to reflect and support the implementation of the Merger, along with all exhibits, schedules and other documents referred to herein and therein.
- f. **Applicable Law**. This Agreement shall be governed by and construed in accordance with the internal substantive laws of the State of Illinois without regard to conflicts of laws principles that would require the application of any other state law.

(Signature Page to Follow)

EXECUTION VERSION

IN WITNESS WHEREOF, each of the Parties has executed this Agreement as of the Execution Date to be effective on the Merger Effective Date.

CHILDREN'S HOSPITAL OF CHICAGO
MEDICAL CENTER

ANN & ROBERT H. LURIE CHILDREN'S
HOSPITAL OF CHICAGO

By:  Signed by:
Signature on
File
1F858F526B0846A...
David M. Lurie, MD
Title: President and Chief Executive Officer

By:  Signed by:
Signature on
File
1F858F526B0846A...
Thomas J. Flannery, MD
Title: President and Chief Executive Officer

ALMOST HOME KIDS

By:  Signed by:
Signature on File
1F20CA86217148D...
David M. Lurie, MD
Title: President and Executive Director

CONSENT TO ASSUMPTION AGREEMENT

THIS AGREEMENT is made this 11th day of August, 2026 by and among the COUNTY OF DUPAGE, Illinois, a body politic in the State of Illinois (“County”), having its principal offices at 421 N. County Farm Road, Wheaton, Illinois 60187 (hereinafter COUNTY) and ANN & ROBERT H. LURIE CHILDREN’S HOSPITAL OF CHICAGO, an Illinois not-for-profit corporation, having a principal place of business at 225 E. Chicago Avenue, Chicago, IL 60611 (hereinafter collectively referred to as ASSIGNEE). This agreement covers the property located at 7S721 Route 53, Naperville, IL 60540 (hereinafter referred to as the PREMISES).

WITNESSETH

WHEREAS PREMISES are subject to a certain Mortgage to, dated 11/18/2021 and recorded in the County Recorder of Deeds as R2021-173104, which Mortgage secures a Note in the amount of THREE HUNDRED FIFTY-ONE THOUSAND TWO HUNDRED SEVENTY-FIVE 00/100 DOLLARS (\$351,275.00); and

WHEREAS, said Mortgage was modified by a Mortgage Modification Agreement recorded in the Office of the DuPage County Recorder of Deeds as Document No. R2022-107424 recorded on 12/12/2022 reducing the original principal amount to TWO HUNDRED FOURTY SIX THOUSAND NINE HUNDRED TWENTY-FIVE AND 42/100 DOLLARS (\$246,925.42)

WHEREAS ASSIGNEE wishes to assume said Mortgage, which requires the written consent of COUNTY; and

WHEREAS, that the Chair of the DuPage County Board is hereby authorized and directed to execute this written consent on behalf of COUNTY; and

WHEREAS COUNTY is willing to allow ASSIGNEE to assume said Mortgage upon certain terms and conditions which are set forth below.

NOW THEREFORE, in consideration of these promises and other good and valuable consideration, receipt of which is hereby acknowledged, COUNTY hereby gives its written consent to the assumption of the mortgage to the ASSIGNEE;

All other terms and conditions of the said Notes and Mortgage shall remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have caused this instrument to be executed and set their hands the date first hereinafter written.

COUNTY:

County of DuPage, a body politic in the State of Illinois

By: _____
Deborah A. Conroy
Chair, DuPage County Board

Date: _____

Attest: _____
Jean Kaczmarek
DuPage County Clerk

ASSIGNEE:

ANN & ROBERT H. LURIE CHILDREN'S HOSPITAL OF CHICAGO,
an Illinois not-for-profit corporation

By: _____
Thomas P. Shanley, MD
President & Chief Executive Officer

Date: _____

Attest: _____
(Signature)

Print Name: _____

Title: _____



File #: HS-P-0028-26

Agenda Date: 8/4/2026

Agenda #: 8.A.

AWARDING RESOLUTION ISSUED TO
MCMAHON FOOD CORPORATION
TO PROVIDE FLUID DAIRY
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT \$38,000.00)

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

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract to McMahon Food Corporation, to provide fluid dairy, for the period of September 25, 2026 through September 24, 2027, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that said contract to provide fluid dairy, for the period of September 25, 2026 through September 24, 2027, for the DuPage Care Center, per renewal of bid #24-100-DCC, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to McMahon Food Corporation, 2110 South Marshall Boulevard, Chicago, Illinois 60623, for a contract total amount of \$38,000.00.

Enacted and approved this 11th day of August, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1928	RFP, BID, QUOTE OR RENEWAL #: 24-100-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$30,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$144,000.00
	CURRENT TERM TOTAL COST: \$38,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: McMahon Food Corporation	VENDOR #: 44693	DEPT: DuPage Care Center	DEPT CONTACT NAME: Mario Plata
VENDOR CONTACT: Bridget Healy	VENDOR CONTACT PHONE: 773-522-0100	DEPT CONTACT PHONE #: 630-784-4416	DEPT CONTACT EMAIL: mario.plata@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #: 7520	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Fluid dairy for the DuPage Care Center residents, cafeteria and cafes' located on County Campus, for the period September 25, 2026 through September 24, 2027, for a contract not to exceed \$38,000, under bid renewal #24-100-DCC, second of three optional renewals.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Fluid dairy items are required to provide well balanced meals that meet nutritional requirements and IDPH regulations. The Care Center has decided to split this bid amongst the two (2) vendors that submitted bids, to ensure that the DPCC will not have disruption in milk service.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
RENEWAL	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: McMahon Food Corporation	Vendor#: 44693	Dept: DuPage Care Center	Division: Dining Services
Attn: Bridget Healy	Email:	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 2110 Marshall Blvd	City: Chicago	Address: 400 N. County Farm RoadIL	City: Wheaton
State: IL	Zip: 60623	State: IL	Zip: 60187
Phone: 773-522-0100	Fax: 773-522-0344	Phone: 630-784-4416	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: McMahon Food Corporation	Vendor#: 44693	Dept: DuPage Care Center	Division: Dining Services
Attn: Bridget Healy	Email:	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 2110 Marshall Blvd	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60623	State: IL	Zip: 60187
Phone: 773-522-0100	Fax: 773-522-0344	Phone: 630-784-4416	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): September 25, 2026	Contract End Date (PO25): September 24, 2027

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		fluid dairy	FY26	1200	2025	52210		10,000.00	10,000.00
2	1	EA		fluid dairy	FY27	1200	2025	52210		28,000.00	28,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 38,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Fluid dairy for the DuPage Care Center residents, cafeteria and cafes' located on County Campus, for the period September 25, 2026 through September 24, 20267, for a contract not to exceed \$38,000, under bid renewal #24-100-DCC, second of three optional renewals.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Human Services Committee August 4, 2026 County Board August 11, 2026
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
FLUID DAIRY 24-100-DCC
BID TABULATION

				McMahon Food Corporation		Prairie Farms Dairy, Inc.	
NO.	ITEM			PERCENTAGE		PERCENTAGE	
SECTION 1 - MARK-UP PERCENTAGE							
1	Mark-up			2%		0%	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
SECTION 2 - FLUID DAIRY							
May 2024 Unit Pricing							
2	Whole Milk	8 oz.	2,400	\$ 0.2918	\$ 700.32	\$ 0.3839	\$ 921.36
3	2% Milk	GAL	68	\$ 3.5706	\$ 242.80	\$ 5.3045	\$ 360.71
4	2% Milk	8 oz.	6,800	\$ 0.2584	\$ 1,757.12	\$ 0.3616	\$ 2,458.88
5	2% Milk (plastic)	PT	468	\$ 0.8290	\$ 387.97		
5.1	2% Milk (plastic)	14 oz.	468			\$ 1.2386	\$ 579.66
6	Skim Milk	GAL	72	\$ 2.9792	\$ 214.50	\$ 5.0145	\$ 361.04
7	Skim Milk	8 oz.	5,400	\$ 0.2040	\$ 1,101.60	\$ 0.3301	\$ 1,782.54
8	1% Chocolate Milk	PT	468	\$ 0.8500	\$ 397.80		
8.1	1% Chocolate Milk	14 oz.	468			\$ 1.1410	\$ 533.99
9	Fat Free Chocolate Milk	8 oz.	3,000	\$ 0.2347	\$ 704.10	\$ 0.3601	\$ 1,080.30
10	Half & Half	QT	688	\$ 3.9377	\$ 2,709.14	\$ 4.6222	\$ 3,180.07
11	1% Lactaid - 8 oz., 12/case	CS	140				
11.1	1% Lactaid - 8 oz., 27/case	CS	63	\$ 30.4074	\$ 1,915.67	\$ 28.5228	\$ 1,796.94
12	1% Lactaid - ½ GAL, 8/case	CS	40			NO BID	
12.1	1% Lactaid - ½ GAL, 6/case	CS	54	\$ 20.6806	\$ 1,116.75		
June 2024 Unit Pricing							
13	Whole Milk	8 oz.	2,400	\$ 0.3265	\$ 783.60	\$ 0.3871	\$ 929.04
14	2% Milk	GAL	68	\$ 3.7153	\$ 252.64	\$ 5.3511	\$ 363.87
15	2% Milk	8 oz.	6,800	\$ 0.2918	\$ 1,984.24	\$ 0.3641	\$ 2,475.88
16	2% Milk (plastic)	PT	468	\$ 0.8471	\$ 396.44		
16.1	2% Milk (plastic)	14 oz.	468			\$ 1.1281	\$ 527.95
17	Skim Milk	GAL	72	\$ 3.0956	\$ 222.88	\$ 5.0416	\$ 363.00
18	Skim Milk	8 oz.	5,400	\$ 0.2359	\$ 1,273.86	\$ 0.3317	\$ 1,791.18
19	1% Chocolate Milk	PT	468	\$ 0.8662	\$ 405.38		
19.1	1% Chocolate Milk	14 oz.	468			\$ 1.1388	\$ 532.96
20	Fat Free Chocolate Milk	8 oz.	3,000	\$ 0.2666	\$ 799.80	\$ 0.3614	\$ 1,084.20
21	Half & Half	QT	688	\$ 3.9738	\$ 2,733.97	\$ 4.5998	\$ 3,164.66
22	1% Lactaid - 8 oz., 12/case	CS	140				
22.1	1% Lactaid - 8 oz., 27/case	CS	63	\$ 30.4074	\$ 1,915.67	\$ 28.5228	\$ 1,796.94
23	1% Lactaid - ½ GAL, 8/case	CS	40			NO BID	
23.1	1% Lactaid - ½ GAL, 6/case	CS	54	\$ 20.6806	\$ 1,116.75		

				McMahon Food Corporation		Prairie Farms Dairy, Inc.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
July 2024 Unit Pricing							
24	Whole Milk	8 oz.	2,400	\$ 0.3330	\$ 799.20	\$ 0.3975	\$ 954.00
25	2% Milk	GAL	68	\$ 3.8106	\$ 259.12	\$ 5.4993	\$ 373.95
26	2% Milk	8 oz.	6,800	\$ 0.2978	\$ 2,025.04	\$ 0.3737	\$ 2,541.16
27	2% Milk (plastic)	PT	468	\$ 0.8590	\$ 402.01		
27.1	2% Milk (plastic)	14 oz.	468			\$ 1.2629	\$ 591.04
28	Skim Milk	GAL	72	\$ 3.1771	\$ 228.75	\$ 5.1760	\$ 372.67
29	Skim Milk	8 oz.	5,400	\$ 0.2411	\$ 1,301.94	\$ 0.3402	\$ 1,837.08
30	1% Chocolate Milk	PT	468	\$ 0.8772	\$ 410.53		
30.1	1% Chocolate Milk	14 oz.	468			\$ 1.1631	\$ 544.33
31	Fat Free Chocolate Milk	8 oz.	3,000	\$ 0.2718	\$ 815.40	\$ 0.3702	\$ 1,110.60
32	Half & Half	QT	688	\$ 4.0078	\$ 2,757.37	\$ 4.6622	\$ 3,207.59
33	1% Lactaid - 8 oz., 12/case	CS	140				
33.1	1% Lactaid - 8 oz., 27/case	CS	63	\$ 30.4074	\$ 1,915.67	\$ 28.5228	\$ 1,796.94
34	1% Lactaid - ½ GAL, 8/case	CS	40			NO BID	
34.1	1% Lactaid - ½ GAL, 6/case	CS	54	\$ 20.9254	\$ 1,129.97		
GRAND TOTAL					\$ 35,178.01		\$ 39,414.53

NOTES

- McMahon Food Corporation Grand Total was incorrectly calculated and has been adjusted to \$35,178.01 from \$35,178.48.
- Prairie Farms Dairy, Inc provided unit pricing instead of case pricing for Items 11, 22 and 33. Price and Extended Price have been corrected and highlighted to note errors. Grand Total corrected to \$39,414.53 from \$34,931.02.

Bid Opening 9/4/2024 @ 10:00 AM	BR, HK
Invitations Sent	22
Total Vendors Requesting Documents	1
Total Bid Responses	2



The County of DuPage
Finance Department
Procurement Division, Room 3-400
421 North County Farm Road
Wheaton, Illinois 60187

CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and McMahon Food Corporation located at 2110 S. Marshall Blvd., Chicago, IL 60623 hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #24-100-DCC which became effective on 9/25/2024 and which will expire 9/24/2026. The contract is subject to the second of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 9/24/2027.

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

THE COUNTY OF DUPAGE

CONTRACTOR

SIGNATURE

SIGNATURE

Steve Pasko

PRINTED NAME

Bridget McMahon Healy

PRINTED NAME

Buyer I

PRINTED TITLE

President

PRINTED TITLE

DATE

6/29/2026

DATE

**SECTION 9 - MANDATORY FORM
FLUID DAIRY 24-100-DCC**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	McMahon Food Corporation		
Main Business Address	2110 S. Marshall Blvd		
City, State, Zip Code	Chicago, IL 60623		
Telephone Number	(773) 522-0100	Email Address	
Bid Contact Person	Bridget Healy, President		

The undersigned certifies that he is:

☐ the Owner/Sole Proprietor
 ☐ a Member authorized to sign on behalf of the Partnership
 ☒ an Officer of the Corporation
 ☐ a Member of the Joint Venture

Herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

Bridget Healy

(President or Partner)

(Vice-President or Partner)

Catherine McMahon Graszer

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including

Addenda No. _____, _____, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Bidder certifies that he has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

CONTRACT ADMINISTRATION INFORMATION:

CORRESPONDENCE TO CONTRACTOR		REMIT TO CONTRACTOR	
NAME	McMahon Food Corporation	NAME	McMahon Food Corporation
CONTACT	Bridget Healy	CONTACT	Bridget Healy
ADDRESS	2110 S. Marshall Blvd	ADDRESS	PO BOX 23330
CITY ST ZIP	Chicago, IL 60623	CITY ST ZIP	Chicago, IL 60623
TX	(773) 522-0100	TX	(773) 522-0100
FX	(773) 522-0344	FX	(773) 522-0344
EMAIL		EMAIL	t
COUNTY BILL TO INFORMATION		COUNTY SHIP TO INFORMATION	
DuPage County Care Center 400 North County Farm Road Wheaton, IL 60187 TX: (630) 407-6193 EMAIL: mario.plata@dupageco.org		DuPage County Care Center 400 North County Farm Road Wheaton, IL 60187 TX: (630) 407-6193 EMAIL: mario.plata@dupageco.org	

ALL MATERIALS MUST BE BID AND SHIPPED F.O.B. DESTINATION, DELIVERED AND INSTALLED
(FREIGHT INCLUDED IN PRICE)

JOINT PURCHASING:

OTHER TAXING BODIES: Based on County Board Resolution IR-084-76.

Would your firm be willing to extend your bid to other taxing bodies in DuPage County such as school districts, townships, cities and villages, etc.? The approximate quantity usage is unknown.

YES X NO

State any other requirements that they would have to meet beyond that of our Bid invitation and specification.

NONE

NOTE: The County of DuPage would not be involved in purchasing by any other taxing body other than to receive a copy of their purchase order that would reference the County of DuPage contract number. The invoicing and payments would be entirely between the other taxing bodies and the Contractor. If the County of DuPage accepts this bid, the procedure to handle joint purchases would be developed by the County of DuPage with the Contractor and distributed to the taxing bodies by the County of DuPage.

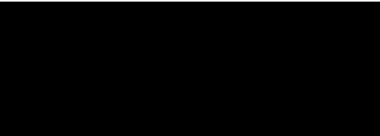
SECTION 7 - BID FORM PRICING

The quantities listed are approximate monthly usages and are for bid canvassing purposes only. All goods are to be shipped F.O.B destination.

NO		ITEM		PERCENTAGE		
SECTION 1 - MARK-UP PERCENTAGE						
1	Mark-up				02 %	
NO	ITEM	UOM	MANUFACTURER NO.	QTY	PRICE	EXTENDED PRICE
SECTION 2 - FLUID DAIRY						
May 2024 Unit Pricing						
2	Whole Milk	8 oz.	1165	2,400	\$ 0.2918	\$ 700.42
3	2% Milk	GAL	1229	68	\$ 3.5706	\$ 242.80
4	2% Milk	8 oz.	1331	6,800	\$ 0.2584	\$ 1,756.85
5	2% Milk (plastic)	PT	5865	468	\$ 0.8290	\$ 387.95
6	Skim Milk	GAL	1421	72	\$ 2.9792	\$ 214.51
7	Skim Milk	8 oz.	5404	5,400	\$ 0.2040	\$ 1101.60
8	1% Chocolate Milk	PT	6203	468	\$ 0.8500	\$ 397.78
9	Fat Free Chocolate Milk	8 oz.	6926	3,000	\$ 0.2347	\$ 704.16
10	Half & Half	QT	1588	688	\$ 3.9377	\$ 2,709.12
11	1% Lactaid - 8 oz., 27/case	CS	34518	63	\$ 30.4074	\$ 1,915.67
12	1% Lactaid - ½ GAL, 6/case	CS	26395	54	\$ 20.6806	\$ 1,116.75
June 2024 Unit Pricing						
13	Whole Milk	8 oz.	1165	2,400	\$ 0.3265	\$ 783.65
14	2% Milk	GAL	1229	68	\$ 3.7153	\$ 252.64
15	2% Milk	8 oz.	1331	6,800	\$ 0.2918	\$ 1,984.54
16	2% Milk (plastic)	PT	5865	468	\$ 0.8471	\$ 396.43
17	Skim Milk	GAL	1421	72	\$ 3.0956	\$ 222.89
18	Skim Milk	8 oz.	5404	5,400	\$ 0.2359	\$ 1273.97
19	1% Chocolate Milk	PT	6203	468	\$ 0.8662	\$ 405.36
20	Fat Free Chocolate Milk	8 oz.	6926	3,000	\$ 0.2666	\$ 799.92
21	Half & Half	QT	1588	688	\$ 3.9738	\$ 2,733.97
22	1% Lactaid - 8 oz., 27/case	CS	34518	63	\$ 30.4074	\$ 1,915.67
23	1% Lactaid - ½ GAL, 6/case	CS	26395	54	\$ 20.6806	\$ 1,116.75
July 2024 Unit Pricing						
24	Whole Milk	8 oz.	1165	2,400	\$ 0.3330	\$ 799.20
25	2% Milk	GAL	1229	68	\$ 3.8106	\$ 259.12
26	2% Milk	8 oz.	1331	6,800	\$ 0.2978	\$ 2,025.31
27	2% Milk (plastic)	PT	5865	468	\$ 0.8590	\$ 401.99
28	Skim Milk	GAL	1421	72	\$ 3.1771	\$ 228.75
29	Skim Milk	8 oz.	5404	5,400	\$ 0.2411	\$ 1,301.83
30	1% Chocolate Milk	PT	6203	468	\$ 0.8772	\$ 410.53
31	Fat Free Chocolate Milk	8 oz.	6926	3,000	\$ 0.2718	\$ 815.40
32	Half & Half	QT	1588	688	\$ 4.0078	\$ 2,757.34
33	1% Lactaid - 8 oz., 27/case	CS	34518	63	\$ 30.4074	\$ 1,915.67
34	1% Lactaid - ½ GAL, 6/case	CS	26395	54	\$ 20.9254	\$ 1,129.97
Please note the alternate case sizes for the Lactaid items, along with the corresponding updated quantities to ensure the unit totals match the bid.						GRAND TOTAL \$ 35,178.48
GRAND TOTAL						
(In Words) Thirty-Five Thousand One Hundred Seventy-Eight and 48/100 Dollars						

SECTION 8 - BID FORM SIGNATURE PAGE

The Contractor agrees to provide the service, and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

X  President
(Signature and Title)

CORPORATE SEAL
(If available)

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

Subscribed and sworn to before me this 4th day of September AD, 2024


(Notary Public)

My Commission Expires: 09-26-2027



SEAL



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	24-100-DCC
COMPANY NAME:	McMahon Food Corporation
CONTACT PERSON:	Bridget McMahon Healy
CONTACT EMAIL:	

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

[Ethics | DuPage Co. IL](#)

The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Bridget McMahon Healy

Signature: 

Title: President

Date: 6/29/2020



File #: HS-P-0029-26

Agenda Date: 8/4/2026

Agenda #: 8.B.

AWARDING RESOLUTION ISSUED TO
ALPHA BAKING COMPANY
TO PROVIDE ASSORTED SLICED BREAD, ROLLS, AND BUNS
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT \$36,300.00)

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

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract to Alpha Baking Company, to provide assorted sliced bread, rolls and buns, for the period of September 9, 2026 through September 8, 2027, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide assorted sliced bread, rolls and buns, for the period of September 9, 2026 through September 8, 2027, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract by the Procurement Division to Alpha Baking Company, 5001 West Polk, Chicago, Illinois 60644, for a contract total amount not to exceed \$36,300.00, per lowest responsible bid #26-059-DCC.

Enacted and approved 11th day of August, 2026, at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-1982	RFP, BID, QUOTE OR RENEWAL #: 26-059-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$36,300.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$145,200.00
	CURRENT TERM TOTAL COST: \$36,300.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Alpha Baking Company	VENDOR #: 38093	DEPT: DuPage Care Center	DEPT CONTACT NAME: Dining Services
VENDOR CONTACT: Jim Deere	VENDOR CONTACT PHONE: 773-261-6000	DEPT CONTACT PHONE #: 630-784-4416	DEPT CONTACT EMAIL: mario.plata@dupagecounty.gov
VENDOR CONTACT EMAIL: jdeere@alphabaking.com	VENDOR WEBSITE:	DEPT REQ #: 7595	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Furnish and deliver assorted sliced breads, rolls & sandwich buns for the DuPage Care Center, for the period September 9, 2026 through September 8, 2027, for a contract total not to exceed \$36,300.00 per bid #26-059-DCC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The DuPage Care Center is regulated by the IL Department of Public Health which mandates & monitors our ongoing compliance with applicable State & Federal regulations that govern our practices, policies & procedures. Adherence to physicians diet orders & clearly defined menu guideline, which includes bread is necessary to avoid fines & or penalties. To ensure that we are allowed to bill for & be reimbursed for care provided to residents as well as operated campus cafeteria and catering operations, bread purchases are necessary			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Alpha Baking	Vendor#: 38093	Dept: DuPage Care Center	Division: Dining Services
Attn: Mo Shihab	Email: mshihab@alphabaking.com	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 5001 W. Polk Street	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60639	State: IL	Zip: 60187
Phone: 773-261-6000	Fax:	Phone: 630-784-4416	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Alpha Baking	Vendor#: 38093	Dept: DuPage Care Center	Division: Dining Services
Attn: Marilyn Chisolm	Email: mchisholm@alphabaking.com	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 36230 Treasury Center	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60694-6200	State: IL	Zip: 60187
Phone: 773-797-3352	Fax:	Phone: 630-784-4416	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): September 9, 2026	Contract End Date (PO25): September 8, 2027

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		assorted sliced breads, rolls & sandwich buns	FY26	1200	2025	52210		12,100.00	12,100.00
2	1	EA		assorted sliced breads, rolls & sandwich buns	FY27	1200	2025	52210		24,200.00	24,200.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 36,300.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver assorted sliced breads, rolls & sandwich buns for the DuPage Care Center, for the period September 9, 2026 through September 8, 2027, for a contract total not to exceed \$36,300.00, per bid #26-059-DCC.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. 08/04/26 HS Committee 08/11/26 County Board Meeting
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



**THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
ASSORTED SLICED BREAD, ROLLS, AND BUNS FOR CARE CENTER 26-059-DCC
BID TABULATION**

✓

NO.	ITEM	UOM	QTY	Alpha Baking Company		Campagna-Turano Bakery, Inc. dba Turano Baking Company	
				PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1	White Pullman Loaf, 24 oz.	LOB	90	\$ 3.31	\$ 297.90	\$ 3.70	\$ 333.00
2	Wheat Pullman Loaf, 24 oz.	LOB	130	\$ 3.31	\$ 430.30	\$ 3.80	\$ 494.00
3	Raisin Bread, 32 oz.	LOB	16	\$ 7.49	\$ 119.84	\$ 7.10	\$ 113.60
4	Light Rye Seedless Bread, 24 oz.	LOB	30	\$ 4.21	\$ 126.30	\$ 5.20	\$ 156.00
5	Panini Bread, 3#	LOB	10	\$ 7.93	\$ 79.30	\$ 6.75	\$ 67.50
6	Steak / Hoagie Buns, sliced, 6", 6 count	PKG	17	\$ 3.90	\$ 66.30	\$ 3.50	\$ 59.50
7	Loose Pack Assorted Dinner Rolls, 12 count	PKG	8	\$ 3.62	\$ 28.96	\$ 3.70	\$ 29.60
8	Loose Pack Wheat Dinner Rolls, 24 count	PKG	7	\$ 8.69	\$ 60.83		
8a	Loose Pack Wheat Dinner Rolls, 12 count	PKG	14			\$ 3.80	\$ 53.20
9	Hamburger Buns, sliced, 19 oz, 12 count	PKG	20	\$ 3.80	\$ 76.00	\$ 3.90	\$ 78.00
10	Hot Dog Buns, sliced, 23 oz., 12 count	PKG	10	\$ 3.80	\$ 38.00	\$ 4.00	\$ 40.00
11	French Rolls, sliced, 5.5", 6 count	PKG	6	\$ 3.50	\$ 21.00	NO BID	
12	French Rolls, sliced, 12 count	PKG	6	\$ 6.58	\$ 39.48	\$ 5.80	\$ 34.80
13	Kaiser Rolls, corn dusted, 4.5", 12 count	PKG	10	\$ 4.80	\$ 48.00	\$ 5.05	\$ 50.50
				GRAND TOTAL	\$ 1,432.21		\$ 1,509.70

NOTES

1. Campagna-Turano Bakery, Inc. dba Turano Baking Company's Bid Tabulation was adjusted to correct for submission errors:
 - a. NO. 8a, EXTENDED PRICE was adjusted from \$26.60 to \$53.20 to reflect the 12 count package size.
 - b. NO. 9, when multiplied, (\$3.90 x 20 = \$78.00), resulted in an increase of \$31.20.
 - c. GRAND TOTAL was corrected from \$1,486.70 to \$1,509.70.

Bid Opening 7/10/26 @ 2:30 PM	SR, SP
Invitations Sent	9
Total Vendors Requesting Documents	4
Total Bid Responses	2

BID PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	26-059-DCC
COMPANY NAME:	Alpha Baking Company
CONTACT PERSON:	Mo Shihab
CONTACT EMAIL:	Mshihab@alphabaking.com

Section II: Pricing

Quantities listed are weekly estimates and are intended for canvassing purposes only. F.O.B: All goods are to be shipped F.O.B. Destination to include unloading and inside delivery.

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	White Pullman Loaf, 24 oz., 1/2" slice #11123	LOB	90	\$ 3.31	\$297.90
2	Wheat Pullman Loaf, 24 oz., 1/2" slice #12137	LOB	130	\$ 3.31	\$ 430.30
3	Raisin Bread, 32 oz., 1/2" slice #16107	LOB	16	\$ 7.49	\$ 119.84
4	Light Rye Seedless Bread, 24 oz., 7/16" slice #26048	LOB	30	\$ 4.21	\$ 126.30
5	Panini Bread, 3#, sliced 26sl #28035	LOB	10	\$ 7.93	\$ 79.30
6	Steak / Hoagie Buns, sliced, 6", 6 count #31061	PKG	17	\$ 3.90	\$ 66.30
7	Loose Pack Assorted Dinner Rolls, 12 oz., 12 count #33030	PKG	8	\$3.62	\$ 28.96
8	Loose Pack Wheat Dinner Rolls, 2.5", 24 count #33103	PKG	7	\$ 8.69	\$ 60.83
9	Hamburger Buns, sliced, 19 oz, 12 count #51061 or 51110	PKG	20	\$ 3.80	\$76.00
10	Hot Dog Buns, sliced, 23 oz., 12 count #53029	PKG	10	\$ 3.80	\$ 38.00
11	French Rolls, sliced, 5.5", 6 count #31049	PKG	6	\$3.50	\$ 21.00

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
12	French Rolls, sliced, 12 count #31125	PKG	6	\$ 6.58	\$ 39.48
13	Kaiser Rolls, yellow, 4.5", 12 count #52190 or 52047	PKG	10	\$ 4.80	\$48.00
52 weeks \$74,474.92					GRAND TOTAL \$ 1,432.21
GRAND TOTAL (In words) One Thousand Four Hundred and Thirty Two Dollars and Twenty One Cents					

Section III: Catalog Pricing

During the contract period, the County may order additional products not specified in the Bid Pricing Form. Bidder shall submit its catalog list and provide a discount percentage for items that may be purchased under the contract.

NO.	ITEM	DISCOUNT
1	Catalog List for Bread, Rolls, and Buns	0 %

Section IV: Certification

By signing below, the Bidder agrees to provide the required goods and/or services described in the Bid Specifications for the prices quoted on this Bid Pricing Form.

Printed Name: Mo Shihab Signature:  _____

Title: Sales Manager Date: 6/25/2026



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

MANDATORY FORM

Section I: Contact Information

Complete the contact information below.

BID NUMBER:	26-059-DCC
COMPANY NAME:	Alpha Baking Company
MAIN ADDRESS:	5001 W. Polk St
CITY, STATE, ZIP CODE:	Chicago, IL. 60644
TELEPHONE NO.:	773-261-6000
BID CONTACT PERSON:	Mo Shihab
CONTACT EMAIL:	mshihab@alphabaking.com

Section II: Contract Administration Information

Complete the contract administration information below.

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME:	Alpha Baking Company	NAME:	Alpha Baking Comapny
CONTACT:	Mo Shihab	CONTACT:	Marilyn Chisholm
ADDRESS:	5001 W. Polk st	ADDRESS:	36230 Treasury Center
CITY, ST., ZIP:	Chicago, IL. 60644	CITY, ST., ZIP:	Chicago, IL. 60694-6200
PHONE NO.:	773-261-6000	PHONE NO.:	773-797-3352
EMAIL:	mshihab@alphabaking.com	EMAIL:	mchisholm@alphabaking.com

Section III: Certification

The undersigned certifies that they are:

☐ The Owner or Sole
Proprietor

☒ A Member authorized to
sign on behalf of the
Partnership

☐ An Officer of the
Corporation

☐ A Member of the Joint
Venture

Herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

Mo Shihab Sales Manager

(President or Partner)

(Vice-President or Partner)

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. _____, _____, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either Chapter 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that they have examined and carefully prepared this bid and have checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Bidder certifies that it has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that it will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

By signing below, the Bidder agrees to the terms of this Mandatory Form and certifies that the information on this form is true and correct to the best of its knowledge.

Printed Name: Mo Shihab

Signature:  _____

Title: Sales Manager

Date: 6/25/2026



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	26-059-DCC
COMPANY NAME:	Alpha Baking Company
CONTACT PERSON:	Mo Shihab
CONTACT EMAIL:	mshihab@alphabaking.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

[Ethics | DuPage Co. IL](#)

The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Mo Shihab

Signature: 

Title: Sales Manager

Date: 6/25/26



File #: HS-P-0030-26

Agenda Date: 8/4/2026

Agenda #: 8.C.

AWARDING RESOLUTION ISSUED TO
CENTRAL POLY-BAG CORPORATION
TO PROVIDE TRASH CAN AND RECYCLING CAN LINERS
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT \$53,000.00)

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

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract to Central Poly-Bag Corp, to provide trash can and recycling can liners, for the period of August 11, 2026 through August 10, 2027, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide trash can and recycling can liners, for the period of August 11, 2026 through August 10, 2027, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract by the Procurement Division to Central Poly-Bag Corp, 2400 Bedle Place, Linden, New Jersey 07036, for a contract total amount not to exceed \$53,000.00, per lowest responsible bid #26-051-FM.

Enacted and approved 11th day of August, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-2020	RFP, BID, QUOTE OR RENEWAL #: 26-051-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$53,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$212,000.00
	CURRENT TERM TOTAL COST: \$53,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Central Poly-Bag Corp	VENDOR #:	DEPT: DuPage Care Center	DEPT CONTACT NAME: Valente Jacques
VENDOR CONTACT: David Freier	VENDOR CONTACT PHONE: 908-862-7570	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: valente.jacques@dupagecounty.gov
VENDOR CONTACT EMAIL: bids@centralpoly.com	VENDOR WEBSITE:	DEPT REQ #: 7597	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Trash and recycling can liners for the DuPage Care Center, for the period August 11, 2026 through August 10, 2027, for a total amount not to exceed \$53,000.00, per bid 26-051-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The DuPage Care Center uses trash and recycling can liners for trash and recycling for the cans through the Center. With liners, the trash is contained and odor associated with trash would be eliminated.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION Select an item from the following dropdown menu to justify why this is a sole source procurement.	
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Central Poly-Bag Corp	Vendor#:	Dept: DuPage Care Center	Division: Environmental Services
Attn: David Freier	Email: bids@centralpoly.com	Attn: Valente Jacques	Email: valente.jacques@dupagecounty.gov
Address: 2400 Bedle Place	City: Linden	Address: 400 N. County Farm Road	City: Wheaton
State: NJ	Zip: 07036	State: IL	Zip: 60187
Phone: 908-862-7570	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Central Poly-Bag Corp	Vendor#:	Dept: DuPage Care Center	Division: Environmental Services
Attn: David Freier	Email: bids@centralpoly.com	Attn: Valente Jacques	Email: valente.jacques@dupagecounty.gov
Address: 2400 Bedle Place	City: Linden	Address: 400 N. County Farm Road	City: Wheaton
State: NJ	Zip: 07036	State: IL	Zip: 60187
Phone: 908-862-7570	Fax:	Phone: 630-784-4273	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): August 11, 2026	Contract End Date (PO25): August 10, 2027

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		trash and recycling can liners	FY26	1200	2035	52280		21,500.00	21,500.00
2	1	EA		trash and recycling can liners	FY26	1200	2035	52280		31,500.00	31,500.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 53,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Trash and recycling can liners for the DuPage Care Center, for the period August 11, 2026 through August 10, 2027, for a total amount not to exceed \$53,000.00, per bid 26-051-FM.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. August 4, 2026 Human Services Committee August 11, 2026 County Board
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
TRASH CAN AND RECYCLING CAN LINERS 26-051-FM
BID TABULATION



NO.	ITEM	UOM	QTY	Central Poly-Bag Corp.		Warehouse Direct, Inc.		Interboro Packaging Corporation		The Standard Companies		North American Corporation of Illinois, LLC a BradyPLUS Company	
				PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1a	Liner Size: 24" x 23" Thickness: 0.35 mil Color: Clear Case Count: 500 liners	CS	175	\$ 9.44	\$ 1,652.00	\$ 9.85	\$ 1,723.75	\$ 8.68	\$ 1,519.00	\$ 10.78	\$ 1,886.50		
1b	Case Count:_____liners	CS	87.5									\$ 19.55	\$ 1,710.63
2a	Liner Size: 24" x 33" Thickness: 0.35 mil Color: Gray Case Count: 500 liners	CS	50	\$ 12.66	\$ 633.00	\$ 9.80	\$ 490.00	\$ 11.74	\$ 587.00	\$ 10.71	\$ 535.50	NO BID	
2b	Case Count:_____liners	CS											
3a	Liner Size: 24" x 23" Thickness: 0.45 mil Color: Clear Case Count: 250 liners	CS	600	\$ 11.31	\$ 6,786.00			\$ 6.94	\$ 4,164.00			NO BID	
3b	Case Count: 500 liners	CS	300			\$ 12.39	\$ 3,717.00			\$ 13.53	\$ 4,059.00		
4a	Liner Size: 30" x 36" Thickness: 0.45 mil Color: Clear Case Count: 250 liners	CS	1,850	\$ 13.99	\$ 25,881.50	\$ 12.40	\$ 22,940.00	\$ 13.82	\$ 25,567.00	\$ 13.55	\$ 25,067.50	\$ 18.29	\$ 33,836.50
4b	Case Count:_____liners	CS											
5a	Liner Size: 30" x 36" Thickness: 0.50 mil Color: Clear Case Count: 250 liners	CS	300	\$ 14.80	\$ 4,440.00	NO BID		\$ 13.98	\$ 4,194.00	\$ 13.55	\$ 4,065.00	\$ 18.29	\$ 5,487.00
5b	Case Count:_____liners	CS											



				Central Poly-Bag Corp.		Warehouse Direct, Inc.		Interboro Packaging Corporation		The Standard Companies		North American Corporation of Illinois, LLC a BradyPLUS Company	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
6a	Liner Size: 30" x 36" Thickness: 0.50 mil Color: Gray Case Count: 250 liners	CS	125	\$ 14.91	\$ 1,863.75	\$ 11.81	\$ 1,476.25	\$ 12.34	\$ 1,542.50	\$ 12.90	\$ 1,612.50	NO BID	
6b	Case Count:_____liners	CS											
7a	Liner Size: 30" x 36" Thickness: 0.50 mil Color: Black Case Count: 250 liners	CS	25	\$ 14.91	\$ 372.75	\$ 12.40	\$ 310.00	\$ 13.24	\$ 331.00	\$ 13.55	\$ 338.75	\$ 14.46	\$ 361.50
7b	Case Count:_____liners	CS											
8a	Liner Size: 38" x 58" Thickness: 22 mic (high density) Color: Clear Case Count: 150 liners	CS	50	\$ 23.66	\$ 1,183.00	\$ 28.15	\$ 1,407.50	\$ 23.34	\$ 1,167.00	\$ 30.75	\$ 1,537.50	\$ 26.87	\$ 1,343.50
8b	Case Count:_____liners	CS											
9a	Liner Size: 40" x 46" Thickness: 1.10 mil Color: Clear Case Count: 250 liners	CS	1,620	\$ 38.45	\$ 62,289.00			\$ 44.32	\$ 71,798.40				
9b	Case Count: 125 liners	CS	3,240			\$ 21.45	\$ 69,498.00			\$ 23.43	\$ 75,913.20	\$ 35.05	\$ 113,562.00
10a	Liner Size: 40" x 46" Thickness: 1.10 mil Color: Gray Case Count: 250 liners	CS	250	\$ 33.60	\$ 8,400.00	\$ 45.16	\$ 11,290.00	\$ 43.18	\$ 10,795.00	\$ 49.32	\$ 12,330.00	\$ 23.71	\$ 5,927.50
10b	Case Count:_____liners	CS											



				Central Poly-Bag Corp.		Warehouse Direct, Inc.		Interboro Packaging Corporation		The Standard Companies		North American Corporation of Illinois, LLC a BradyPLUS Company	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
11a	Liner Size: 40" x 46" Thickness: 1.10 mil Color: Black Case Count: 250 liners	CS	175	\$ 33.70	\$ 5,897.50			\$ 40.24	\$ 7,042.00			\$ 18.43	\$ 3,225.25
11b	Case Count: 125 liners	CS	350			\$ 20.39	\$ 7,136.50			\$ 22.28	\$ 7,798.00		
12a	Liner Size: 40" x 46" Thickness: 3 mil Color: Black Case Count: 100 liners	CS	250	\$ 36.00	\$ 9,000.00	\$ 46.65	\$ 11,662.50	\$ 40.32	\$ 10,080.00	\$ 50.96	\$ 12,740.00	NO BID	
12b	Case Count: _____ liners	CS											
GRAND TOTAL					\$ 128,398.50		\$ 131,651.50		\$ 138,786.90		\$ 147,883.45		\$ 165,453.88

NOTES													
1. Unipack Corp. has been deemed non-responsible.													
2. Warehouse Direct's Bid Tabulation was adjusted to correct for submission errors:													
a. NO. 5a was deemed no bid due to unacceptable alternate.													
b. NO. 6a when mulitplied, (\$11.81 x 125 = \$1,476.25), resulted in a decrease of (\$1,476.25).													
c. GRAND TOTAL was corrected from \$136,837.25 to \$131,651.50													
c. North American Corporation of Illinois, LLC a BradyPLUS Company's Bid Tabulation was adjusted to correct for submission errors:													
a. NO. 3a was deemed no bid due to unacceptable alternate.													
b. NO. 11a when mulitplied, (\$18.43 x 175 = \$3,225.25), resulted in a decrease of (\$4,837.88).													
c. GRAND TOTAL was corrected from \$173,644.25 to \$165,453.88													

Bid Opening 6/25/2025 @ 11:00 AM	DW, SR, BR
Invitations Sent	75
Total Vendors Requesting Documents	6
Total Bid Responses	6

BID PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	26-051-FM
COMPANY NAME:	Central Poly-Bag Corp.
CONTACT PERSON:	David Freier
CONTACT EMAIL:	bids@centralpoly.com

Section II: Pricing

The quantities provided are estimates. All goods are to be shipped F.O.B. Destination, delivered.

NO	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1a	Liner Size: 24" x 23" Thickness: 0.35 mil Color: Clear Case Count: 500 liners	CS	175	\$ 9.44	\$ 1,652.00
1b	Case Count: _____liners	CS		\$	\$
2a	Liner Size: 24" x 33" Thickness: 0.35 mil Color: Gray Case Count: 500 liners	CS	50	\$ 12.66	\$ 633.00
2b	Case Count: _____liners	CS		\$	\$
3a	Liner Size: 24" x 23" Thickness: 0.45 mil Color: Clear Case Count: 250 liners	CS	600	\$ 11.31	\$ 6,786.00
3b	Case Count: _____liners	CS		\$	\$

NO	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
4a	Liner Size: 30" x 36" Thickness: 0.45 mil Color: Clear Case Count: 250 liners	CS	1850	\$ 13.99	\$ 25,881.50
4b	Case Count: _____ liners	CS		\$	\$
5a	Liner Size: 30" x 36" Thickness: 0.50 mil Color: Clear Case Count: 250 liners	CS	300	\$ 14.80	\$ 4,440.00
5b	Case Count: _____ liners	CS		\$	\$
6a	Liner Size: 30" x 36" Thickness: 0.50 mil Color: Gray Case Count: 250 liners	CS	125	\$ 14.91	\$ 1,863.75
6b	Case Count: _____ liners	CS		\$	\$
7a	Liner Size: 30" x 36" Thickness: 0.50 mil Color: Black Case Count: 250 liners	CS	25	\$ 14.91	\$ 372.75
7b	Case Count: _____ liners	CS		\$	\$
8a	Liner Size: 38" x 58" Thickness: 22 mic (high density) Color: Clear Case Count: 150 liners	CS	50	\$ 23.66	\$ 1,183.00
8b	Case Count: _____ liners	CS		\$	\$
9a	Liner Size: 40" x 46" Thickness: 1.10 mil Color: Clear Case Count: 250 liners	CS	1620	\$ 38.45	\$ 62,289.00
9b	Case Count: _____ liners	CS		\$	\$

NO	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
10a	Liner Size: 40" x 46" Thickness: 1.10 mil Color: Gray Case Count: 250 liners	CS	250	\$ 33.60	\$ 8,400.00
10b	Case Count: _____ liners	CS		\$	\$
11a	Liner Size: 40" x 46" Thickness: 1.10 mil Color: Black Case Count: 250 liners	CS	175	\$ 33.70	\$ 5,897.50
11b	Case Count: _____ liners	CS		\$	\$
12a	Liner Size: 40" x 46" Thickness: 3 mil Color: Black Case Count: 100 liners	CS	250	\$ 36.00	\$ 9,000.00
12b	Case Count: _____ liners	CS		\$	\$
GRAND TOTAL					\$ 128,398.50
GRAND TOTAL (In words) One hundred twenty eight thousand, three hundred ninety eight & 50/100					

Section III: Certification

By signing below, the Bidder agrees to provide the required goods and/or services described in the Bid Specifications for the prices quoted on this Bid Pricing Form. **Signature on File**

Printed Name: David Freier Signature: _____

Title: Chief Operating Officer Date: June 17, 2026



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

MANDATORY FORM

Section I: Contact Information

Complete the contact information below.

BID NUMBER:	26-051-FM
COMPANY NAME:	Central Poly-Bag Corp.
MAIN ADDRESS:	2400 Bedle Place
CITY, STATE, ZIP CODE:	Linden, NJ 07036
TELEPHONE NO.:	908-862-7570
BID CONTACT PERSON:	Nicole Lawson
CONTACT EMAIL:	bids@centralpoly.com

Section II: Contract Administration Information

Complete the contract administration information below.

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME:	Central Poly-Bag Corp.	NAME:	SAME
CONTACT:	David Freier	CONTACT:	
ADDRESS:	2400 Bedle Place	ADDRESS:	
CITY, ST., ZIP:	Linden, NJ 07036	CITY, ST., ZIP:	
PHONE NO.:	908-862-7570	PHONE NO.:	
EMAIL:	bids@centralpoly.com	EMAIL:	

Section III: Certification

The undersigned certifies that they are:

☐ The Owner or Sole
Proprietor

☐ A Member authorized to
sign on behalf of the
Partnership

☒ An Officer of the
Corporation

☐ A Member of the Joint
Venture

Herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

Andrew Serhofer

(President or Partner)

David Freier

(Vice-President or Partner)

Agnes Serhofer

(Secretary or Partner)

Agnes Serhofer

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. _____, _____, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either Chapter 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that they have examined and carefully prepared this bid and have checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Bidder certifies that it has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that it will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

By signing below, the Bidder agrees to the terms of this Mandatory Form and certifies that the information on this form is true and correct to the best of its knowledge.

Signature on File

David Freier

Printed Name: _____

Signature: _____

Chief Operating Officer
Title: _____

Date: June 17, 2026



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	26-051-FM
COMPANY NAME:	Central Poly-Bag Corp.
CONTACT PERSON:	David Freier
CONTACT EMAIL:	bids@centralpoly.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

[Ethics | DuPage Co, IL](#)

The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

David Freier

Signature on File

Printed Name: _____

Signature: _____

Chief Operating Officer

June 17, 2026

Title: _____

Date: _____



Care Center Requisition Under \$30,000

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-2110

Agenda Date: 8/4/2026

Agenda #: 8.D.



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-2001	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$26,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$26,000.00
	CURRENT TERM TOTAL COST: \$26,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: ARxIUM, Inc.	VENDOR #: 24540	DEPT: DuPage Care Center	DEPT CONTACT NAME: Jonathan Klimek
VENDOR CONTACT:	VENDOR CONTACT PHONE: 847-512-0472	DEPT CONTACT PHONE #: 630-784-4275	DEPT CONTACT EMAIL: Jonathan.klimek@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #: 7594	

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Supplies for the FastPak Elite Medication Dispensing Machine, for the Pharmacy, at the DuPage Care Center, for the period September 2, 2026 through September 1, 2027, for a contract total not to exceed \$26,000.00, per 55-1022 "Competitive Bids" (c) not suitable for competitive bids.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
ARxIUM, Inc. requires that their supplies be utilized in their equipment. If the supplies are not purchased through ARxIUM, Inc. all warranties and service agreements may be voided.

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. The ARxIUM, Inc. contract is specific to the medication dispensing machine located in the Pharmacy Department at the DuPage Care Center. Certain Consumables are specific to the FastPak system and proprietary to ARxIUM. No other consumables have been approved by ARxIUM for use with the system. Similar consumables products cannot be used as replacements, as ARxIUM cannot guarantee the quality and/or capabilities. Additionally, use of consumable products not approved by ARxIUM would void the warranty or service contract.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: ARxIUM, Inc.	Vendor#: 24540	Dept: DuPage Care Center	Division: Pharmacy
Attn: Gina Dewey	Email: gdewey@arxium.com	Attn: Jonathan Klimek	Email: jonathan.klimek@dupagecounty.gov
Address: 1000 Asbury Drive, Suite 4	City: Buffalo Grove	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60089	State: IL	Zip: 60187
Phone: 847-808-2600	Fax:	Phone: 630-784-4275	Fax:
Send Payments To:		Ship to:	
Vendor: ARxIUM, Inc.	Vendor#: 24540	Dept: DuPage Care Center	Division: Pharmacy
Attn:	Email:	Attn: Jonathan Klimek	Email: jonathan.klimek@dupagecounty.gov
Address: 52226 Network Place	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60673	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4275	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): September 2, 2026	Contract End Date (PO25): September 1, 2027

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Supplies for the FastPak Elite Medication Dispensing Machine	FY26	1200	2085	52200		1,000.00	1,000.00
2	1	EA		Supplies for the FastPak Elite Medication Dispensing Machine	FY27	1200	2085	52200		25,000.00	25,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 26,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Supplies for the FastPak Elite Medication Dispensing Machine, for the Pharmacy, at the DuPage Care Center, for the period September 2, 2026 through September 1, 2027, for a contract total not to exceed \$26,000.00, per 55-1022 "Competitive Bids" (c) not suitable for competitive bids.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. August 4, 2026 HS Committee
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



Pouch Device - United States

Consumable Order Form

Date: _____

Qty	Item #	FastPak Elite	Price
	51022490A	Ribbon (10/case)	\$259.99
	51022406A	Ribbon Cartridge (each)	\$72.76
	RFIDPPL01	Wide Non-Humid Paper (6/case)	\$403.20
	29130020	Wide Humid Proof Paper (6/case)	\$680.40
	29132000	Narrow Non-Humid Paper (6/case)	\$390.60
	29132100	Narrow Humid Proof Paper (6/case)	\$630.00
	51Y22204C	Prefill Tray (each)	\$1,574.99
	AB00332-A	Canister Label (460/roll)	\$71.42
	14000010	Brass Brush (each)	\$11.72
	14000030	Car Cream (each)	\$27.99
	40000027C	Desiccant (300/can)	\$106.24

Qty	Item #	Barcoding Station Labels	Price
	2M9534	Standard Inventory Label 1.5" x .5"	\$25.16
	2M9535	Mini Inventory Label .75" x .5"	\$29.99
	2M9485	Flag Label 1.5" x .5" with 2.5" x .5" flag tail	\$32.29
	502224-A	Dot Label 3/8" Dot w/in 1" x 1" square	\$154.22

Qty	Item #	RxWorks Workflow/ClinicWorks	Price
	2M9495	WP Term Label Patient Spec Zebra	\$152.99
	2M9533	Workflow/Carousel Patient Label	\$39.91
	2Q1120	Desktop Zebra Printer Label	\$199.99
	AB02005-A	Zebra Mobile Label 3.125"x2"	\$18.94
	AB02505-A	Label Thermal,3.125X2.00,8"O	\$55.70

Qty	Item #	FastPak TableTop	Price
	UP600	Thermal Foil 2 1/4" (Dot Matrix) (5/case)	\$196.14
	UP601	Thermal Foil 2 1/4" Poly (5/case)	\$439.56
	UP610	Poly Clear 2-3/8" (5/case)	\$624.52
	UP620	Poly Amber 2-3/8" (5/case)	\$657.53
	UP625	Thermal Transfer Ribbon (5/case)	\$278.00

Qty	Item #	Miscellaneous	Price
	2A2101	3M Electronic Vacuum Cleaner	\$466.10
	2A2104	ATRIX HEPA FILTER (each)	\$129.57
	2A1327	Boxes - Multi Dose (Large) (225/case)	\$283.71
	2A1326	Boxes - Multi Dose (Medium) (300/case)	\$131.04
	2A1325	Boxes - Multi Dose (Small) (400/case)	\$196.24
	2A1320-A	Boxes - Unit Dose (Small) (1000/case)	\$204.54
	AB01693-A	UPS, TOWER,1500VA, TRIPP LITE	\$873.57
	2M8228	TRIPP LITE AVR 550VA UPS 120V	\$369.56
	AB04265-A	Printhead, ZEBRA, ZD411, 203 DPI	\$655.29

Qty	Item #	FastPak Verify	Price
	VP00094-A	Blue Pen (10/Pkg)	\$24.99
	51Y22358A	Master Image Tray Yuyama (each)	\$899.99
	51Y22359B	Master Image Tray Panasonic (each)	\$929.99
	AB01345-A	Spooler Reel, Acrylic	\$99.99

ALL PRICES ARE SUBJECT TO CHANGE. PRICE DOES NOT INCLUDE SHIPPING AND APPLICABLE TAX. RETURNS MAY BE SUBJECT TO A RESTOCKING FEE.



**Pouch Device - United States
Consumable Order Form**

Date: _____

CLIENT INFORMATION:

Ship To:	
Attention:	
Email:	
Phone:	
PO:	

Bill To:	
Email:	
Phone:	
Last 4 digits of the credit card # (Consent required)	
☐	Store my credit card details for future orders
☐	Do not store my credit card details
Name on Card:	
Exp Date:	

SHIPPING METHOD:

☐	Ground
☐	Next Day
☐	2 Day
☐	3 Day
☐	Saturday
☐	Cust Account

July 20, 2026

Christine Kliebhan
Financial Analyst II
DuPage Care Center
400 N. County Farm Road
Wheaton, IL 60187

Subject: Sole Source Letter – FastPak™ Elite Equipment

Dear Christine,

This letter is to inform you that ARxIUM, Inc. is the sole provider of the FastPak™ Elite system in the United States of America. Once implemented, the FastPak system requires support and maintenance, of which we are also the sole provider. Your FastPak system may require replacement parts from time to time, which must also be provided by us otherwise you risk voiding your equipment warranty. For equipment that is off warranty, any required repairs or replacement parts due to the use of unapproved parts or unapproved service providers would not be covered in our standard support offering.

Additionally, certain consumables are specific to the FastPak system and proprietary to ARxIUM. The consumable products in question have been tested by our Quality Assurance department for the sole use with our devices. No other consumables have been approved by ARxIUM for use with your system. Similar consumable products cannot be used as replacements, as we cannot guarantee their quality and/or capabilities. Additionally, use of consumable products not approved by ARxIUM would void your warranty or service contract, as using unauthorized consumables is not in compliance with that agreement.

It is our pleasure to partner with you for all of your past, present and future pharmacy technology needs.

Regards,



Gina Dewey
Senior Contracts & CRM Administrator
gdewey@arxium.com



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	ARxIUM, Inc.
CONTACT PERSON:	Gina Dewey
CONTACT EMAIL:	gdewey@arxium.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Andrea Sawchuk

Signature: 

Title: Director, Finance

Date: July 17, 2026



Care Center Requisition Under \$30,000

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-2111

Agenda Date: 8/4/2026

Agenda #: 8.E.



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-2002	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$24,088.34
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$24,088.34
	CURRENT TERM TOTAL COST: \$24,088.34	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: ARxIUM, Inc.	VENDOR #: 24540	DEPT: DuPage Care Center	DEPT CONTACT NAME: Jonathan Klimek
VENDOR CONTACT: Gina Dewey	VENDOR CONTACT PHONE: 204-594-6205	DEPT CONTACT PHONE #: 630-784-4275	DEPT CONTACT EMAIL: jonathan.klimek@dupagecounty.gov
VENDOR CONTACT EMAIL: gdewey@arxium.com	VENDOR WEBSITE:	DEPT REQ #: 7515	

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Maintenance /support for the FastPak Elite medication dispensing machine, for the Pharmacy at the DuPage Care Center, for the period September 1, 2026 through August 31, 2027, per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source maintenance/support of medication dispensing machine for the Pharmacy at the DPCC)

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This machine dispenses medications for the DuPage Care Center residents and out patients. It is vital, that our machine is operational at all times, to ensure that our residents and community are able to receive their medications without any delay.
It is more cost effective to purchase the annual total of maintenance/support, rather than the quarterly invoices, which includes at least a 10-12% administrative fee to each quarterly invoice.

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. The ARxIUM, Inc. contract is specific to the medication dispensing machine located in the pharmacy Department at the DuPage Care Center. There are no other companies which provide maintenance/support for the FastPak Elite medication dispensing machine. ARxIUM, Inc. provides a unique machine for the packaging of bulk medications.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. We purchased the dispensing machine, per bid 15-222-GV in 2016
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: ARxIUM, Inc.	Vendor#: 24540	Dept: DuPage Care Center	Division: Pharmacy
Attn: Gina Dewey	Email: gdewey@arxiumcom	Attn: Jonathan Klimek	Email: jonathan.klimek@dupagecounty.gov
Address: 1400 Busch Parkway	City: Buffalo Grove	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60089	State: IL	Zip: 60187
Phone: 204-594-6205	Fax:	Phone: 630-784-4275	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: ARxIUM, Inc.	Vendor#: 24540	Dept: DuPage Care Center	Division:
Attn:	Email:	Attn:	Email: @dupagecounty.gov
Address: 52226 Network Place	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60673-1522	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4275	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): September 1, 2026	Contract End Date (PO25): August 31, 2027

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Maintenance/support for the Fast-Pak Elite medication dispensing machine	FY26	1200	2085	53370		24,088.34	24,088.34
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 24,088.34

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Maintenance /support for the FastPak Elite medication dispensing machine, for the Pharmacy at the DuPage Care Center, for the period September 1, 2026 through August 31, 2027, per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source maintenance/support of medication dispensing machine for the Pharmacy at the DPCC)
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



Pouch Device - United States

Consumable Order Form

Date: _____

Qty	Item #	FastPak Elite	Price
	51022490A	Ribbon (10/case)	\$259.99
	51022406A	Ribbon Cartridge (each)	\$72.76
	RFIDPPL01	Wide Non-Humid Paper (6/case)	\$403.20
	29130020	Wide Humid Proof Paper (6/case)	\$680.40
	29132000	Narrow Non-Humid Paper (6/case)	\$390.60
	29132100	Narrow Humid Proof Paper (6/case)	\$630.00
	51Y22204C	Prefill Tray (each)	\$1,574.99
	AB00332-A	Canister Label (460/roll)	\$71.42
	14000010	Brass Brush (each)	\$11.72
	14000030	Car Cream (each)	\$27.99
	40000027C	Desiccant (300/can)	\$106.24

Qty	Item #	Barcoding Station Labels	Price
	2M9534	Standard Inventory Label 1.5" x .5"	\$25.16
	2M9535	Mini Inventory Label .75" x .5"	\$29.99
	2M9485	Flag Label 1.5" x .5" with 2.5" x .5" flag tail	\$32.29
	502224-A	Dot Label 3/8" Dot w/in 1" x 1" square	\$154.22

Qty	Item #	RxWorks Workflow/ClinicWorks	Price
	2M9495	WP Term Label Patient Spec Zebra	\$152.99
	2M9533	Workflow/Carousel Patient Label	\$39.91
	2Q1120	Desktop Zebra Printer Label	\$199.99
	AB02005-A	Zebra Mobile Label 3.125"x2"	\$18.94
	AB02505-A	Label Thermal,3.125X2.00,8"O	\$55.70

Qty	Item #	FastPak TableTop	Price
	UP600	Thermal Foil 2 1/4" (Dot Matrix) (5/case)	\$196.14
	UP601	Thermal Foil 2 1/4" Poly (5/case)	\$439.56
	UP610	Poly Clear 2-3/8" (5/case)	\$624.52
	UP620	Poly Amber 2-3/8" (5/case)	\$657.53
	UP625	Thermal Transfer Ribbon (5/case)	\$278.00

Qty	Item #	Miscellaneous	Price
	2A2101	3M Electronic Vacuum Cleaner	\$466.10
	2A2104	ATRIX HEPA FILTER (each)	\$129.57
	2A1327	Boxes - Multi Dose (Large) (225/case)	\$283.71
	2A1326	Boxes - Multi Dose (Medium) (300/case)	\$131.04
	2A1325	Boxes - Multi Dose (Small) (400/case)	\$196.24
	2A1320-A	Boxes - Unit Dose (Small) (1000/case)	\$204.54
	AB01693-A	UPS, TOWER,1500VA, TRIPP LITE	\$873.57
	2M8228	TRIPP LITE AVR 550VA UPS 120V	\$369.56
	AB04265-A	Printhead, ZEBRA, ZD411, 203 DPI	\$655.29

Qty	Item #	FastPak Verify	Price
	VP00094-A	Blue Pen (10/Pkg)	\$24.99
	51Y22358A	Master Image Tray Yuyama (each)	\$899.99
	51Y22359B	Master Image Tray Panasonic (each)	\$929.99
	AB01345-A	Spooler Reel, Acrylic	\$99.99

ALL PRICES ARE SUBJECT TO CHANGE. PRICE DOES NOT INCLUDE SHIPPING AND APPLICABLE TAX. RETURNS MAY BE SUBJECT TO A RESTOCKING FEE.



**Pouch Device - United States
Consumable Order Form**

Date: _____

CLIENT INFORMATION:

Ship To:	
Attention:	
Email:	
Phone:	
PO:	

Bill To:	
Email:	
Phone:	
Last 4 digits of the credit card # (Consent required)	
☐	Store my credit card details for future orders
☐	Do not store my credit card details
Name on Card:	
Exp Date:	

SHIPPING METHOD:

☐	Ground
☐	Next Day
☐	2 Day
☐	3 Day
☐	Saturday
☐	Cust Account

July 20, 2026

Christine Kliebhan
Financial Analyst II
DuPage Care Center
400 N. County Farm Road
Wheaton, IL 60187

Subject: Sole Source Letter – FastPak™ Elite Equipment

Dear Christine,

This letter is to inform you that ARxIUM, Inc. is the sole provider of the FastPak™ Elite system in the United States of America. Once implemented, the FastPak system requires support and maintenance, of which we are also the sole provider. Your FastPak system may require replacement parts from time to time, which must also be provided by us otherwise you risk voiding your equipment warranty. For equipment that is off warranty, any required repairs or replacement parts due to the use of unapproved parts or unapproved service providers would not be covered in our standard support offering.

Additionally, certain consumables are specific to the FastPak system and proprietary to ARxIUM. The consumable products in question have been tested by our Quality Assurance department for the sole use with our devices. No other consumables have been approved by ARxIUM for use with your system. Similar consumable products cannot be used as replacements, as we cannot guarantee their quality and/or capabilities. Additionally, use of consumable products not approved by ARxIUM would void your warranty or service contract, as using unauthorized consumables is not in compliance with that agreement.

It is our pleasure to partner with you for all of your past, present and future pharmacy technology needs.

Regards,



Gina Dewey
Senior Contracts & CRM Administrator
gdewey@arxium.com



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	ARxIUM, Inc.
CONTACT PERSON:	Gina Dewey
CONTACT EMAIL:	gdewey@arxium.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Andrea Sawchuk

Signature: 

Title: Director, Finance

Date: July 17, 2026



Grant Proposal Notifications

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-2112

Agenda Date: 8/4/2026

Agenda #: 9.A.



Grant Proposal Notification

GPN Number: 028-26
(Completed by Finance Department)

Date of Notification: 07/09/2026
(MM/DD/YYYY)

Parent Committee Agenda Date: 08/04/2026
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 08/31/2026
(MM/DD/YYYY)

Name of Grant: FY 2026 Continuum of Care Competition and Youth Homeless Demonstration Program Grants PY28

Name of Grantor: U.S. Department of Housing and Urban Development

Originating Entity: _____
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Community Services

Department Contact: Julie Burdick, HMIS Manager, x6462
(Name, Title, and Extension)

Parent Committee: Human Services Committee

Grant Amount Requested: \$ 212,094.00

Type of Grant: Competitive, Continuation, Project
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: ☐ Yes ☒ No

Source of Grant: ☒ Federal ☐ State ☐ Private ☐ Corporate

If Federal, provide CFDA: 14.267 If State, provide CSFA: _____



Grant Proposal Notification

1. Justify the department's need for this grant.

DuPage County Community Services is the Homeless Management Information System (HMIS) Lead for the DuPage County Continuum of Care, which is a database that houses client and project level data and complies with HUD's data collection, management, and reporting standards. We participate in a regional HMIS database, Northeast Illinois (NIL) HMIS, with the Alliance to End Homelessness in Suburban Cook County serving as the technical lead. This grant helps fund a portion of a HMIS project Manager and 1 full-time System Administrator who provide training, monitoring, reporting, and technical assistance to 13 participating agencies and 155 Users, Software, System Administration, Reporting and Data training, HMIS related travel, and grant administration expenses.

2. Based on the County's [Strategic Plan](#), which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

Priority 1 Community Well-Being - The Homeless Management Information System is a Federal requirement used to coordinate the care of persons experiencing homelessness or at risk of homelessness, coordinate access to permanent housing, and to report on both program and system level performance. We also host the 211 DuPage call and resource data in this software.

3. What is the period covered by the grant?

09/01/2027 to: 08/31/2028
(MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. _____ and _____
(MM/YY) (Duration)

4. Will the County provide "seed" or startup funding to initiate grant project? (Yes or No)

No

4.1. If yes, please identify the Company-Accounting Unit used for the funding _____

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront) ☐

5.2. After expenditure of costs (reimbursement-based) ☒

Grant Proposal Notification

6. Does the grant allow for Personnel Costs? (Yes or No) Yes

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary \$263,271.00 Percentage covered by grant 42%

6.1.2. Total fringe benefits \$87,090.00 Percentage covered by grant 49%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No

6.1.3.1. If yes, which ones are disallowed?

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

5000-1470 and 1000-1750

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time _____ Part-time _____ Temporary _____

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit?
(Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?



Grant Proposal Notification

9.1.3. What Company-Accounting Unit(s) will provide the matching requirement?	<u>5000-1470, 1000-1750</u>
10. What amount of funding is already allocated for the project?	<u>\$46,596.00</u>
10.1. If allocated, in what Company-Accounting Unit are the funds located?	<u>5000-1470, 1000-1750</u>
10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No):	<u>No</u>
11. What is the total project cost (Grant Award + Match + Other Allocated Funding)?	<u>\$311,714.00</u>



Grant Proposal Notifications

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-2113

Agenda Date: 8/4/2026

Agenda #: 9.B.



Grant Proposal Notification

GPN Number: 029-26
(Completed by Finance Department)

Date of Notification: 07/09/2026
(MM/DD/YYYY)

Parent Committee Agenda Date: 08/11/2026
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 08/31/2026
(MM/DD/YYYY)

Name of Grant: FY 2026 Continuum of Care Competition and Youth Homeless Demonstration Program Grants - CE - PY28

Name of Grantor: U.S. Department of Housing and Urban Development

Originating Entity: _____
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Community Services

Department Contact: Julie Burdick, HMIS Manager, x6462
(Name, Title, and Extension)

Parent Committee: Human Services Committee

Grant Amount Requested: \$ 90,736.00

Type of Grant: Competitive, Continuation, Project
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: ☐ Yes ☒ No

Source of Grant: ☒ Federal ☐ State ☐ Private ☐ Corporate

If Federal, provide CFDA: 14.267 If State, provide CSFA: _____

Grant Proposal Notification

1. Justify the department's need for this grant.

Requesting funding to cover the costs of a full-time HMIS System Administrator to manage Coordinated Entry activities, including assessments, reporting, data collection, referral coordination, monitoring, and training. Participate in the Coordinated Entry Committee and related groups for overall system improvement in DuPage County.

2. Based on the County's [Strategic Plan](#), which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

Priority 1 Community Well-Being #1 and 2. This role supports Coordinated Entry activities, as described in the Federal Strategic Plan to End and Prevent Homelessness, for the DuPage County Continuum of Care. Coordinated Entry standardizes and prioritizes access to the limited housing resources dedicated to persons experiencing homelessness to those who are the most vulnerable.

3. What is the period covered by the grant?

09/01/2027 to: 08/31/2028
(MM/DD/YYYY) (MM/DD/YYYY)

- 3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. _____ and _____
(MM/YY) (Duration)

4. Will the County provide "seed" or startup funding to initiate grant project? (Yes or No)

No

- 4.1. If yes, please identify the Company-Accounting Unit used for the funding

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront) ☐

5.2. After expenditure of costs (reimbursement-based) ☒

Grant Proposal Notification

6. Does the grant allow for Personnel Costs? (Yes or No) Yes
- 6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.
- 6.1.1. Total salary \$68,091.00 Percentage covered by grant 94%
- 6.1.2. Total fringe benefits \$29,135.00 Percentage covered by grant 92%
- 6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No
- 6.1.3.1. If yes, which ones are disallowed?
- 6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?
- 1000-1750
- 6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No
- 6.2.1. If yes, how many new positions will be created?
- 6.2.1.1. Full-time _____ Part-time _____ Temporary _____
- 6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? _____
(Yes or No)
- 6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

Grant Proposal Notification

6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No)	No
6.3.1. If yes, please answer the following:	
6.3.1.1. How many years beyond the grant term?	
6.3.1.2. What Company-Accounting Unit(s) will be used?	
6.3.1.3. Total annual salary	
6.3.1.4. Total annual fringe benefits	
7. Does the grant allow for direct administrative costs? (Yes or No)	No
7.1. If yes, please answer the following:	
7.1.1. Total estimated direct administrative costs for project	
7.1.2. Percentage of direct administrative costs covered by grant	
7.1.3. What percentage of the grant total is the portion covered by the grant	
8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost?	0%
9. Are matching funds required? (Yes or No):	Yes
9.1. If yes, please answer the following:	
9.1.1. What percentage of match funding is required by granting entity?	25%
9.1.2. What is the dollar amount of the County's match?	\$22,684.00



Grant Proposal Notification

9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? 1000-1750

10. What amount of funding is already allocated for the project? _____

10.1. If allocated, in what Company-Accounting Unit are the funds located? _____

10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): No

11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? \$113,420.00