



DU PAGE COUNTY

Human Services

Final Summary

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

Tuesday, June 17, 2025

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Acting Chair Garcia at 9:35 AM.

Acting Chair Garcia appointed county board Member Saba Haider to serve as a member of the Human Services Committee for purposes of a quorum.

2. ROLL CALL

Member DeSart arrived at 9:42 AM, delayed due to another committee meeting she attended ran late.

Other Board members present: Member Yeena Yoo (9:41)

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer) (9:40), Renee Zerante (State's Attorneys Office) Henry Kocker (Finance), Natasha Belli, Julie Hamlin, and Gina Strafford-Ahmed (Community Services Administrators), Mary Keating (Director of Community Services), and Janelle Chadwick (Administrator of the DuPage Care Center).

PRESENT	Cronin Cahill, Galassi, Garcia, and Haider
ABSENT	LaPlante, and Schwarze
LATE	DeSart

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

No remarks were offered.

5. APPROVAL OF MINUTES

5.A. [25-1545](#)

Human Services Committee - Regular Meeting - Tuesday, June 3, 2025

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

6. COMMUNITY SERVICES - MARY KEATING**6.A. [FI-R-0099-25](#)**

Acceptance and appropriation of additional funding for the Aging-Case Coordination Unit Fund PY25, Company 5000 - Accounting Unit 1660, in the amount of \$120,000. (Community Services)

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

6.B. [FI-R-0102-25](#)

Acceptance and appropriation of the HUD 2024 and 2025 Continuum of Care Homeless Management Information System Grant Agreement No. IL0306L5T142417, Company 5000 - Accounting Unit 1480, in the amount of \$199,080. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Saba Haider
SECONDER:	Cynthia Cronin Cahill

6.C. [FI-R-0103-25](#)

Acceptance and appropriation of the HUD 2024 and 2025 Continuum of Care Homeless Management Information System Agreement No. IL1886L5T142401, Company 5000 - Accounting Unit 1480, in the amount of \$84,800. (Community Services)

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

6.D. [HS-P-0026-25](#)

Recommendation for the approval of a contract purchase order to A Lugan Contractors, LLC, to provide architectural and mechanical services for multi-family homes for the Weatherization grant program, for Community Services, for the period of July 1, 2025 through June 30, 2026, for a contract total not to exceed \$1,800,000; per RFP 25-023-WEX. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Saba Haider

6.E. [25-1546](#)

Recommendation for the approval of a contract issued to Benevate, LLC, dba Neighborly Software, to support the grant application and management process within the Community Development division and the CoC HUD grants, for the period of July 1, 2025 through June 30, 2026, for a contract total amount of \$16,000; per RFP #25-033-CS.

RESULT:	APPROVED
MOVER:	Kari Galassi
SECONDER:	Cynthia Cronin Cahill
AYES:	Cronin Cahill, Galassi, Garcia, and Haider
ABSENT:	LaPlante, and Schwarze
LATE:	DeSart

7. **COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING**7.A. [HS-R-0013-25](#)

Recommendation for approval to combine two 2025-2026 Community Development Block Grant (CDBG) Public Service applications originally submitted by Catholic Charities, Diocese of Joliet, into one comprehensive application, resulting in one CDBG Public Service project recommendation for Catholic Charities, Diocese of Joliet in program year 2025.

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

7.B. [HS-R-0014-25](#)

Recommendation for approval of the Community Development Block Grant-Coronavirus (CDBG-CV) Hanover Park Park District Hollywood Park Playground Replacement project recommendation and for approval of the 2019 Action Plan Amendment #8 – Substantial to reprogram CDBG-CV funds to add a neighborhood investment project.

RESULT:	APPROVED AT COMMITTEE
MOVER:	Saba Haider
SECONDER:	Cynthia Cronin Cahill

8. DUPAGE CARE CENTER - JANELLE CHADWICK**8.A. [HS-P-0025-25](#)**

Recommendation for the approval of a contract to Medline Industries, Inc., for various linens for the DuPage Care Center, for the period August 10, 2025 through August 9, 2026, for a contract total not to exceed \$72,000; contract pursuant to the Intergovernmental Cooperation Act (OMNIA Contract #2021003157).

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

8.B. [HS-P-0024-25](#)

Recommendation for the approval of a contract purchase order to Alpha Baking Company, to provide assorted sliced breads, rolls and sandwich buns, for the DuPage Care Center and Cafes on County Campus, for the period of August 5, 2025 through August 4, 2026, for a contract total not to exceed \$43,200; under bid renewal #22-055-DCC, third and final option to renew.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Saba Haider
SECONDER:	Kari Galassi

8.C. [HS-R-0012-25](#)

Amendment to Resolution HS-P-0024-25, issued to Alpha Baking Company, to provide assorted sliced breads, rolls and sandwich buns, for the DuPage Care Center and Cafe's on County Campus, for a one-time price increase of specific products. (DuPage Care Center)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Saba Haider
SECONDER:	Cynthia Cronin Cahill

9. INFORMATIONAL**9.A. [FM-P-0029-25](#)**

Recommendation for the approval of a contract to Commonwealth Edison Company, for electric utility supply and distribution services for the connected County facilities, for Facilities Management, for the period of June 29, 2025 through June 28, 2027, for a total contract amount not to exceed \$7,711,220. Per 55 ILCS 5/5-1022 (c) not suitable for competitive bids – Public Utility. (\$5,560,560 for Facilities Management, \$62,695 for Animal Services, \$1,401,875 for the Care Center, \$231,960 for the Division of Transportation, and \$454,130 for the Health Department)

RESULT:	ACCEPTED AND PLACED ON FILE
MOVER:	Saba Haider
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 there is no covid in the building and they are out of outbreak status. She clarified the age restriction statement made at the previous Human Services Committee meeting regarding residents under 65 not being eligible for covid vaccines was incorrect. All residents are considered compromised, so regardless of their age they are all eligible under the Illinois Department of Public Health (IDPH) guidelines to receive the covid vaccines. There are many vaccine variations that come out with different age guidelines. The vaccination rate for residents is currently about 86% vaccinated. There is another current vaccine (booster) available which will be administered to residents on June 18. Member Cronin asked if there are resident activities for the summer. Ms. Chadwick replied that they have a new bus, and bowling is a popular resident activity. Ms. Chadwick added that the activity program is very robust, stronger than any of the facilities that she has been part of in her career.

Member Garcia asked about the replacement of the garden boxes. Ms. Chadwick replied that some of the boxes have been repaired, and they are all flowing with garden items. The Foundation is taking on the task of fundraising for the replacement of the flower boxes. They have already received bids for the project.

12. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, announced the passing of Jan Kay, a dedicated advocate and community leader. She was a frequent attendee at County Board and Human Services Committee meetings, a longtime member of the League of Women Voters, and served as the statewide advocacy chair during a period of her impactful career. She was heavily involved in numerous boards and initiatives.

Ms. Keating stated the Community Services' budget request is due to Finance by the end of next week. After speaking with Nick Kottmeyer, Chair Schwarze, and the budget team, and considering the uncertainty of the grants, Ms. Keating will be submitting a status quo budget from 2025 to 2026. Hopefully when the House and Senate do their budget markups later in the summer, they will have a better indication of future funding at the federal level.

Mary presented an update to the strategic plan for Community Services. The five initiatives she discussed are outlined in the PowerPoint, which is attached hereto and made part of the minutes packet.

County Board member Yeena Yoo inquired about the outreach regarding the Senior Fair as one of the agencies she works with was not aware of the event. Natasha Belli replied that this was the second fair planned by APS staff in their spare time and the capacity of the auditorium will be a consideration. She added that it will always coincide with the World Elder Abuse Awareness Day on June 15. Mary Keating added that next year they will utilize the outreach staff to increase the public awareness.

12.A. 25-1566

Community Services update on the department activities that support the "Community Well-Being" section of the Strategic Plan.

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 9:55 AM.



Minutes

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

File #: 25-1545

Agenda Date: 6/17/2025

Agenda #: 5.A.



DU PAGE COUNTY

Human Services

Final Summary

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Tuesday, June 3, 2025

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:42 AM.

Chair Schwarze called the meeting to order at 9:42, delayed due to members attending a previous committee meeting.

The Chair stated “A physical quorum of the members is physically present. I will entertain a motion to permit those members not physically present due to: personal illness or disability; employment purposes or for the business of the board; or family or other emergency; or unexpected childcare obligations, to participate by video or teleconference”.

Member Cronin so moved, Member Garcia seconded, all ayes on a voice vote, the motion passed. Member LaPlante attended remotely.

2. ROLL CALL

Other Board members present: Member Saba Haider and Member Yeena Yoo

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Jeremy Custer and Evan Shields (County Board), Renee Zerante (State's Attorney Office), Donna Weidman (Procurement), Natasha Belli, Julie Hamlin, and Gina Strafford-Ahmed (Community Services Administrators), Mary Keating (Director of Community Services), and Janelle Chadwick (Administrator of the DuPage Care Center).

Guest attendee: Jesse Gutierrez from West Chicago

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

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Schwarze reminded the committee that they will present the check awards to the Small Human Services Grant recipients at the County Board meeting on June 24, at 10:00 a.m. There will be a small reception for the recipients between the Finance meeting and the County Board meeting in one of the meeting rooms.

4.A. NACCED letters of commendation for Mary Keating and Julie Hamlin

Chair Schwarze stated that Chair Conroy received letters of commendation from the Board of Directors from the National Association for County Community and Economic Development (NACCED) for Mary Keating and Julie Hamlin for the contributions they made to the association last year. Ms. Keating and Ms. Hamlin were recognized for their impactful contribution and assistance in community development, economic development, and affordable housing initiatives, providing feedback to federal agencies, and facilitating educational opportunities to enhance the effectiveness of community development professionals and local government staff. Member Cahill read the letter of commendation regarding Mary Keating and Member Galassi read the letter for Julie Hamlin.

Mary Keating praised Julie Hamlin for embracing her participation in NACCED, serving on the Board of Directors and being active on several committees. Ms. Keating also thanked the County Board for their support and for allowing her to participate in NACCED/NACo conferences to enhance her professional development.

5. APPROVAL OF MINUTES**5.A. [25-1412](#)**

Human Services Committee - Regular Meeting - Tuesday, May 20, 2025

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Paula Garcia

6. COMMUNITY SERVICES - MARY KEATING**6.A. [FI-R-0094-25](#)**

Acceptance and appropriation of the Illinois Home Weatherization Assistance Program HHS Grant PY26 Inter-Governmental Agreement No. 25-221028, Company 5000 - Accounting Unit 1430, in the amount of \$974,465. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Cynthia Cronin Cahill

6.B. [FI-R-0095-25](#)

Acceptance and appropriation of the Illinois Home Weatherization Assistance Program State Grant PY26 Inter-Governmental Agreement No. 26-251028, Company 5000 - Accounting Unit 1490, in the amount of \$568,959. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Cynthia Cronin Cahill

6.C. [FI-R-0096-25](#)

Acceptance and appropriation of the Low-Income Home Energy Assistance Program (LIHEAP) State Grant PY26 Inter-Governmental Agreement No. 26-254028, Company 5000 - Accounting Unit 1495, in the amount of \$3,422,595. (Community Services)

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

6.D. [FI-R-0093-25](#)

Acceptance of an extension of time for the Illinois Home Weatherization Assistance Program DOE Grant PY25 Inter-Governmental Agreement No. 22-403028, Company 5000 - Accounting Unit 1400, from June 30, 2025 to September 30, 2025. (Community Services)

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

6.E. [25-1413](#)

Recommendation for the approval of a contract to Environmental Consulting Group, Inc., for asbestos testing to single family homes and Single Family Rehab grants, for the Weatherization Department, for the period of February 13, 2025 through March 10, 2026, for a contract total not to exceed \$22,925; per bid 25-021-WEX. Grant funded. (Community Services)

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

7. DUPAGE CARE CENTER - JANELLE CHADWICK**7.A. [25-1414](#)**

Recommendation for the approval of a contract purchase order to Comcast Cable, for cable services, for 1 East, Sub-Acute in the DuPage Care Center, for the period June 1, 2025 through May 31, 2026, for a contract total amount of \$15,600; under bid renewal 4621.

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

8. RESIDENCY WAIVERS - JANELLE CHADWICK

Two out of county residency waivers for the Care Center were presented to the committee for approval. Ms. Chadwick stated there are currently twelve open male beds and seven open female beds.

8.A. Residency Waiver One

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

8.B. Residency Waiver Two

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Paula Garcia

9. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Janelle Chadwick, Administrator of the DuPage Care Center, stated the Care Center had recent covid cases that affected key staff members and residents causing more ill symptoms and spreading easier than previous variants. The covid cases have passed but the Care Center is still wearing masks for protection.

Ms. Chadwick stated there was some concern with the bed tax the Care Center pays being affected by the Illinois 2026 budget. After discussing with the Leading Age Illinois Board of Director resource to the County, she determined there are no negative impacts to the Illinois 2026 budget at this time. Ms. Chadwick will share any federal budget changes coming through.

Asked by Vice Chair Garcia about regulations regarding covid vaccinations, Ms. Chadwick replied that different versions of vaccines have had different requirements. Residents over age 65 will continue to be vaccinated. She clarified that under the guidance of the Center for Disease Control (CDC) and the Illinois Department of Public Health (IDPH), residents under 65 would have to obtain the vaccine on their own.

Most employees are current with the latest vaccine provided to the under 65 population. Waivers completed by employees determine if and when they are vaccinated.

IDPH is focusing more on influenza and tuberculosis.

Ms. Chadwick answered questions from the committee, clarifying to Member DeSart that the Care Center residency waivers for long term placement always go to the Human Services committee.

Member Galassi asked if the 12 open beds for men was a high number or status quo? Ms. Chadwick answered 12 is the number of open beds for placement. There are more open beds in private rooms reserved for infection control purposes or behavior issues. Although with construction, there are currently two closed units, down from three, the Care Center census has been climbing. They are close to 200 residents right now, up from 180 recently. There are four individuals that will be admitted next week. They are staffing to census. As the units are completed, they will need to hire additional staff. The care Center is still using an agency for CNA's. It is far less than previously, and they do not need an agency for nursing staff. The hiring has been very strong the last few months.

10. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, stated the detailed federal budget released by President Trump is not good news for the department. Under the president's proposal, CSBG, CDBG, LIHEAP, and probably the Weatherization programs would all be eliminated. The HOME program would be cut by 80%.

However, it is up to the House of Representatives and the Senate and what their markups will say. Congress markups are expected to be released in July. On a positive note, the Chair of the Transportation and Housing & Urban Development Subcommittee of Financial Services, and the ranking minority members are doing outreach to stakeholder groups to talk about reauthorization of CDBG and the HOME program and invited NACCED to attend. The invitation of NACCED is a positive sign that Congress does not want the programs to end.

Ms. Keating has been perusing a 2000-page document regarding the funding and has not been able to ascertain anything about the Older Americans Act funding. She added that this isn't the first time our programs have been zeroed out with presidential budgets before being resurrected by Congress.

Natasha Belli, Administrator of the Senior Services unit, announced that in honor of World Elder Abuse Awareness Day (WEAAD) on June 15, Senior Services will host a Senior Resource Fair on Friday, June 13, from 10:00 a.m. through 1:00 p.m. in the auditorium. The fair will have about 36 outside providers attending, along with our Community Services' staff promoting our programs. Staff will highlight the long-term care Ombudsman program and the Elder Abuse program.

11. OLD BUSINESS

No old business was discussed.

12. NEW BUSINESS

No new business was discussed.

13. ADJOURNMENT

With no further business, the meeting was adjourned at 10:04 AM..



Finance Resolution

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

File #: FI-R-0099-25

Agenda Date: 6/17/2025

Agenda #: 10.B.

ADDITIONAL APPROPRIATION FOR THE
AGING CASE COORDINATION UNIT FUND PY25
COMPANY 5000 - ACCOUNTING UNIT 1660
IN THE AMOUNT OF \$120,000

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage, through the Community Services Department, heretofore accepted and appropriated the Aging Case Coordination Unit Fund PY25, Company 5000 - Accounting Unit 1660, pursuant to Resolution FI-R-0162-24, for the period of October 1, 2024 through September 30, 2025; and

WHEREAS, the County of DuPage, through the Community Services Department, has been notified by the Region II Area Agency on Aging that additional grant funds in the amount of \$120,000 (ONE HUNDRED TWENTY THOUSAND AND NO/100 DOLLARS) have been made available to be used to support the Case Coordination Program; and

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

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

WHEREAS, the DuPage County Board finds that the need to appropriate said 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 appropriation relating to the Aging Case Coordination Unit Fund PY25, Company 5000 - Accounting Unit 1660, be increased by \$120,000 (ONE HUNDRED TWENTY THOUSAND, AND NO/100 DOLLARS) as reflected on the attached budget sheet (ATTACHMENT I).

Enacted and approved this 24th day of June, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION FOR THE
CASE COORDINATION UNIT FUND PY25
COMPANY 5000 – ACCOUNTING UNIT 1660
\$120,000

REVENUE

41000-0002 - Federal Operating Grant - HHS \$ 120,000

TOTAL ANTICIPATED REVENUE \$ 120,000

EXPENDITURES

CONTRACTUAL

53815-0001 - CCU Respite \$ 60,000
53815-0002 - CCU Gap-Filling 60,000

TOTAL CONTRACTUAL \$ 120,000

TOTAL ADDITIONAL APPROPRIATION \$ 120,000



Finance Resolution

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

File #: FI-R-0102-25

Agenda Date: 6/17/2025

Agenda #: 10.C.

ACCEPTANCE AND APPROPRIATION OF THE
HUD 2024 AND 2025 CONTINUUM OF CARE
HOMELESS MANAGEMENT INFORMATION SYSTEM GRANT
AGREEMENT NO. IL0306L5T142417
COMPANY 5000 - ACCOUNTING UNIT 1480
\$199,080

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage has been notified by the U.S. Department of Housing and Urban Development that grant funds in the amount of \$199,080 (ONE HUNDRED NINETY-NINE THOUSAND EIGHTY AND NO/100 DOLLARS) are available to be used to fund costs associated with training, monitoring, reporting and providing technical assistance for the Homeless Management Information System; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into Agreement No. IL0306L5T142417 with the U.S. Department of Housing and Urban Development, a copy of which is attached to and incorporated as part of this resolution by reference (ATTACHMENT II); 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 County of DuPage finds that the need to appropriate said additional 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 Agreement No. IL0306L5T142417 (ATTACHMENT II) between DuPage County and the U.S. Department of Housing and Urban Development 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 \$199,080 (ONE HUNDRED NINETY-NINE THOUSAND EIGHTY AND NO/100 DOLLARS) be made to establish the HUD Homeless Management Information System Grant, Company 5000 - Accounting Unit 1480, for period September 1, 2025 through August 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 related head count; 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 24th day of June, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ACCEPTANCE AND APPROPRIATION OF THE
HUD 2024 AND 2025 CONTINUUM OF CARE
HOMELESS MANAGEMENT INFORMATION SYSTEM GRANT
AGREEMENT NO. IL0306L5T142417
COMPANY 5000 – ACCOUNTING UNIT 1480
\$199,080

REVENUE

41000-0001 - Federal Operating Grant - HUD \$ 199,080

TOTAL ANTICIPATED REVENUE \$ 199,080

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries \$ 103,605
51010-0000 - Employer Share I.M.R.F. 9,231
51030-0000 - Employer Share Social Security 7,926
51040-0000 - Employee Med & Hosp Insurance 20,497

TOTAL PERSONNEL \$ 141,259

COMMODITIES

52200-0000 - Operating Supplies & Materials 100

TOTAL COMMODITIES \$ 100

CONTRACTUAL

53090-0000 - Other Professional Services \$ 315
53260-0000 - Wireless Communication Svc 2,000
53500-0000 - Mileage Expense 200
53510-0000 - Travel Expense 3,786
53610-0000 - Instruction & Schooling 4,101
53807-0000 - Software Maint Agreements 31,546
53820-0000 - Grant Services 15,773

TOTAL CONTRACTUAL \$ 57,721

TOTAL ADDITIONAL APPROPRIATION \$ 199,080

ATTACHMENT II



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
77 W. Jackson Blvd.
Chicago, IL 60604

Grant Number: IL0306L5T142417
Recipient's Name: DuPage, County Of
Tax ID Number: _____
Unique Entity Identifier [SAM]: W7KRN7E54898
Federal Award Date: 5/28/2025

CONTINUUM OF CARE PROGRAM (Assistance Listing# 14.267) GRANT AGREEMENT

This Grant Agreement ("this Agreement") is made by and between the United States Department of Housing and Urban Development ("HUD") and DuPage, County Of (the "Recipient").

This Agreement, the Recipient's use of funds provided under this Agreement (the "Grant" or "Grant Funds"), and the Recipient's operation of projects assisted with Grant Funds are governed by

1. The Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024);
2. title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the "Act");
3. the Continuum of Care Program rule at 24 CFR part 578 (the "Rule"), as amended from time to time;
4. the Notice of Funding Opportunity for FY 2024 and FY 2025 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program (NOFO) except for references in the NOFO to Executive Orders that have since been repealed;
5. all current Executive Orders; and
6. the Recipient's application submissions on the basis of which these Grant Funds were approved by HUD, including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the "Application").

The Application is incorporated herein as part of this Agreement, except that only the project (those projects) listed below are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control. Capitalized terms that are not defined in this agreement shall have the meanings given in the Rule.

HUD's total funding obligation authorized by this grant agreement is \$199,080, allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

Grant No. (FAIN)	Grant Term	Performance Period	Budget Period	Total Amount
IL0306L5T142417		09-01-2025 - 08-31-2026	09-01-2025 - 08-31-2026	\$199,080

allocated between budget line items as follows:

a. Continuum of Care Planning Activities	\$0
b. Acquisition	\$0
c. Rehabilitation	\$0
d. New construction	\$0
e. Leasing	\$0
f. Rental assistance	\$0
g. Supportive services	\$0
h. Operating costs	\$0
i. Homeless Management Information System	\$185,916
j. Administrative costs	\$13,164
k. Relocation costs	\$0
l. VAWA Costs	\$0
m. Rural Costs	\$0
n. HPC homelessness prevention activities:	
Housing relocation and stabilization services	\$0
Short-term and medium-term rental assistance	\$0

Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the effective date of this Agreement, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

The Recipient:

(1) shall not use grant funds to promote “gender ideology,” as defined in E.O. 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government;

(2) agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Government’s payment decisions for purposes of section 3729(b)(4) of title 31, United States Code;

(3) certifies that it does not operate any programs that violate any applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964;

(4) shall not use any Grant Funds to fund or promote elective abortions, as required by E.O. 14182, Enforcing the Hyde Amendment; and

(5) Notwithstanding anything in the NOFO or Application, this Grant shall not be governed by Executive Orders revoked by E.O. 14154, including E.O. 14008, or NOFO requirements implementing Executive Orders that have been revoked.

The recipient must administer its grant in accordance with all applicable immigration restrictions and requirements, including the eligibility and verification requirements that apply under title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended (8 U.S.C. 1601-1646) (PRWORA) and any applicable requirements that HUD, the Attorney General, or the U.S. Center for Immigration Services may establish from time to time to comply with PRWORA, Executive Order 14218, or other Executive Orders or immigration laws.

No state or unit of general local government that receives funding under this grant may use that funding in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or abets policies that seek to shield illegal aliens from deportation.

Subject to the exceptions provided by PRWORA, the recipient must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

HUD will not enforce provisions of the Grant Agreement to the extent that they require the project to use a housing first program model.

As stated in Section III.A.2 of the NOFO, Faith-based organizations may be recipients or subrecipients for funds under this agreement on the same basis as any other organization. Recipients may not, in the selection of subrecipients, discriminate against an organization based on the organization's religious character, affiliation, or exercise.

If any new projects funded under this Agreement are for project-based rental assistance for a term of fifteen (15) years, the funding provided under this Agreement is for the performance period stated herein only. Additional funding is subject to the availability of annual appropriations.

The budget period and performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period and performance period of the grant being renewed. Eligible costs incurred between the end of Recipient's budget period and performance period under the grant being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period and performance period under the grant that has been renewed.

For any transition project funded under this Agreement the budget period and performance period of the transition project(s) will begin immediately at the end of the Recipient's final operating year under the grant being transitioned. Eligible costs, as defined by the Act and the Rule, incurred between the end of Recipient's final operating year under the grant being transitioned and the execution of this Agreement may be paid with funds from the first operating year of this Agreement.

HUD designations of Continuums of Care as High-performing Communities (HPCS) are published on HUD.gov in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for the grant was designated an HPC for the applicable fiscal year.

The Recipient must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices), as may be amended from time to time. The Recipient's indirect cost rate information is as provided in Addendum #1 to this Agreement. The Recipient must immediately notify HUD upon any change in the Recipient's indirect cost rate, so that HUD can amend the Agreement to reflect the change if necessary.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

The Recipient must comply with the applicable requirements in 2 CFR part 200, as may be amended from time to time.

Build America, Buy America Act. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:

1. Gross mismanagement of a Federal contract or grant;
2. Waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.

HUD may terminate all or a portion of the Grant in accordance with the Act, the Rule and 2 CFR 200.340. The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By: _____
Signature on File

(Signature) _____

Donald Kathan, Director

(Typed Name and Title)

May 28, 2025

(Date)

RECIPIENT

DuPage, County Of

(Name of Organization)

By:

Signature on File

(Signature of Authorized Official) _____

MARY A. KEATING, DIRECTOR OF COMMUNITY SERVICES

(Typed Name and Title of Authorized Official)

6/2/25

(Date)

Indirect Cost Information for Award Applicant/Recipient

1. Federal Program/Assistance Listing Program Title:
CONTINUUM OF CARE PROGRAM/Assistance Listing# 14.267

2. Legal Name of Applicant/Recipient: DuPage, County Of

3. Indirect Cost Rate Information for the Applicant/Recipient:

Please check the box that applies to the Applicant/Recipient and complete the table only as provided by the instructions accompanying this form.

- ☒ The Applicant/Recipient will not charge indirect costs using an indirect cost rate.
☐ The Applicant/Recipient will calculate and charge indirect costs under the award by applying a de minimis rate as provided by 2 CFR 200.414(f), as may be amended from time to time.
☐ The Applicant/Recipient will calculate and charge indirect costs under the award using the indirect cost rate(s) in the table below, and each rate in this table is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, if required, has been approved by the cognizant agency for indirect costs.

Agency/department/ major function	Indirect cost rate	Type of Direct Cost Base	Type of Rate

4. Submission Type (check only one):

☒ Initial submission ☐ Update

5. Effective date(s):

6. Certification of Authorized Representative for the Applicant/Recipient:

**Under penalty of perjury, I certify on behalf of the Applicant/Recipient that

- (1) all information provided on this form is true, complete, and accurate, and
(2) the Applicant/Recipient will provide HUD with an update to this form immediately upon learning of any change in the information provided on this form, and
(3) I am authorized to speak for the Applicant/Recipient regarding all information provided on this form. **Signature on File**

Signature: _____

Date: 6/2/25

Name: MARY A. KEATING

Title: DIRECTOR OF COMMUNITY SERVICES

****Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties (18 U.S.C §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802; 24 CFR § 28.10(b)(iii)).

Public Reporting Burden Statement: This collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Instructions for Completing the Indirect Cost Information for the Award Applicant/Recipient

Number	Item	Instructions
1	Federal Program/ Assistance Listing Program Title	Enter the title of the program as listed in the applicable funding announcement or notice of funding availability.
2	Legal Name of Applicant/ Recipient	Enter the legal name of the entity that will serve as the recipient of the award from HUD.
3	Indirect Cost Rate Information for the Applicant/ Recipient	<p>Mark the one (and only one) checkbox that best reflects how the indirect costs of the Applicant/Recipient will be calculated and charged under the award. Do not include indirect cost rate information for subrecipients.</p> <p>The table following the third checkbox must be completed only if that checkbox is checked. When listing a rate in the table, enter the percentage amount (for example, "15%"), the type of direct cost base to be used (for example, "MTDC"), and the type of rate ("predetermined," "final," "fixed," or "provisional").</p> <p>If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.</p> <p>If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the award, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.</p> <p>If the Applicant/Recipient is a government and more than one agency or department will carry out activities under the award, enter each agency or department that will carry out activities under the award, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.</p>
4	Submission Type	Check the appropriate box to identify whether this is the first submission of this form for the award or an update to a previous submission of this form for the award.
5	Effective date(s)	Enter the date(s) for which the information on this form applies.
6	Certification of Authorized Representative for the Applicant/ Recipient	An employee or officer of the Applicant/Recipient with the capacity and authority to make this certification for the Applicant/Recipient must make the certification by signing as provided. They must also provide the date of their signature, full name, and position title.



File #: FI-R-0103-25

Agenda Date: 6/17/2025

Agenda #: 6.C.

ACCEPTANCE AND APPROPRIATION OF THE
HUD 2024 AND 2025 CONTINUUM OF CARE
HOMELESS MANAGEMENT INFORMATION SYSTEM
AGREEMENT NO. IL1886L5T142401
COMPANY 5000 - ACCOUNTING UNIT 1480
\$84,800

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage has been notified by the U.S. Department of Housing and Urban Development that grant funds in the amount of \$84,800 (EIGHTY-FOUR THOUSAND EIGHT HUNDRED AND NO/100 DOLLARS) are available to be used to fund costs associated with training, monitoring, reporting, and providing technical assistance for the Homeless Management Information System; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into Agreement No. IL1886L5T142401 with the U.S. Department of Housing and Urban Development, a copy of which is attached to and incorporated as part of this resolution by reference (ATTACHMENT II); 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 County of DuPage finds that the need to appropriate said additional 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 Agreement No. IL1886L5T142401 (ATTACHMENT II) between DuPage County and the U.S. Department of Housing and Urban Development 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 \$84,800 (EIGHTY-FOUR THOUSAND EIGHT HUNDRED AND NO/100 DOLLARS) be made to establish the HUD Homeless Management Information System Coordinated Entry Grant PY26, Company 5000 - Accounting Unit 1480, for period September 1, 2025 through August 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 related head count; 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 24th day of June, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ACCEPTANCE AND APPROPRIATION OF THE
HUD 2024 AND 2025 CONTINUUM OF CARE
HOMELESS MANAGEMENT INFORMATION SYSTEM
COORDINATED ENTITY GRANT PY26
AGREEMENT NO. IL1886L5T142401
COMPANY 5000 – ACCOUNTING UNIT 1480
\$84,800

REVENUE

41000-0001 - Federal Operating Grant - HUD	\$	<u>84,800</u>
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TOTAL ANTICIPATED REVENUE	\$	<u><u>84,800</u></u>
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EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries	\$	59,650
51010-0000 - Employer Share I.M.R.F.		5,315
51030-0000 - Employer Share Social Security		4,563
51040-0000 - Employee Med & Hosp Insurance		<u>15,272</u>

TOTAL PERSONNEL	\$	<u>84,800</u>
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TOTAL ADDITIONAL APPROPRIATION	\$	<u><u>84,800</u></u>
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U.S. Department of Housing and Urban Development
Office of Community Planning and Development
77 W. Jackson Blvd.
Chicago, IL 60604

Grant Number: IL1886L5T142401
Recipient's Name: DuPage, County Of
Tax ID Number:
Unique Entity Identifier [SAM]: W7KRN7E54898
Federal Award Date: 6/4/2025

CONTINUUM OF CARE PROGRAM (Assistance Listing# 14.267)
GRANT AGREEMENT

This Grant Agreement (“this Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and DuPage, County Of (the “Recipient”).

This Agreement, the Recipient’s use of funds provided under this Agreement (the “Grant” or “Grant Funds”), and the Recipient’s operation of projects assisted with Grant Funds are governed by

1. The Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024);
2. title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the “Act”);
3. the Continuum of Care Program rule at 24 CFR part 578 (the “Rule”), as amended from time to time;
4. the Notice of Funding Opportunity for FY 2024 and FY 2025 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program (NOFO) except for references in the NOFO to Executive Orders that have since been repealed;
5. all current Executive Orders; and
6. the Recipient’s application submissions on the basis of which these Grant Funds were approved by HUD, including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the “Application”).

The Application is incorporated herein as part of this Agreement, except that only the project (those projects) listed below are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control. Capitalized terms that are not defined in this agreement shall have the meanings given in the Rule.

HUD’s total funding obligation authorized by this grant agreement is \$84,800, allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

Grant No. (FAIN)	Grant Term	Performance Period	Budget Period	Total Amount
IL1886L5T142401	12 months	09-01-2025 - 08-31-2026	09-01-2025 - 08-31-2026	\$84,800

allocated between budget line items as follows:

a. Continuum of Care Planning Activities	\$0
b. Acquisition	\$0
c. Rehabilitation	\$0
d. New construction	\$0
e. Leasing	\$0
f. Rental assistance	\$0
g. Supportive services	\$84,800
h. Operating costs	\$0
i. Homeless Management Information System	\$0
j. Administrative costs	\$0
k. Relocation costs	\$0
l. VAWA Costs	\$0
m. Rural Costs	\$0
n. HPC homelessness prevention activities:	
Housing relocation and stabilization services	\$0
Short-term and medium-term rental assistance	\$0

Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the effective date of this Agreement, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

The Recipient:

(1) shall not use grant funds to promote “gender ideology,” as defined in E.O. 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government;

(2) agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Government’s payment decisions for purposes of section 3729(b)(4) of title 31, United States Code;

(3) certifies that it does not operate any programs that violate any applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964;

(4) shall not use any Grant Funds to fund or promote elective abortions, as required by E.O. 14182, Enforcing the Hyde Amendment; and

(5) Notwithstanding anything in the NOFO or Application, this Grant shall not be governed by Executive Orders revoked by E.O. 14154, including E.O. 14008, or NOFO requirements implementing Executive Orders that have been revoked.

The recipient must administer its grant in accordance with all applicable immigration restrictions and requirements, including the eligibility and verification requirements that apply under title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended (8 U.S.C. 1601-1646) (PRWORA) and any applicable requirements that HUD, the Attorney General, or the U.S. Center for Immigration Services may establish from time to time to comply with PRWORA, Executive Order 14218, or other Executive Orders or immigration laws.

No state or unit of general local government that receives funding under this grant may use that funding in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or abets policies that seek to shield illegal aliens from deportation.

Subject to the exceptions provided by PRWORA, the recipient must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

HUD will not enforce provisions of the Grant Agreement to the extent that they require the project to use a housing first program model.

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HUD may terminate all or a portion of the Grant in accordance with the Act, the Rule and 2 CFR 200.340. The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By: 
Signature on File

 _____
(Signature)

Donald Kathan, Director

(Typed Name and Title)

June 4, 2025

(Date)

RECIPIENT

DuPage, County Of

(Name of Organization)

By:

(Signature of Authorized Official)

(Typed Name and Title of Authorized Official)

(Date)

Indirect Cost Information for Award Applicant/Recipient			
1. Federal Program/Assistance Listing Program Title: CONTINUUM OF CARE PROGRAM/Assistance Listing# 14.267			
2. Legal Name of Applicant/Recipient: DuPage, County Of			
3. Indirect Cost Rate Information for the Applicant/Recipient: Please check the box that applies to the Applicant/Recipient and complete the table only as provided by the instructions accompanying this form. <div style="margin-left: 20px;"> <input type="checkbox"/> The Applicant/Recipient will not charge indirect costs using an indirect cost rate. <input type="checkbox"/> The Applicant/Recipient will calculate and charge indirect costs under the award by applying a de minimis rate as provided by 2 CFR 200.414(f), as may be amended from time to time. <input type="checkbox"/> The Applicant/Recipient will calculate and charge indirect costs under the award using the indirect cost rate(s) in the table below, and each rate in this table is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, if required, has been approved by the cognizant agency for indirect costs. </div>			
Agency/department/ major function	Indirect cost rate	Type of Direct Cost Base	Type of Rate
4. Submission Type (check only one): <input checked="" type="checkbox"/> Initial submission <input type="checkbox"/> Update		5. Effective date(s):	
6. Certification of Authorized Representative for the Applicant/Recipient: **Under penalty of perjury, I certify on behalf of the Applicant/Recipient that (1) all information provided on this form is true, complete, and accurate, and (2) the Applicant/Recipient will provide HUD with an update to this form immediately upon learning of any change in the information provided on this form, and (3) I am authorized to speak for the Applicant/Recipient regarding all information provided on this form. Signature: _____ Date: _____ Name: Title:			

****Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties (18 U.S.C §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802; 24 CFR § 28.10(b)(iii)).

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Instructions for Completing the Indirect Cost Information for the Award Applicant/Recipient

Number	Item	Instructions
1	Federal Program/ Assistance Listing Program Title	Enter the title of the program as listed in the applicable funding announcement or notice of funding availability.
2	Legal Name of Applicant/ Recipient	Enter the legal name of the entity that will serve as the recipient of the award from HUD.
3	Indirect Cost Rate Information for the Applicant/ Recipient	<p>Mark the one (and only one) checkbox that best reflects how the indirect costs of the Applicant/Recipient will be calculated and charged under the award. Do not include indirect cost rate information for subrecipients.</p> <p>The table following the third checkbox must be completed only if that checkbox is checked. When listing a rate in the table, enter the percentage amount (for example, "15%"), the type of direct cost base to be used (for example, "MTDC"), and the type of rate ("predetermined," "final," "fixed," or "provisional").</p> <p>If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.</p> <p>If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the award, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.</p> <p>If the Applicant/Recipient is a government and more than one agency or department will carry out activities under the award, enter each agency or department that will carry out activities under the award, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.</p>
4	Submission Type	Check the appropriate box to identify whether this is the first submission of this form for the award or an update to a previous submission of this form for the award.
5	Effective date(s)	Enter the date(s) for which the information on this form applies.
6	Certification of Authorized Representative for the Applicant/ Recipient	An employee or officer of the Applicant/Recipient with the capacity and authority to make this certification for the Applicant/Recipient must make the certification by signing as provided. They must also provide the date of their signature, full name, and position title.



HS Requisition \$30,000 and Over

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

File #: HS-P-0026-25

Agenda Date: 6/17/2025

Agenda #: 15.E.

AWARDING RESOLUTION
ISSUED TO A LUGAN CONTRACTORS, LLC
TO PROVIDE ARCHITECTURAL AND MECHANICAL SERVICES
FOR THE WEATHERIZATION GRANT
(CONTRACT TOTAL AMOUNT: \$1,800,000)

WHEREAS, proposals 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 purchase order to provide architectural and mechanical services for multi-family homes for the Weatherization grant, for Community Services, for the period of July 1, 2025 through June 30, 2026.

NOW, THEREFORE, BE IT RESOLVED, that County Contract, covering said to provide architectural and mechanical services for multi-family homes for the Weatherization grant, for Community Services, for the period of July 1, 2025 through June 30, 2026, 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, IL 60458, for a contract total not to exceed \$1,800,000; per RFP #25-023-WEX.

Enacted and approved on this 24th day of June, 2025 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 + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$1,800,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$5,400,000.00
	CURRENT TERM TOTAL COST: \$1,800,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: A Lugan Contractors, LLC	VENDOR #:	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.
RFP (REQUEST FOR PROPOSAL)	

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). Award A Lugan contract to serve clients in DPC with assistance. Do not award A Lugan and not be able to provide assistance to clients Prepare a new RFP and start search process over for another suitable vendor

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: A Luga Contractors, LLC	Vendor#:	Dept: Community Services	Division: Weatherization
Attn: A Luga 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
<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): Jul 1, 2025	Contract End Date (PO25): Jun 30, 2026

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	FY25	5000	1400	53090	22-403028	431,400.00	431,400.00
2	1	EA		Arch/Mech Services	FY25	5000	1430	53090	25-221028	943,600.00	943,600.00
3	1	EA		Arch/Mech Services	FY25	5000	1490	53090	26-251028	425,000.00	425,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 1,800,000.00

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.



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,

A black rectangular box redacting the signature of the President.

President

WWW.ALUGANCONTRACTORS.COM



ALLAN SANTAMARIA

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



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

NAT-37368-3

Certification #

August 17, 2020

Issued On



[Redacted Signature]
Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch



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

LORI SHUPE

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

LORI SHUPE

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

LORI SHUPPE

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 SHUPE

ICRT Training Center Manager

MAY 18, 2021

Date

...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](#).

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.



THE COUNTY OF DUPAGE
 FINANCE - PROCUREMENT
 ARCHITECTURAL & MECHANICAL SERVICES FOR MULTI-FAMILY
 WEATHERIZATION PROGRAM 25-023-WEX
 BID TABULATION

√

Criteria	Available Points	A. Lugan Contractors, LLC	Apex LED Solutions LLC DBA GreenTown Solutions	Healthy Air Heating & Air, Inc.
Firm Qualifications	30	30	27	21
Key Qualifications	35	33	30	28
Project Understanding	35	33	33	29
Total	100	95	89	77

NOTES

RFP Posted on 1/14/2025	DW,BR
Bid Opened On 2/5/25 2:30 PM by	
Invitations Sent	150
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:	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, the members of the Partnership or Officers of the Corporation are as follows:

Michael Zemaitis

(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.

Rev. 1-2025

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.

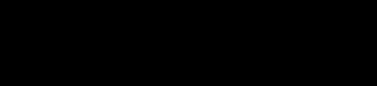
PROPOSAL AWARD CRITERIA

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.

Offeror: A Lugan Contractors, LLC.

Signature: 

Title: President

Date: 3/18/2025



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
COMPANY NAME:	A LUGAN CONTRACTORS, LLC.
CONTACT PERSON:	Allan Santamaria
CONTACT EMAIL:	allan@alugancontractors.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.

Signature on File

Printed Name: Allan Santamaria Signature: AS

Title: PROJECT Manager Date: 5/30/2025



HS Requisition under \$30,000

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

File #: 25-1546

Agenda Date: 6/17/2025

Agenda #: 6.E.



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 #: 25-033-CS	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$16,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$40,000.00
	CURRENT TERM TOTAL COST: \$16,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Benevate, LLC	VENDOR #:	DEPT: Community Services	DEPT CONTACT NAME: Julie Hamlin
VENDOR CONTACT: Elizabeth Geddy	VENDOR CONTACT PHONE: 855-625-9738	DEPT CONTACT PHONE #: 630-407-6527	DEPT CONTACT EMAIL: julie.hamlin@dupagecounty.gov
VENDOR CONTACT EMAIL: elizabeth.geddy@neighborlysoftware.com	VENDOR WEBSITE: www.neighborlysoftware.com	DEPT REQ #: 25-033-CS	
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.). Grants management software for Community Development and CoC HUD grants. Total cost over 4 years is estimated as \$40,000. RFP procurement used.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Necessary to accept grant program applications electronically. HUD program application grants will be accepted electronically along with required program documentation.			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. A competitive RFP process was used. Applications were scored on firm qualifications, key qualifications, project understanding and price. Benevate LLC dba Neighborly Software was the highest scoring response.
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). Based upon responses to the RFP, staff recommendation is to award the contract to Benevate LLC dba Neighborly Software. Staff believe this software has the most functionality to support the grant application and management process within the Community Development division. Alternatives are to manage entire grant process on paper or to select another vendor. Of 8 acceptable respondents, Benevate LLC dba Neighborly Software was the highest scored proposal.

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: Benevate LLC	Vendor#:	Dept: Community Services	Division: Community Development
Attn: Elizabeth Geddy	Email: elizabeth.geddy@neighborlysoftwa re.com	Attn: Amish Kadakia	Email: amish.kadakia@dupagecounty.gov
Address: 3423 Piedmont Rd. NE	City: Atlanta	Address: 421 N County Farm Rd.	City: Wheaton
State: GA	Zip: 30305	State: IL	Zip: 60187
Phone: 855-625-9738	Fax:	Phone: 630-407-6605	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Benevate LLC	Vendor#:	Dept:	Division:
Attn: Elizabeth Geddy	Email: elizabeth.geddy@neighborlysoftwa re.com	Attn:	Email:
Address: 3423 Piedmont Rd. NE	City: Atlanta	Address:	City:
State: GA	Zip: 30305	State:	Zip:
Phone: 855-625-9738	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2025	Contract End Date (PO25): Jun 30, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	2	EA		Subscription License-CDC	FY25	5000	1440	53806	CD25 ADMIN	3,000.00	6,000.00
2	2	EA		Subscription License-CoC	FY25	5000	1510	53807	IL1887L5T1 42300	3,000.00	6,000.00
3	1	EA		New Program-CDC	FY25	5000	1440	53806	CD25 ADMIN	4,000.00	4,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 16,000.00

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. P025 covers first year + 3 year renewal time period (4 years total).
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.



DuPage County, IL | Community Services

RFP for Grant Management Software

May 16, 2025 | Presented by Neighborhood Software





Cover Letter

May 16, 2025

DuPage County, IL | Community Services
421 North County Farm Road Wheaton, IL 60187

Dear Donna Weidman,

On behalf of Benevate LLC, I am pleased to submit our response to your Request for Proposal (RFP) for Grant Management Services. We understand that the County of DuPage ("County") Community Services Department is seeking a cloud-based software solution to manage and report on HUD grants, as well as eliminate any paper-based processes. As a configurable SaaS platform specifically designed to eliminate paper, manual processes and cumbersome reporting, the County will be able to maximize their community investment dollars and minimize their compliance risk.

Since our founding in 2016, Neighborly Software has cultivated strong relationships with cities, counties, and states across the country. Drawing upon this experience, we have developed a market-leading platform tailored for housing, economic, and community development programs. Our portfolio includes over 550 cities, counties, and other entitlements nationwide, **including the DuPage County Community Services Department, which has administered the Continuum of Care, Neighborhood Investment, Public Services & ESG, and Single Family Rehab programs through our platform since 2021.**

While other platforms offer generic business solutions that can be adapted or repurposed to fit housing, economic and community development needs, Neighborly Software has been purpose-built for state, city, and county officials to manage their Treasury, HUD, and other publicly and privately funded programs. Our commitment to this segment of the industry has allowed us to build our platform with a more robust range of system functionalities than any other solution on the market:

- **Grants Management** - turn-key solution to accept, review, and score grant applications, process subrecipient draw requests, submit accomplishment reports, and track funding and program income, all of which can be shown on a regional map.
- **Reporting** - create custom and ad hoc reports from any field in the system through three key features: out-of-the-box reports, our ad hoc report builder, and Snowflake's Data Warehouse.
- **Program Monitoring** - our comprehensive dashboards allow users to see the impact various programs are having across your community, in addition to providing multiple tools to identify and mitigate fraud.
- **Unique External-User Portal** - applications can be submitted through our convenient, intuitive online portal, which also allows for documents to be uploaded.
- **Tasks & Notifications** - allows users to track the status of tasks and receive notifications when tasks are completed or updated.



Neighborly Software

3423 Piedmont Rd. NE, Atlanta, GA 30305 | <https://neighborlysoftware.com> | 855-625-9738

We've built a solution that is highly flexible and configurable to specific client needs. Below are the differences between Neighborly Software and other generic software providers that will be interested in working with the County.

1. With a track record of facilitating the distribution of over \$12 billion dollars, our software has proven its ability to efficiently manage large and complex programs.

As the largest software provider of housing, economic, and community development programs, including the largest single solution leveraged for the ERA (Emergency Rental Assistance) program, Neighborly Software offers the County a trusted partner committed to maximizing the impact of their program efforts while upholding the highest standards of accountability and transparency.

2. Unlike many other software providers, we actively and continually invest in our IT solution to ensure that it meets the changing needs of HUD programs.

Much of our growth is due to our innovation, intuitive technology, and positive referrals from our clients.

3. The Neighborly Software Fraud Prevention Dashboard offers a comprehensive solution to mitigate fraudulent activities within applications.

Its intuitive interface presents vital metrics such as application fill-out time, enabling quick detection of anomalies indicative of fraudulent behavior. Additionally, it scrutinizes photos for alterations and flags duplicate email addresses and phone numbers, minimizing the risk of identity manipulation.

4. Housing, economic, and community development is a core function of Neighborly Software, and 'helping communities help people' is our mission; our team has extensive experience working in the public sector, specifically with HUD, Treasury, and other funded programs.

As such, the County wouldn't be getting a technology vendor trying to sell an expensive, custom-built, and lengthy IT project; instead, you'd be getting a committed and experienced partner that is focused on making this solution - and your program - a success.

Since the County already has a functioning portal with Neighborly Software, the implementation period would be drastically reduced, saving money and allowing you to serve your community sooner! With features tailored to the specific needs of your statement of work, our platform will empower you administer and report on all grant programs more efficiently.

Neighborly yours,



Jason Rusnak | President, Benevate LLC | 3423 Piedmont Rd. NE, Atlanta, GA 30305

jason.rusnak@neighborlysoftware.com | 855-625-9738

3) FIRM QUALIFICATIONS: Provide a statement that portrays the Bidder's qualifications in relation to the Scope of Services. The response should include the following:

a) A summary of the Bidder's general qualifications including specific disciplines represented that are applicable to the proposed work, number of employees, office locations, etc.

Founded in 2016, Neighborly Software is an LLC headquartered in Atlanta, GA, with around 90 employees in total. Since our inception, the cloud-based software has been revolutionizing Housing, Economic, and Community Development program administration. Serving 550+ cities, counties, and states across the nation, we deliver efficiency, compliance, and data-driven insights that help maximize community impact. With a mission to enhance the impact of public sector programs, Neighborly Software simplifies the enrollment, administration, and reporting processes for public sector grant programs.

b) An outline of the Bidder's depth and breadth of knowledge needed to carry out the scope and the extent of the work required, especially that of the project lead.

At Neighborly Software, our team is comprised of highly dedicated professionals with years of experience in their respective fields. We pride ourselves on our understanding of the needs of our customers and commitment to delivering exceptional software solutions to our clients. Our team members possess a deep understanding of the industry and are continually expanding their knowledge to stay at the forefront of the latest technologies and trends. The successful delivery of the scope of work is underpinned by three key components that set Neighborly Software apart:

1. **Our robust, best-in-class system of record:** Neighborly Software is a proven platform currently utilized by over 550 government entities nationwide. Its versatility and scalability ensure it meets the needs of programs of all sizes and complexities.
2. **Our experienced implementation team:** With thousands of hours dedicated to managing projects of this nature, our team has successfully delivered some of the largest programs in the country, including the Emergency Rental Assistance Program (ERAP) and initiatives for States and major cities. This depth of experience ensures a seamless implementation process that can meet your desired implementation schedule.
3. **Our dedicated Strategic Client Success Managers:** Assigned to you for the duration of your engagement with Neighborly Software, these managers provide personalized, ongoing support. Whether you need assistance with minor application changes, training, or troubleshooting, they are always just a call or email away, ensuring your success at every step.

Neighborly Software serves as a centralized platform for the management and delivery of publicly funded programs. It provides a secure and scalable environment where the County can efficiently manage your programs, including applications, participant data, eligibility determination, reporting, and more. See below for how it meets your statement of work:

Admin Requirement	Y	N	Comments
Create, customize, and post grant opportunities	✓		Core functionality
Create, customize, and post letters of intent and grant applications	✓		Core functionality
Ability to receive, evaluate and score letter of intents and grant applications; ability to create workflows assigning staff members to review/score individual grant letters of intent and applications	✓		Core functionality - Facilitates the review process by providing a platform for reviewers to access proposals, leave comments and feedback, and rate the proposals according to pre-defined criteria.
Create, customize and receive required grant forms including, but not limited to, agreements, requests for payment, tenant documentation, homeowner documentation, conflict of interest disclosure forms and other documentation required for grant submissions	✓		Core functionality
Create and customize web-based grant reporting templates.	✓		Core functionality - report builder allows you to create ad hoc configuration of reports that may display data captured in the application or admin sections of a program.
Download all applications and supporting documents.	✓		Core functionality - can also be viewed directly in platform
Generate detailed reports comprised of completed application data and/or applicant characteristics.	✓		Core functionality
Request, receive and track uploaded documents	✓		Core functionality - Each case features a "Documents" area where all uploaded files associated with the applicant are stored.
Create, modify and maintain a "forms library" with frequently used forms that applicants/grantees can access.	✓		Core functionality
Auto-generate email communication to applicants/grantees when items are due and/or updates are needed.	✓		Core functionality
Develop and utilize e-mail templates and generate group e-mails from the software	✓		Core functionality - Templates (such as notice of award, denial, waitlist) and other documents can be uploaded to the platform for recurrent use

Structure a hierarchical approval of submissions for applications and/or documentation	✓		Core functionality
Applicant/Grantee:	Y	N	Comments
Share application responsibilities across agency staff (i.e., multiple staff can work on active applications).	✓		Core functionality - an individual case can have an unlimited amount of users added/assigned to the case. Multiple participants can work on applications concurrently
Ability to "check for completion" with submission blocked unless all required fields are complete	✓		Core functionality - application checklist prevents applicants from submitting an application until all required pages/fields are complete
Both:	Y	N	Comments
Communication portal which allows for tracked communication between DuPage County and applicant/grantee.	✓		Core functionality - Only e-mails sent directly through the platform will be recorded in the audit log. The audit log can also log communication manually from construction site visit results, phone call summaries, etc.
Receive training and technical support including time-sensitive technical support around application deadlines.	✓		Core functionality
Have multiple, individual accounts created for each agency with access able to be limited based on staff function.		✓	Core functionality - user permissions can be limited by account
Software should provide data security with records retained in the system and disaster recovery backup in place.	✓		Core functionality
Ability to see historical grant application activity (i.e., software ensures previously submitted applications are easily retrievable).	✓		Core functionality
Software should maintain an audit log to record activity in the system.	✓		Core functionality
System Requirements:	Y	N	Comments
Respondent shall provide a proven, flexible, and customizable system. This should be done through a comprehensive interface and interactive program with functions to meet the needs defined by Community Development	✓		Core functionality
Provides a reliable, secure, and fully auditable system.	✓		Core functionality
Has the capability to incorporate and bring online, in timeframes agreed to by Community Development, and	✓		Core functionality

provide new technology and routine system upgrade.			
Has the capability to interface with related software packages to including, but not limited to DuPage County website using industry best practices.	✓		Neighborly Software does not directly integrate with the County's website. However, through our Snowflake Data Warehouse (not included in this pricing), the County's Neighborly Software data could be leveraged and presented through a variety of third party reporting tools (Power BI, Tableau, etc.) to present analytic/visual dashboards on the County's website to share the great work that is being accomplished.
Maintains detailed audit history.	✓		Core functionality
Provides detailed report creation capabilities to include annual activity reports and date specific activity reports.	✓		Core functionality
Provides the ability to convert all data in the existing system simultaneously		✓	Not simultaneous, data conversion takes place in stages
Provides accessibility to users 24 hours per day, seven (7) days per week.	✓		Core functionality

c) Main attributes that differentiate the Bidder from other competitors.

Neighborly Software is a pure-play technology company–100% focused on building, delivering, and supporting modern software for government programs. Unlike consulting firms that offer software as a secondary service, our platform is not a repurposed internal tool or an afterthought. It is a purpose-built, production-grade solution designed to support the complex needs of public-sector grant, loan, and incentive programs.

One of our core differentiators is administrator empowerment. Neighborly Software was built to put control in the hands of non-technical users. Program staff can update field labels, edit dropdown menus, adjust eligibility rules, or revise workflows directly through an intuitive admin console–without involving developers, writing code, or submitting support tickets. This ensures the County can adapt the system as needs evolve, without delays or additional costs.

Neighborly Software is also one of the only configurable SaaS platforms to combine a full grants management module, a comprehensive loans module, and a dedicated contractors module within a single integrated solution. This unique breadth of functionality eliminates the need for multiple systems, improves data integrity, and simplifies administration across all program types.

We also offer unique functionality to enhance program integrity and transparency. Our Fraud Prevention Dashboard surfaces unusual application patterns and risk indicators in real time, helping administrators identify potential misuse and act quickly. Combined

with built-in audit logs, task tracking, and automated rule enforcement, our platform strengthens accountability and compliance.

*We are currently in the final stages of building out **a bi-directional financial integration** with a secure payments platform, and our team is also in the process of developing an integration with IDIS and GL Ledger.*

d) Relevant previous experience with public sector entities.

Neighborly Software recognized the need for a modern and configurable Software as a Service (SaaS) cloud-based solution designed to support both the common and unique functional needs of such organizations, and our team of experts worked closely with professionals across the country to gain a deep understanding of federal, state, and local programs. The result is an industry-focused solution that can be configured and deployed quickly and with reasonable implementation and ongoing support costs. Simply put, our software solution is built by and for local, state, and federal needs!

*Driven by a purpose to support low-income families and vulnerable populations, we foster a collaborative, inclusive work environment that values diversity, innovation, and progress. As a company, we embrace challenges head-on and are committed to continuously improving our platform to meet the evolving needs of our clients, who we proudly refer to as our "Neighbors." The platform delivers efficiency and compliance, all while being designed with the goal of maximizing community impact. **More than 30% of HUD jurisdictions in the U.S. rely on Neighborly Software** to manage at least one if not many of their grant programs.*

Our team is deeply dedicated to our mission of "Helping Communities Help People," and we operate with integrity, transparency, and a results-driven mindset. This commitment to our work, our customers, and the communities we serve is reflected in the strong relationships we build and the positive outcomes we help achieve.

e) Business Licenses, Tax ID and any other significant certification document supporting the Bidder's expertise.

Tax ID: 81-0880368

f) List of three (3) references including engagement profile, client name, contact name, title, email, and telephone contact information. References from public sector entities for contracts that are similar in size and scope are preferred.

Neighborly Software has included 3 references of similar size and scope on the "References" form attached to this response.

4) KEY QUALIFICATIONS: Provide a statement that portrays the Bidder's engagement team qualifications in relation to the Scope of Services. The response should include the following:

a) Background and credentials profile for the team and sub-consultants (if used) that would be assigned to the County account, including name, position/title, location, years of industry experience, years with Bidder, and number of clients currently assigned.

b) Areas of expertise of each Officer.

c) Communications skills – Interaction with staff and participants.

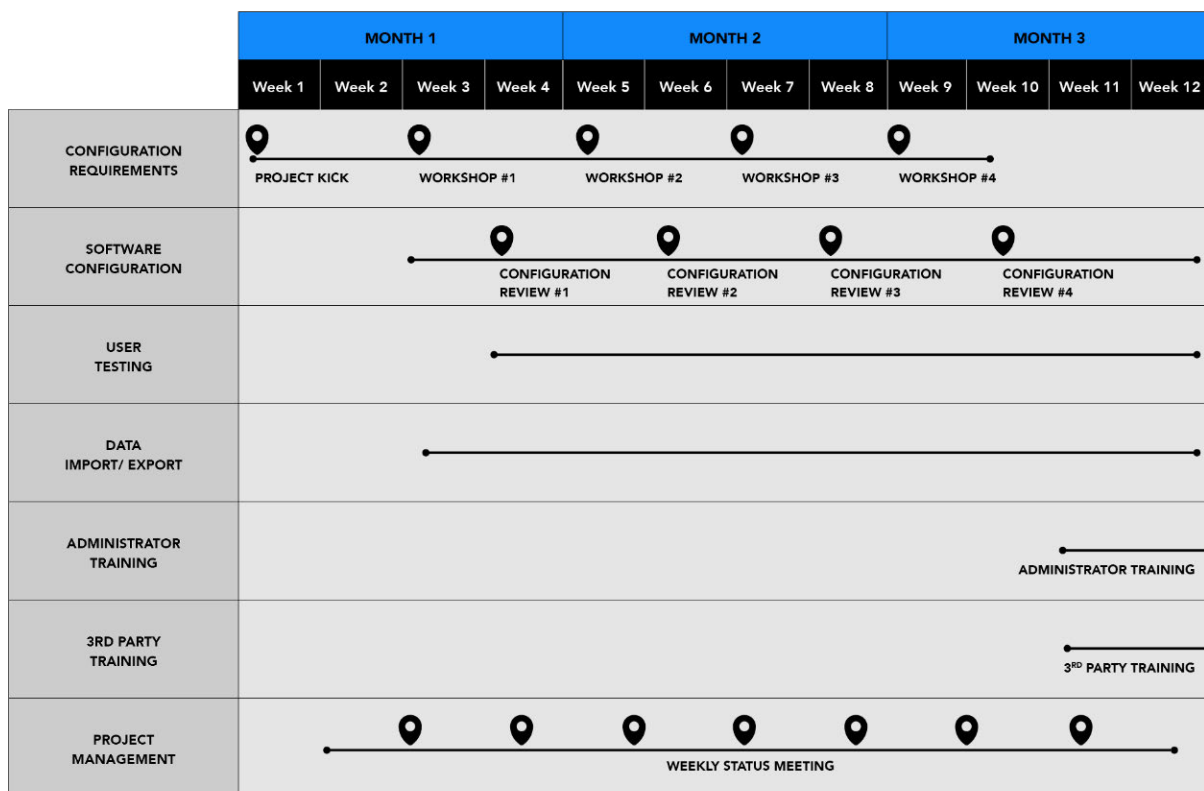
The project team has over 80 years of experience implementing and/or administering housing, economic and community development programs. Our industry knowledge expedites the implementation and support processes and provides you with best practices to drive operational efficiencies, improve program compliance and maximize community investment outcomes. For you, this means no time wasted explaining the challenges and nuances of housing, economic and community development programs.

*Upon start of contract, the County would be introduced to their **Client Relations Manager** and team, all of whom have years of experience implementing housing and community development programs. This is a relationship you will have for the entire time you are one of our "Neighbors." At implementation kickoff, your team will transition to communicating with their **Implementation Lead** for day-to-day activities until go-live. You will then be assigned a **Client Success Manager** as a regular point of contact, who will handle all the initial client support, onboarding, and training, as well as a **Client Support Specialist** to assist with technical issues. Since everyone is on the same team, there is an unbroken chain of internal communication regarding your experience with Neighborly Software.*

Resumes for the project team are included with this response.

5) PROJECT UNDERSTANDING: Describe the Bidder's interest, understanding, and approach to providing services for this engagement, including a schedule for accomplishing the project. The response should also address the following:

Neighborly Software has a proven implementation methodology that has been refined over the course of our many housing, economic and community development implementations. A successful roll-out strategy is more than just dates on a calendar. Rather, it is about making sure that all stakeholders are active participants in the change process. Neighborly Software has a proven implementation methodology that has been refined over the course of over 550 successful implementations and we anticipate completing the system configuration ~10 weeks for each phase:



Since the County already has a functioning portal with Neighborly Software, the implementation period would be drastically reduced, saving money and allowing you to serve your community sooner! The only need the County would have for implementation is if you wanted to add more programs alongside the ones you are already administering through the portal.

a) Describe the ongoing management for services.

*The Neighborly Software solution is built and delivered using the Software as a Service (SaaS) model. The solution is fully hosted using Microsoft's FedRAMP certified Azure cloud computing platform and **requires no staffing requirement from the County IT department***

for installation, maintenance, backup, upgrade, or customization. The system is accessed via a web interface and dynamically renders on any internet-enabled device, including mobile phones and tablets. Through our partnership with Microsoft, our solution automatically scales to meet the demand for server and data storage capacity. This ensures maximum uptime and efficient processing of each data request and transaction.

As a part of the services, Neighborly Software is responsible for maintaining a backup of your data and for an orderly and timely recovery of such data if the Services may be interrupted. Neighborly Software maintains a contemporaneous backup of data that can be recovered within four (4) hours at any point in time within the last 35 days. A weekly back-up of data is also available for 2 years. Automated back-ups are performed by SQL Azure and require no manual activities.

b) Provide a list of performance metric guarantees.

CSTAT scores are reviewed each week to be sure they're above 75%. Administrative tickets should have a response time of 2 hours or less, and Participant tickets should have a response within 48 hours (we usually respond same day). These services are only applicable during normal business hours, which is M-F 8am-8pm.

c) Provide sample incident reports.

Neighborly Software maintains a comprehensive Incident Response Policy that addresses breach detection, containment, investigation, notification, and remediation. Our policy is designed to comply with all applicable Federal, State, and local laws regarding the handling of data breaches and data exfiltration events.

In the event of a breach or suspected breach, Neighborly Software's Incident Response Team follows a documented, time-sensitive protocol that includes immediate assessment, mitigation, impact analysis, customer notification in accordance with legal requirements, and detailed post-incident reporting. This policy is reviewed annually and updated as necessary to remain compliant with evolving legal standards and industry best practices.

d) Provide proposed procedures for internal problem escalation and process for notifying the County in the event of a problem.

Neighborly Software provides an "all-inclusive" support model, meaning that all of our support options are available to the County, included throughout the life of our contract. There are rare occasions where some of our Neighbors require "non-standard" support, i.e. on-premise training, which we are happy to accommodate. Technical support is available via a toll-free phone number and electronic mail on weekdays during the hours of 8:00 am through 8:00 pm Eastern Standard Time, with the exclusion of federal holidays. Clients may initiate a helpdesk ticket during support hours by emailing support@neighborlysoftware.com.

In addition to our support option, the "Help" icon is available on the bottom right of each page in Neighborly Software. This configurable popup features frequently asked support questions that users can use to request assistance.

All stakeholders (e.g. Administrators, Subrecipients, Developers, Reviewers) have access to virtual User Guides that highlight software functionality specific to their role. There are two sets of User Guides, one will be static while the other will be continuously updated as follows:

Static: During implementation, the County will receive a static document that outlines your specific configurations and process flows for each of your programs. This document is shared with you in an editable format and can be distributed to potential applicants, users, etc.

Online and Updated: User guides are accessed directly through the applications. As features or functionality change, the user guides are updated online in the system.

Neighborly Software uses ZenDesk for all support ticket tracking and reporting. Below are response and resolution times for support tickets:

- **Standard Ticket:** Issue does not significantly impact operations, or there is a reasonable workaround available. **Neighborly Software will use commercially reasonable efforts to resolve ticket within eight (8) hours before elevating issue.**
- **Priority Ticket:** Software is usable, but some non-critical features are unavailable. **Neighborly Software will use commercially reasonable efforts to resolve ticket within two (2) hours before elevating issue.**
- **Emergency Ticket:** Issue has rendered software unavailable or unusable, resulting in critical impact to business operations and requires immediate resolution. **Neighborly Software will use commercially reasonable efforts to resolve ticket within one (1) hour before elevating issue.**

Jason Rusnak

Co-founder and President

SUMMARY OF ACCOMPLISHMENTS

Leader with 23 years of experience in business transformation processes, strategic direction, legislation, and government directive implementation. As co-founder and President of Neighborly Software, Mr. Rusnak is a long-time advocate of the company's vision of Helping Communities, Help People, and has worked tirelessly to build a culture of service within the organization.

WORK HISTORY

Neighborly Software

Co-founder and President, 2015 – Current

- Co-founder of a SaaS company that provides a cloud-based software solution to improve the administrative efficiency and regulatory compliance of Housing, Economic and Community Development organizations.
- Strategic direction, goal establishment, budget planning, policy, and procedures

Automatic Data Processing (ADP)

Division Vice President, 2010-2015

- Senior Leadership Team of National Account Services (NAS), a \$1.9B division of ADP.
- Led a high-performing team responsible for driving profitable revenue growth while transforming the business from a payroll provider to a broader Human Capital Management provider.

Accenture

Senior Manager, Government Strategy – 1999 – 2010

- Worked closely with Federal, State and Local governments to improve government operations by re-engineering processes, incorporating new technology and/or creating long-term strategic plans.



AREAS OF EXPERTISE

Software as a Service

Public Sector and
Government Agencies

Strategic Planning

Business Operations

Implementation Process and
Procedures

EDUCATION

Master's Degree
University of North
Carolina

Bachelor's Degree
Denison University

SUMMARY OF ACCOMPLISHMENTS

A strategic thinker and data-enthusiast with 13+ years of experience in senior leadership roles at [REDACTED]

WORK HISTORY

Neighorly Software

[REDACTED] 2021 – Current

- Responsible for Technology Roadmap, Architecture, Development, QA, Sustaining Engineering, Security and DevOps

[REDACTED]
Director, 2015-2021

- Responsible for overall Data/Analytics Vision, Strategy, Execution and Rollout across Americold Business Units and Customers.
- Responsible for Business-Relationships and Technology for Analytics and Cloud-based Applications.

[REDACTED]
Senior Manager/Director, 2014– 2015

- Worked closely with Federal, State and Local governments to improve government operations by re-engineering processes, incorporating new technology and/or creating long-term strategic plans.

[REDACTED]
Director, 2008-2016

- Led/managed geographically diverse and cross-functional software teams to deliver risk management enterprise software.

AREAS OF EXPERTISE

Software Development

Public Sector and

Government Agencies

Information Technology

Cloud-Based Applications

Leadership

Business Intelligence

Implementation Process and

Procedures

EDUCATION

Master's Degree
Georgia State University

Bachelor's Degree
Gujarat University

Manager, Client Relations

SUMMARY OF ACCOMPLISHMENTS

A Manager of Client Relations for our HCD clients, [REDACTED] has worked at Neighborly Software directly with our clients for over 4 years. In addition to managing his team's portfolios, he oversees their professional development to ensure all associates have subject matter expertise in the configuration and use of our software to ensure successful, long term client relationships

WORK HISTORY

Neighborly Software

Manager, Client Relations 2024 – Current

- Mentors and develops a team consisting of Implementation Managers, Client Success Managers (CSM), and Client Success Specialist (CSS).
- Oversees client portfolio for team, ensuring customer satisfaction and retention after sales handoff
- Leads the onboarding process for new clients, overseeing configuration and end user training with accountability for system adoption and client success.
- Develops and implements strategies to enhance client experience and drive client success including creating a fully developed onboard training for each position
- Collaborates cross-functionally with Sales, Product, and Development Teams to address client needs and ensure alignment with business goals

Senior Client Success Manager, 2022 – 2024

- Handled 30+ different client accounts of all sizes and program types
- Performed configuration requests and provided user training to improve platform usage
- Nurtured client relationships to promote retention and expansion
- Proactively and efficiently resolved requests and coordinated internal resources/departments to address unique client needs.

Client Success Manager, 2021-2022

AREAS OF EXPERTISE

Software as a Service

Public Sector and
Government Agencies

Client Success & Support

Configuration

Housing & Community

Development

Implementation Best Practices

EDUCATION

Bachelor's Degree
Georgia Southern University

Client Success Manager

SUMMARY OF ACCOMPLISHMENTS

■■■■ is a dynamic and results-oriented professional with extensive experience and a proven track record in product ownership within the IT sector. As a Client Success Manager, she brings a proactive problem-solving approach and commitment to satisfaction to all of her clients.

WORK HISTORY

■■■■ Client Success Manager, 2024 - current

- Participates in the onboarding process for new clients before transitioning to primary point of contact, handles configuration and end user training
- Manages a variety of client accounts of all sizes and program types
- Performs configuration requests and provided user training to improve platform usage
- Nurtures client relationships to promote retention and expansion
- Proactively and efficiently resolves requests and coordinates internal resources/departments to address unique client needs.

■■■■ IT Product Manager/Owner, 2020-2023

- Oversaw development of several key products.
- Worked closely with stakeholders to articulate and refine the product vision, and construct a comprehensive roadmap.

■■■■ Associate IT Product Owner, 2019-2020

- Created and tracked progress on required product tasks, clearly communicated anything outstanding to ensure it aligned with business goals.

AREAS OF EXPERTISE

Software as a Service

Client Success & Support

Configuration

Product Management

Housing & Community

Development

End User Training

EDUCATION

Bachelor's Degree
Islamic Azad University

Master's Degree
Islamic Azad University



**THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
GRANT MANAGEMENT SOFTWARE 25-033-CS
BID TABULATION**

✓

Criteria	Available Points	Benevate, LLC dba Neighborly Software	GrantAnalyst.com, LLC dba ZoomGrants	Submittable Holdings, Inc. dba Submittable	StackNexus, Inc.	Autocene Government Solutions, Inc.	StreamLink Software Inc. dba AmplifFund	Merp Systems, Inc.	Sysintellects LLC
Firm Qualifications	20	18	18	13	16	14	15	13	11
Key Qualifications	30	28	29	22	24	21	18	17	13
Project Understanding	30	30	29	16	19	16	15	15	17
Price	20	20	14	10	2	4	6	1	5
Total	100	96	90	61	61	56	53	47	45

Fee and Rate Proposal (Design Only)	\$ 40,000.00	\$ 57,000.00	\$ 80,000.00	\$ 374,581.00	\$ 189,140.00	\$ 139,412.50	\$ 612,527.50	\$ 160,000.00
Percentage of points	100%	70%	50%	11%	21%	29%	7%	25%
Points awarded (wtd against lowest price)	20	14	10	2	4	6	1	5

NOTES:

1. Aziz Housseini dba SEIN Tech Partners has been deemed nonresponsive for not including required document(s).
2. Francis Ibiok dba Crunch Fundings, LLC has been deemed nonresponsive for not including required document(s).
3. IGX Solutions Corporation has been deemed nonresponsive for not including required document(s).

RFP Posted on 04/28/2025	DW,SR
Bid Opened On 05/16/2025, 10:00 AM by	
Invitations Sent	45
Total Requesting Documents	6
Total Bid Responses Received	11

PROPOSAL PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	Grant Management Software 25-033-CS
COMPANY NAME:	Benevate, LLC
CONTACT PERSON:	Elizabeth Geddy
CONTACT EMAIL:	elizabeth.geddy@neighborlysoftware.com

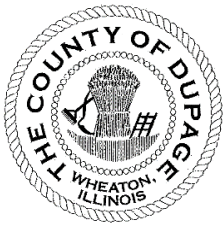
Section II: Certification

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 Proposal Pricing Form.

Signature on File

Printed Name: Jason Rusnak Signature: _____

Title: President Date: 5/15/25



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:	Grant Management Software 25-033-CS
COMPANY NAME:	Benevate, LLC
MAIN ADDRESS:	3423 Piedmont Rd. NE
CITY, STATE, ZIP CODE:	Atlanta, GA 30305
TELEPHONE NO.:	855-625-9738
CONTACT PERSON:	Elizabeth Geddy
CONTACT EMAIL:	elizabeth.geddy@neighborlysoftware.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 that the members of the Partnership or Officers of the Corporation are as follows:

Jason Rusnak	
(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. 1, _____, 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: Jason Rusnak

Signature: _____

Title: President

Date: 5/15/25



6) PRICE: In a separate email attachment, provide the following prices:

a) One-time and recurring annual rates for goods and/or services as requested, for contract years 1-3.

b) Rate card for any additional work that is not considered part of the main engagement

Since the County already has a functioning portal with Neighborly Software, there is no charge for implementing the portal (unless you want to add more programs, which will be a one-time fee of [REDACTED] each).

What is a Subscription User? *Subscription User* refers to those individuals designated and authorized by the County to use one of the purchased subscriptions to access Neighborly Software. Typically, this access is needed for those in the organization who are actively managing cases and tasks, working directly with applicants, or managing the staff that is working on applicant files.

This subscription includes complete access to the platform, which is priced at \$3,000 per user.

Item	Cost	Year 1	Year 2	Year 3
Subscription User (15)	[REDACTED] (annually)	[REDACTED]	[REDACTED]	[REDACTED]
			Total Cost (over 3 years):	\$135,000



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	Grant Management Software 25-033-CS
COMPANY NAME:	Benevate, LLC
CONTACT PERSON:	Elizabeth Geddy
CONTACT EMAIL:	elizabeth.geddy@neighborlysoftware.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.

Signature on File

Printed Name: Jason Rusnak Signature

Title: President Date: 5/15/25



HS Resolution

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

File #: HS-R-0013-25

Agenda Date: 6/17/2025

Agenda #: 7.A.

CATHOLIC CHARITIES, DIOCESE OF JOLIET COMBINED CDBG PUBLIC SERVICE APPLICATION

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

WHEREAS, Catholic Charities, Diocese of Joliet, submitted Community Development Block Grant (CDBG) Public Service applications for Emergency Services/Homeless Prevention & Daybreak Transitional Housing and Tenant Based Rental Assistance on 09/30/2024; and

WHEREAS, CDBG funding in the amount of \$65,000 was approved for the Tenant Based Rental Assistance project and CDBG funding in the amount of \$100,000 was approved for the Emergency Services/Homeless Prevention & Daybreak Transitional Housing project under Resolution HS-R-0004-25 on February 11, 2025 as part of the 2025-2029 Consolidated Plan and 2025 Action Plan element of the 2025-2029 Consolidated Plan; and

WHEREAS, Catholic Charities, Diocese of Joliet has requested to combine the two CDBG Public Service applications into one, to be known as the Emergency Services/Homeless Prevention/Rapid Rehousing and Daybreak Transitional Housing project, to ensure the project is comprehensive and includes all housing navigation/rental assistance case management that will be provided; and

WHEREAS, Catholic Charities, Diocese of Joliet has submitted an updated combined CDBG Public Service application dated 05/02/2025, requesting a total of \$165,000 in CDBG funding, for the project known as Emergency Services/Homeless Prevention/Rapid Rehousing and Daybreak Transitional Housing; and

WHEREAS, the combined application does not trigger an amendment to the Consolidated Plan or Annual Action Plan, as recommended CDBG public service funding has not changed; and

WHEREAS, the combined application request has been approved by the DuPage County Community Development Commission Executive Committee on June 3, 2025 and the DuPage County Human Services Committee on June 17, 2025; and

NOW THEREFORE BE IT RESOLVED that the DuPage County Board hereby approves the combined applications and CDBG funding request, for the Catholic Charities, Diocese of Joliet public service project to be known as Emergency Services/Homeless Prevention/Rapid Rehousing and Daybreak Transitional Housing; and

BE IT FURTHER RESOLVED, that the Chair of the DuPage County Board was previously authorized and directed to sign each individual Agreement on behalf of DuPage County with municipalities and non-profit entities implementing specific projects identified in said Consolidated Plan and Annual Action Plan, under Resolution HS-R-0004-25 dated February 11, 2025; and

BE IT FURTHER RESOLVED, that the County Clerk was previously authorized and directed to attest to such execution of each individual Agreement on behalf of DuPage County with municipalities and non-profit entities implementing specific projects identified in said Consolidated Plan and Annual Action Plan and affix the official seal thereto under Resolution HS-R-0004-25 dated February 11, 2025; and

BE IT FURTHER RESOLVED that the County Clerk was previously directed to send copies of each individual Agreement on behalf of DuPage County to each of the respective municipalities and non-profit entities implementing specific projects identified in said Consolidated Plan and Annual Action Plan and to the DuPage Community Development Commission under Resolution HS-R-0004-25 dated February 11, 2025; and

BE IT FURTHER RESOLVED that the County Clerk be directed to send copies of this Resolution to Community Development Commission.

BE IT FURTHER RESOLVED that the County Clerk be directed to send copies of this Resolution to Amy Van Plen, Chief Executive Officer, Bridge Communities, Inc. at 500 Roosevelt Road, Glen Ellyn, IL 60137, and one copy to the Community Development Commission.

Enacted and approved on this 24th day of June, 2025 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@dupageco.org

www.dupageco.org/community

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

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

DATE: June 4, 2025

**SUBJECT: Catholic Charities, Diocese of Joliet 2025/2025 CDBG Public Service
Application Update**

**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 06/03/2025, the Community Development Commission Executive Committee
approved the following recommendation.**

Action Requested: CDC staff recommend approval to combine two 2025-2026
Community Development Block Grant (CDBG) Public Service applications originally
submitted by Catholic Charities, Diocese of Joliet, into one comprehensive application.

Details: In October of 2024, the CDC accepted applications for CDBG Public Service
projects for the 2025 and 2026 program years. Catholic Charities, Diocese of Joliet
submitted two applications, one for a project known as Emergency Services/Homeless
Prevention & Daybreak Transitional Housing and one for a project known as Tenant
Based Rental Assistance.

2025 funding recommendations were approved by this committee on 01/07/2025, then by
Human Services Committee on 01/21/2025, and by the County Board as part of the 2025-
2029 Consolidated Plan and 2025 Annual Action Plan on 02/11/2025.

Catholic Charities has since requested to combine their two separate CDBG public
service applications into one, to ensure the project is comprehensive and includes all
housing navigation/rental assistance case management that will be provided. The project
will be known as Emergency Services/Homeless Prevention/Rapid Rehousing and
Daybreak Transitional Housing. The estimated total project costs and CDBG ask remain
the same. The only change is combining what would have been two projects into one
comprehensive project.



**catholic
charities**

Diocese of Joliet

Downers Grove Office

3040 Finley Road, Suite 200
Downers Grove, IL 60515
p: 630.495.8008
f: 630.495.9854

Administrative Office

16555 Weber Road
Crest Hill, IL 60403
p: 815.723.3405
f: 815.723.3452

Kankakee Office

100 College Drive
Kankakee, IL 60901
p: 815.933.7791
f: 815.933.4601

Morris Office

519 W. Illinois Street
Morris, IL 60450
p: 815.774.4663

Daybreak Center

611 East Cass Street
Joliet, IL 60432
p: 815.774.4663
f: 815.726.1083

Head Start

203 N. Ottawa Street
Joliet, IL 60432
p: 815-723-3053
f: 815-726-9484

catholiccharitiesjoliet.org



Working to Reduce Poverty in America



May 16, 2025

DuPage County Community Development Commission
421 N. County Farm Road
Wheaton, IL 60187

Re: 2025 CDBG Public Service Application

Dear Committee and County Board Members,

Catholic Charities, Diocese of Joliet, respectfully submits this formal request to combine two previously submitted 2025 CDBG Public Service applications into a single, comprehensive project application. We are requesting to merge: the Tenant-Based Rental Assistance application (\$65,000) and the Emergency Services/Homeless Prevention & Daybreak Transitional Housing application (\$100,000) into one unified CDBG Public Service project titled: Emergency Services/Homeless Prevention/Rapid Rehousing and Daybreak Transitional Housing totaling (\$165,000).


This request is being made to ensure the proposed project reflects the full scope of housing-related services Catholic Charities provides, aligning all components of housing navigation, rental assistance, and case management under one project umbrella. This unified structure better represents how these services are delivered in practice, promotes administrative efficiency, and clarifies the intended outcomes of our work with individuals and families experiencing housing instability.

Please note that the total project costs and the CDBG funding request have not changed as a result of this consolidation. The restructured application reflects a more accurate and integrated description of the services being provided.

Thank you for considering this request. We respectfully ask for your approval through the required committee and County Board reviews.

Should you require any additional information or documentation, please do not hesitate to contact us.

Sincerely,

 Duane Russell
Interim Executive Director

We are a faith-based organization providing service to people in need and calling others of good will to do the same.

Applicant	Project Name	Program Year	Grant Request	Total Cost	Activity	Project Details	Score (Max 127)
Catholic Charities, Diocese of Joliet	Emergency Services/Homeless Prevention/Rapid Rehousing and Daybreak Transitional Housing	2025/2026	\$165,000.00	\$1,468,368.00	Public Service to provide housing support through case management by securing financial assistance to maintain or obtain housing - CDBG	Catholic Charities' Emergency Services, Homeless Prevention, Rapid Rehousing (ES/HP/RRH) and Daybreak Transitional Housing (TH) address the needs of low-income households who are homeless or at risk of homelessness in DuPage County. The total project cost is \$1,468,638 and Catholic Charities requests \$165,000 to partially support salaries of case managers providing direct client services. ES/HP clients receive case management, rent, security deposit, utility and other assistance to maintain or move into new housing. RRH and TH provide up to 2 years of affordable housing and support services. These projects also provide food, prescription, transportation and other basic needs assistance to shorten or avoid homelessness. Clients eligible for ES/HP must have an income of 50% of MFI or lower, and be homeless/at-risk of homelessness. The project expects to serve 1,495 low income clients in FY25 and 1,496 FY26. TH participants are homeless families with children under age 18. The project expects to serve 40 individuals in FY25 and FY26. Rapid Rehousing expects to serve 27 individuals in FY25 and 28 in FY26. The total between all projects expected to serve in FY25 is 1,562 individuals and in FY26, 1,564 individuals.	Applications Combined - See below.
Catholic Charities, Diocese of Joliet	Tenant Based Rental Assistance	2025/2026	Applications combined. See above.		Public Service to provide housing support through case management by securing financial assistance to maintain or obtain housing - CDBG	<i>Catholic Charities Tenant Based Rental Assistance (TBRA) proposes to rapidly rehouse and provide supportive services to literally and chronically homeless individuals and families in DuPage County who are referred through the Coordinated Entry System (CES), with an income of 50% of MFI or lower, and a VI-SPDAT score between 6-8. The total project cost is \$270,830 and Catholic Charities requests \$65,000 to partially support the salary of the program's case manager and emergency services supervisor who both provide direct client services to participants.</i> <i>The TBRA project has low barriers for program entry and rapidly places households in scattered site housing of their choice to address complex issues that would otherwise prolong the homeless experience. Direct services include intensive case management support needed to maximize self-sufficiency and better access to other basic need resources that are critical for breaking the cycle of homelessness, securing affordable housing, and goal planning. The case manager also serves as a liaison between participants and landlords to help ensure housing is maintained. In FY25 and FY26, the program projects it will receive a minimum of 25 CES referrals and will complete eligibility screenings to maintain 20 enrolled households annually.</i>	121.5
Catholic Charities, Diocese of Joliet	Emergency Services/Homeless Prevention & Daybreak Transitional Housing	2025/2026			Public Service to provide housing support through case management by securing financial assistance to maintain or obtain housing - CDBG	<i>Catholic Charities' Emergency Services & Homeless Prevention (ES/HP) and Daybreak Transitional Housing (TH) address the needs of low-income households who are homeless or at risk of homelessness in DuPage County. The total project cost is \$1,418,056 and Catholic Charities requests \$100,000 to partially support salaries of case managers providing direct client services. ES/HP clients receive case management, rent, security deposit, utility and other assistance to maintain or move into new housing. TH provides up to 2 years of affordable housing and support services. These projects also provide food, prescription, transportation and other basic needs assistance to shorten or avoid homelessness. Clients eligible for ES/HP must have an income of 50% of MFI or lower, and be homeless/at-risk of homelessness. The project expects to serve 1,495 low income clients in FY25 and 1,496 FY26. TH participants are homeless families with children under age 18. The project expects to serve 40 individuals in FY25 and FY26. The total between both projects expected to serve in FY25 is 1,535 individuals and in FY26, 1,536 individuals.</i>	112
People's Resource Center	Homelessness Prevention	2025/2026	\$100,000.00	\$2,294,279.00	Public Service to provide housing support through case management by securing financial assistance to maintain or obtain housing - CDBG	PRC's Homelessness Prevention Program (HPP) prevents homelessness for low-income residents of DuPage County by distributing financial assistance and issuing referrals for related services and resources. When a client comes to PRC for a service and a housing need is identified during the intake process, the client is contacted to complete a "pre-screening" for initial eligibility. Clients who call directly for housing assistance are connected to PRC's Homeless Prevention Hotline, with a recorded message detailing eligibility requirements. HPP staff, a social work intern, or a trained volunteer will return their call and conduct a pre-screening. Households that may be eligible for assistance after the pre-screen schedule an in-person or virtual appointment to complete a housing assessment. They receive a verbal, written or emailed explanation of the documentation required for the appointment. During the pre-screen, referrals for any other immediate needs are provided. Eligible households can receive assistance with rent, mortgage, security deposit, HOA fees and utility assistance to avoid eviction or foreclosure or secure affordable housing. As needed, families receive case management support. Clients are also directed to other PRC services to help alleviate financial strain, such as free food, clothing & SNAP assistance. The total cost of HPP in FY2025 is \$2,294,279.	109.5

Applicant	Project Name	Program Year	Grant Request	Total Cost	Activity	Project Details	Score (Max 127)
DuPage Homeownership Center dba H.O.M.E. DuPage, Inc.	Foreclosure Prevention Program/Counselor in the Court	2025/2026	\$32,000.00	\$402,000.00	Public Service to provide housing support through case management by securing financial assistance to maintain or obtain housing - CDBG	<p>H.O.M.E. DuPage (HOME) is requesting \$64,000 (\$32,000 annually) in CDBG funding for its Foreclosure Prevention/Counselor in the Court Program, which has an annual cost of \$402,000. The services provided under this program are offered free of charge for clients and include the following:</p> <ul style="list-style-type: none"> - Counselor in the Court: In partnership with DuPage County Circuit Court, a HOME housing counselor and bilingual assistant work on-site in foreclosure court to provide homeowners in crisis with guidance and information about HOME foreclosure prevention services. - Foreclosure Prevention Workshops: These workshops aim to educate homeowners about the foreclosure process, potential mortgage rescue scams, and options to avoid foreclosure. - Foreclosure Prevention Housing Counseling: This involves individualized housing counseling to assist homeowner clients in preventing foreclosure. HOME will work with clients and identify assistance programs, seek loan modifications with lenders, and pursue options to avoid foreclosure that would be best for their individualized situation 	106
DuPage County Community Services	Housing Supports HRU	2025/2026	\$160,000.00	\$765,943.00	Public Service to provide rent assistance - CDBG	<p>DuPage County Community Services (DCS) is requesting partial salary and benefits of three staff providing direct services and housing resources to low- and moderate-income households. Staff will process incoming calls and emails from DuPage households requesting assistance with housing or supportive services, assess and link these households to the service which will best meet their needs, assist households to document eligibility for housing assistance, enter data into HMIS, secure grant funded or community assistance to assist families to stabilize housing, and track payments. Staff may develop a comprehensive case plan for individual clients which will include goals and means to achieve housing stability, access mainstream resources, and increase income. Staff will review such plans with clients, discuss expectations and assist families to achieve goals. Staff will be expected to provide direct assistance to individuals with varying backgrounds and problems. Staff will promote awareness of services, provide resource information, and engage persons referred through the CES system. Staff will coordinate with community agencies, participate in CoC committees and activities, and attend trainings as beneficial to the development and implementation of best practices to low- and moderate-income households who lack housing stability. At least 51% of persons served will report income which does not exceed the low- and moderate-income limits.</p>	105

Public Services - CDBG					
Applicant	Project	Total Costs	CDBG Request	2025 Recommendation	Score
Catholic Charities, Diocese of Joliet	Emergency Services/Homeless Prevention/Rapid Rehousing and Daybreak Transitional Housing	\$1,468,368.00	\$165,000.00	\$165,000.00	See Below
<i>Catholic Charities, Diocese of Joliet</i>	<i>Tenant Based Rental Assistance</i>	<i>Projects combined into one. See above.</i>			121.50
<i>Catholic Charities, Diocese of Joliet</i>	<i>Emergency Services/Homeless Prevention & Daybreak Transitional Housing</i>				112.00
Peoples Resource Center	Homelessness Prevention	\$2,294,279.00	\$100,000.00	\$100,000.00	109.50
DuPage County Community Services	Housing Supports HRU	\$765,943.00	\$160,000.00	\$160,000.00	105.00
*DuPage Homeownership Center dba HOME DuPage Inc	Foreclosure Prevention Program/Counselor in the Court	\$402,000.00	\$32,000.00	\$0.00	106.00
Total		\$4,930,590	\$457,000	\$425,000	

Applications were solicited for 2025 and 2026 program year funding. 2025 funding recommendations are contingent upon receipt of funds from HUD and receipt of required requested updated information/documentation from each applicant.

**Project did not meet the minimum CDBG request requirement of \$60,000.*



HS Resolution

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

File #: HS-R-0014-25

Agenda Date: 6/17/2025

Agenda #: 7.B.

APPROVAL OF AMENDMENT 8 - SUBSTANTIAL - TO THE 2019 ACTION PLAN ELEMENT OF THE 2015-2019 DU PAGE COUNTY CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT

To view this document in its entirety please use this link

[<https://www.dupageco.org/Community_Services/Community_Development_Commission/31052/>](https://www.dupageco.org/Community_Services/Community_Development_Commission/31052/)

WHEREAS, DuPage County has participated in the Community Development Block Grant program since 1975; and

WHEREAS, The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 ("Hearth Act"), enacted into law on May 20, 2009, consolidated three of the separate homeless assistance programs administered by the U.S. Department of Housing and Urban Development ("HUD") under the McKinney-Vento Homeless Assistance Act into a single grant program, and revised the Emergency Shelter Grant program and renamed it as the Emergency Solutions Grant ("ESG") program; and

WHEREAS, DuPage County has participated in the HOME Investment Partnerships Program (HOME) since 1992; and

WHEREAS, these programs will provide an approximate total of \$6.06 million in new Federal funding to DuPage County in 2019, and the county will also have available an approximate additional \$2.06 million in project income and reallocated funds from previous years, said funds being available for Housing and Community Development activities benefiting low and moderate income persons, the homeless, and persons with special needs; and

WHEREAS, a requirement of these programs is the preparation of a Consolidated Plan for Housing and Community Development (ConPlan); and

WHEREAS, a ConPlan was adopted by the DuPage County Board on February 10, 2015 by Resolution DC-R-0094-15; and

WHEREAS, an updated 2019 Action Plan element of the ConPlan, listing activities to be funded in the 2019 program year, is required; and

WHEREAS, the 2019 Action Plan Element of the 2015-2019 ConPlan was adopted by the DuPage County Board on March 12, 2019 by Resolution HHS-R-0116-19; and

WHEREAS, Substantial Amendment #1 to the 2019 Action Plan element of the 2015-2019 ConPlan was adopted by the DuPage County Board on March 10, 2020 by Resolution #HHS-R-0067-20 for the purpose of allocating approximately \$1,091,590 of program income that was received during the 2019 program year through the addition of three municipal infrastructure improvement projects and updating the project scope of one CDBG funded non-profit capital improvement project; and

WHEREAS, Substantial Amendment #2 to the 2019 Action Plan element of the 2015-2019 ConPlan was completed for the purpose of adding Emergency Solutions Grant Program Coronavirus (ESG-CV) funding in the amount of \$1,031,548 that had been allocated by the U.S. Department of Housing and Urban Development in response to the COVID-19 pandemic as part of the CARES Act; and

WHEREAS, Under the CARES Act, ESG-CV funding is not subject to certain regulatory requirements otherwise associated with the ESG program. ESG-CV funding is not subject to the consultation or citizen participation requirements that otherwise apply to the Emergency Solutions Grants program, except that a recipient must publish how it has and will utilize its allocation, at a minimum, on the Internet at the appropriate Government web site or through other electronic media. DuPage County will follow the requirements under the CARES Act and intends to utilize any suspensions and waivers available for ESG-CV funding in order to efficiently administer allocated funds; and

WHEREAS, Substantial Amendment #3 to the 2019 Action Plan element of the 2015-2019 DuPage County ConPlan was adopted by the DuPage County Board on June 23, 2020 under Resolution #HHS-R-0385-20 for the purpose of reprogramming HOME Investment Partnerships Program funding in the amount of \$468,841 to add a Tenant Based-Rental Assistance COVID-19 Response project; and

WHEREAS, DuPage County utilized the Citizen Participation Reasonable Notice and Opportunity to Comment waiver, as authorized within the “Suspensions and Waivers to Facilitate use of HOME-Assisted Tenant-Based Rental Assistance (TBRA) for Emergency and Short-term Assistance in Response to COVID-19 Pandemic” memorandum issued by HUD 04/10/2020, which permits amendments to the DuPage County plans as a result of the COVID-19 pandemic to reduce the comment period to 5 days. This waiver applies to any approved Annual Action Plan being amended to reprogram funds to TBRA to address housing needs related to the COVID-19 pandemic; and

WHEREAS, a 5-day public comment period was completed on June 12, 2020, and a virtual public hearing was held on June 15, 2020 in accordance with federal regulations governing the development of consolidated plans, no comments or responses to comments were added because no comments were received; and

WHEREAS, Substantial Amendment #4 to the 2019 Action Plan element of the 2015-2019 DuPage County ConPlan was adopted by the DuPage County Board on October 27, 2020 under Resolution #HHS-R-0573-20 for the purpose of adding a second allocation of Emergency Solutions Grant Program Coronavirus (ESG-CV) funding in the amount of \$2,483,604 that had been allocated by the U.S. Department of Housing and Urban Development in response to the COVID-19 pandemic as part of the CARES Act; and

WHEREAS, Under the CARES Act, ESG-CV funding is not subject to certain regulatory requirements otherwise associated with the ESG program. ESG-CV funding is not subject to the consultation or citizen participation requirements that otherwise apply to the Emergency Solutions Grants program, except that a recipient must publish how it has and will utilize its allocation, at a minimum, on the Internet at the appropriate Government web site or through other electronic media. DuPage County will follow the requirements under the CARES Act and intends to utilize any suspensions and waivers available for ESG-CV funding in order to efficiently administer allocated funds; and

WHEREAS, Substantial Amendment #5 to the 2019 Action Plan element of the 2015-2019 DuPage County ConPlan was adopted by the DuPage County Board on May 11, 2021 under Resolution #HHS-R-0246-21 for the purpose of adding Community Development Block Grant Program - Coronavirus (CDBG-CV) funding in the amount of \$6,688,051 that had been allocated by the U.S. Department of Housing and Urban Development in response to the COVID-19 pandemic as part of the CARES Act; and

WHEREAS, Under the CARES Act, CDBG-CV funding is not subject to certain regulatory requirements otherwise associated with the CDBG program. DuPage County will follow the requirements under the CARES Act and intends to utilize any suspensions and waivers available for CDBG-CV funding in order to efficiently administer allocated funds; and

WHEREAS, Amendment #6 - Minor to the 2019 Action Plan element of the 2015-2019 DuPage County ConPlan was completed and accepted by the U.S. Department of Housing and Urban Development on February 27, 2022, for the purpose of reducing CDBG-CV Administration & Planning funds by \$500,000 to a total of \$646,233, and increasing CDBG-CV funds for Special Needs Facilities, specifically the DuPage Care Center COVID-19 rehabilitation project, to a total of \$1,500,000; and

WHEREAS, Amendment #7 - Minor to the 2019 Action Plan element of the 2015-2019 DuPage County ConPlan was completed and accepted by the U.S. Department of Housing and Urban Development on April 3, 2023, for the purpose of reducing CDBG-CV Administration & Planning funds by \$400,000 to a total of \$246,233, and increasing CDBG-CV funds for Special Needs Facilities, specifically the DuPage Care Center COVID-19 rehabilitation project by \$400,000 to a total of \$1,900,000; and

WHEREAS, DuPage County proposes Amendment #8 - Substantial, to the 2019 Action Plan element of the 2015-2019 DuPage County ConPlan for the purpose of reducing CDBG-CV Administration & Planning funds by \$55,845 to a total of \$190,388, reducing CDBG-CV Public Service funds by \$259,541 to a total of \$1,282,277, reducing CDBG-CV Special Needs Facilities funds by \$19,750 for a total of \$1,880,250, and adding CDBG-CV funds for Municipal Infrastructure in the amount of \$335,136; and

WHEREAS, 2019 Action Plan Amendment #8 - Substantial, was approved the DuPage Community Development Commission Executive Committee on June 3, 2025 and by the DuPage County Human Services Committee on June 17, 2025; and

WHEREAS, a 30-day public comment period was completed on July 7, 2025, and a public hearing was held on June 18, 2025, and in accordance with federal regulations governing the development of Consolidated Plans and Annual Action Plans, all comments and/or responses received are incorporated into the amendment.

NOW, THEREFORE, BE IT RESOLVED that the DuPage County Board hereby approves the Amendment #8 - Substantial to the 2019 Annual Action Plan Element of the 2015-2019 DuPage County Consolidated Plan for the purpose of updating the Community Development Block Grant Program projects that are proposed for funding; and

BE IT FURTHER RESOLVED, that the Chair of the DuPage County Board is authorized and directed to sign any certifications or forms required by the U.S. Department of Housing and Urban Development to enact the Substantial Amendment and the clerk is hereby authorized and directed to attest to such signature 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 said Action Plan as may be required by HUD; and

BE IT FURTHER RESOLVED, that the Chair of the DuPage County Board is hereby authorized and directed to sign each individual Agreement on behalf of DuPage County with municipalities and non-profit entities implementing specific projects identified in said Action Plan; and

BE IT FURTHER RESOLVED, that the Clerk is hereby authorized and directed to attest to such execution of each individual Agreement on behalf of DuPage County with municipalities and non-profit entities implementing specific projects identified in said Action Plan and affix the official seal thereto; and

BE IT FURTHER RESOLVED that the County Clerk be directed to send copies of each individual Agreement on behalf of DuPage County to each of the respective municipalities and non-profit entities implementing specific projects identified in said Action Plan and to the DuPage Community Development Commission.

Enacted and approved this 8th day of July, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Care Center Requisition \$30,000 and Over

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

File #: HS-P-0025-25

Agenda Date: 6/17/2025

Agenda #: 15.D.

AWARDING RESOLUTION ISSUED TO
MEDLINE INDUSTRIES, INC.
FOR VARIOUS LINENS
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT \$72,000.00)

WHEREAS, the County of DuPage by virtue of its power set forth in the Counties Code (55 ILCS 5/1-1001 *et seq.*) is authorized to enter into this Agreement; and

WHEREAS, pursuant to the Governmental Joint Purchasing Act (30 ILCS 525/2), the County is authorized to enter into a Joint Purchasing Agreement for various linens; and

WHEREAS, pursuant to the Intergovernmental Agreement between the County of DuPage and OMNIA Partners, the County of DuPage will contract with Medline Industries, Inc.; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract to Medline Industries, Inc., for various linens, for the period of August 10, 2025 through August 9, 2026, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for various linens, for the period of August 10, 2025 through August 9, 2026, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract by the Procurement Division to Medline Industries, Inc., Three Lakes Drive, Northfield, Illinois 60093, for a contract total amount not to exceed \$72,000.00, per contract pursuant to the OMNIA Partners Contract #2021003157.

Enacted and approved 24th day of June, 2025 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#: 25-1476	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$72,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$72,000.00
	CURRENT TERM TOTAL COST: \$72,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD:
Vendor Information		Department Information	
VENDOR: Medline Industries, Inc.	VENDOR #: 10299	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Brian Guth	VENDOR CONTACT PHONE: 800-633-5463	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov
VENDOR CONTACT EMAIL: bguth@medline.com	VENDOR WEBSITE:	DEPT REQ #: 7512	
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 various linens for the DuPage Care Center, for the period August 10, 2025 through August 9, 2026, for a contract total not to exceed \$72,000.00, contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Cooperative Contract #2021003157.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement linens for the DuPage Care Center, as needed.			

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. COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Quality of Life
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) Approve contract to furnish and deliver various linens for the DuPage Care Center, for the period August 10, 2025 through August 9, 2026, for a contract total not to exceed \$72,000.00, contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Cooperative Contract #2021003157. 2) Do not approve contract to furnish and deliver various linens for the DuPage Care Center, for the period August 10, 2025 through August 9, 2026, for a contract total not to exceed \$72,000.00, contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Cooperative Contract #2021003157, however, replacement linens will need to be purchased to follow IDPH Guidelines and regulations and good standard of care for our residents.

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: Medline Industries, Inc.	Vendor#: 10299	Dept: DuPage Care Center	Division: Laundry
Attn: Brian Guth	Email: bguth@medline.com	Attn: Vinit Pate	Email: vinit.patel@dupagecounty.gov
Address: Three Lakes Drive	City: Northfield	Address: 400 N. County Farm Road	City: Wheaton
State: Illinois	Zip: 60093	State: Illinois	Zip: 60187
Phone: 800-633-5463	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Medline Industries, Inc.	Vendor#: 10299	Dept: DuPage Care Center	Division: Laundry
Attn: Customer Services	Email: service@medline.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: Dept CH 14400	City: Palatine	Address: 400 N. County Farm Road	City: Wheaton
State: Illinois	Zip: 60055-4400	State: Illinois	Zip: 60187
Phone: 800-633-5463	Fax:	Phone: 630-784-4273	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): August 10, 2025	Contract End Date (PO25): August 9, 2026

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		Various Linens	FY25	1200	2030	52230		21,000.00	21,000.00
2	1	EA		Various Linens	FY26	1200	2030	52230		51,000.00	51,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 72,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver various linens for the DuPage Care Center, for the period August 10, 2025 through August 9, 2026, for a contract total not to exceed \$72,000.00, contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Cooperative Contract #2021003157.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. June 17, 2025 HS Committee June 24, 2025 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.

Customer: 0001006778

DUPAGE CARE CENTER
400 N COUNTY FARM RD
WHEATON, IL 60187-3908

Date: 05/30/2025




Sales Rep: Guth, Brian (S6009)

BGuth@medline.com

Due to current market uncertainties related to new and modified tariffs currently in effect, or any that may be subsequently imposed, any pricing that Medline provides during the period such tariffs are in effect is not binding and is subject to change at any time by Medline upon notice. Medline is diligently working to understand the impact of the tariffs and will provide any updated pricing, or other information, when available.

OMNIA

Purchasing Agreement # 2021003157

Product Image	Product #	Product Name	Pkg / Order UoM	Price	Qty (EA)	Order UOM	Extended
	MDTFS4P08	SHEETS: PERCALE FLAT SHEET, WOVEN, WHITE, 66" X 108"	12 EA / DZ	\$52.90	480	40	\$2,116.00
	MDTPC4P34	PILLOWCASES: PERCALE PILLOWCASE, 42" X 34", ORDER IN MULTIPLES OF 12 DOZEN	12 EA / DZ	\$12.65	2160	180	\$2,277.00
	MDTNC4J15	SHEETS: SOFT-FIT KNIT CONTOUR SHEETS IN WHITE, 15 OZ.	12 EA / DZ	\$47.19	480	40	\$1,887.60

Customer: 0001006778

DUPAGE CARE CENTER
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Date: 05/30/2025




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OMNIA

Purchasing Agreement # 2021003157

Product Image	Product #	Product Name	Pkg / Order UoM	Price	Qty (EA)	Order UOM	Extended
	MDTTB4C24WHIR	BLANKETS: THERMAL SPREAD BLANKET, SNAG-FREE SERPENTINE, ALL COTTON, 2.4 LB., 72" X 96"	1 EA / EA	\$7.43	420	420	\$3,120.60
	MDTIU3TEFPNKT	UNDERPADS: SOFNIT 300 REUSABLE UNDERPADS WITH HANDLES, 34" X 36"	12 EA / DZ	\$123.43	2350	196	\$24,192.28
	MDT219715	PILLOW: NYLEX ULTRA PILLOW, TAN, 17 OZ. FILL, 20" X 26", MUST ORDER IN MULTIPLES OF 12	1 EA / EA	\$5.28	216	216	\$1,140.48

Customer: 0001006778

DUPAGE CARE CENTER
400 N COUNTY FARM RD
WHEATON, IL 60187-3908

Date: 05/30/2025



Sales Rep: Guth, Brian (S6009)

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OMNIA

Purchasing Agreement # 2021003157

Product Image	Product #	Product Name	Pkg / Order UoM	Price	Qty (EA)	Order UOM	Extended
	MDT021373	HAMPERS: BLOCKADE HAMPER BAG WITH FLIP TOP AND ELASTIC CLOSURE, GRAY, 18"	12 EA / DZ	\$179.96	280	23	\$4,139.08
IMAGE NOT AVAILABLE	MDTPG3RABCAB	GOWNS: PATIENT GOWN WITH ANGLE BACK AND SIDE TIES, CASCADE BLUE, ONE SIZE FITS MOST	12 EA / DZ	\$46.03	1800	150	\$6,904.50
	MDTBT4B60R	TOWELS: BLENDED TERRY BATH TOWEL, WHITE, 22" X 44", 6.0 LB./DZ., 25 DZ.	12 EA / DZ	\$17.09	17000	1417	\$24,216.53

Customer: 0001006778

DUPAGE CARE CENTER
400 N COUNTY FARM RD
WHEATON, IL 60187-3908

Date: 05/30/2025


Sales Rep: Guth, Brian (S6009)

BGuth@medline.com

Due to current market uncertainties related to new and modified tariffs currently in effect, or any that may be subsequently imposed, any pricing that Medline provides during the period such tariffs are in effect is not binding and is subject to change at any time by Medline upon notice. Medline is diligently working to understand the impact of the tariffs and will provide any updated pricing, or other information, when available.

OMNIA

Purchasing Agreement # 2021003157

Product Image	Product #	Product Name	Pkg / Order UoM	Price	Qty (EA)	Order UOM	Extended
	MDTWC3C11HR	WASHCLOTHS: BASIC 100% COTTON WASHCLOTH, WHITE, 12" X 12", 0.7 LB./DZ., 100 DZ.	12 EA / DZ	\$1.71	48000	4000	\$6,840.00

\$76,834.07

In some cases, images may be stock and not representative of final product.



As a result of Request for Proposal # 2018AO UC San Diego Medical and Surgical Supplies, the Master Agreement to furnish certain goods and services described herein and in the documents referenced herein ("Goods and/or Services") is made by and between The Regents of the University of California, a California public corporation ("UC") on behalf of the University of California, San Diego and the supplier named below ("Supplier"). This Agreement is binding only if it is negotiated and executed by an authorized representative with the proper delegation of authority.

1. Statement of Work

Supplier agrees to perform the Services listed in the statement of work attached as Attachment A ("Statement of Work") and any other documents referenced in the Incorporated Documents section herein, at the prices set forth in the Statement of Work and any other documents referenced in the Incorporated Documents section herein. Unless otherwise provided in the Agreement, UC will not be obligated to purchase a minimum amount of Goods and/or Services from Supplier.

2. Term of Agreement/Termination

- a) The initial term of the Agreement will be from November 3rd, 2021, and through November 2nd, 2026 and is subject to earlier termination as provided below. UC may renew the Agreement for 3 successive 1 -year periods (each, a Renewal Term).
- b) UC may terminate the Agreement for convenience by giving Supplier at least 30 calendar days' written notice.
- c) UC or Supplier may terminate the Agreement for cause by giving the other party at least 15 days' notice to cure a breach of the Agreement (Cure Period). If the breaching party fails to cure the breach within the Cure Period, the non-breaching party may immediately terminate the Agreement.
- d) This agreement shall supersede and replace all other agreements between the Parties including UCOP-186. For the avoidance of doubt, no rebates or other fees shall be due and payable to UC by Supplier under any previous agreement following the effective date of this agreement.

3. Cooperative Purchasing:

Supplier may extend Goods and/or Services to public agencies (state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") registered with OMNIA Partners, Public Sector ("Participating Public Agencies") under the terms of this agreement. All contractual administration (e.g. terms, conditions, extensions, and renewals) will remain the UC's responsibility except as outlined in the above referenced RFP (title of RFP). Operational issues, fiduciary responsibility, payment issues and liabilities, and disputes involving individual Participating Public Agencies will be addressed, administered, and resolved by each Participating Public Agency.

4. Purchase Order; Advance Payments

Unless otherwise provided in the Agreement, Supplier may not begin providing Goods and/or Services until UC approves a Purchase Order for the Goods and/or Services.

5. Pricing, Invoicing Method, and Settlement Method and Terms

Refer to Statement of Work or Purchase Order for Pricing. Each UC Location will specify the Invoicing Method and Payment Options that will apply, taking into account the operational capabilities of Supplier and the UC Location. See UC's Procure to Pay Standards <http://www.ucop.edu/procurement-services/files/Matrix%20for%20website.pdf> for the options that will be



considered. In the case of systemwide agreements, each UC Location will specify these terms in a Statement of Work or Purchase Order, as the case may be.]

For non-systemwide agreements, the Invoicing Method, and Settlement Method and Terms are addressed below:

Invoicing Method

Notwithstanding the provisions of Article 3 of the Terms and Conditions of Purchase, Supplier will submit invoices following the designated invoice method directly to UC Accounts Payable Departments at each UC Location.

Notwithstanding the provisions of Article 3 of the Terms and Conditions of Purchase, UC will pay freight and shipping/handling as follows: Supplier will pay FOB Destination Prepaid.

All invoices must clearly indicate the following information:

- California sales tax as a separate line item;
- Shipping costs as a separate line item;
- UC Purchase Order or Release Number;
- Description, quantity, catalog number and manufacturer number of the item ordered;
- Net cost of each item;
- Any pay/earned/dynamic discount;
- Reference to original order number for all credit memos issued;

Supplier will submit invoices following the designated invoice method directly to UC Accounts Payable Departments at each UC Location, unless UC notifies the Supplier otherwise by amendment to the Agreement.

Settlement Method and Terms

Notwithstanding the provisions of Article 3 of the Terms and Conditions of Purchase, the Settlement Method and Terms for any other campus will be as established by each campus location.

5. Notices

As provided in the UC Terms and Conditions of Purchase, notices may be given by email, which will be considered legal notice only if such communications include the following text in the Subject field: FORMAL LEGAL NOTICE – [insert, as the case may be, Supplier name or University of California]. If a physical format notice is required, it must be sent by overnight delivery or by certified mail with return receipt requested, at the addresses specified below.

To UC, regarding confirmed or suspected Breaches as defined under Appendix – Data Security:

Name	Daniel Quach
Phone	858-246-5779
Email	dquach@ucsd.edu
Address	Information Technology Services TPC/S 3rd Fl/152 Mail Code 0928
	Mailing Address: 9500 Gilman Drive #0928 La Jolla, CA 92093-0928

To UC, regarding confirmed or suspected Breaches as defined under Appendix – Electronic Commerce:

Name	Anne Hewett
Phone	858-534-9426
Email	ahewett@ucsd.edu
Address	10280 N. Torrey Pines Rd., Ste. 415 La Jolla, CA 92037

To UC, regarding contract issues not addressed above:

Name	Andrea Orozco
Phone	858-534-5730
Email	anorozco@ucsd.edu
Address	10280 N. Torrey Pines Rd., Ste. 415 La Jolla, CA 92037

Name	Antony Esquer
Phone	858-534-1479
Email	amesquer@ucsd.edu
Address	10280 N. Torrey Pines Rd., Ste. 415 La Jolla, CA 92037

To Supplier:

Name	Kevin Feighery
Phone	704-975-5477
Email	kfeighery@medline.com
Address	1 Medline Pl Mundelein, IL 60060

6. Intellectual Property, Copyright and Patents

☐/x The Goods and/or Services **do not** involve Work Made for Hire

7. Patient Protection and Affordable Care Act (PPACA)

☐/x The Services do not involve temporary or supplementary staffing, and they are not subject to the PPACA warranties in the T&Cs.

8. Prevailing Wages

☐/x Supplier is not required to pay prevailing wages when providing the Services.

9. Fair Wage/Fair Work

☐/x Supplier is not required to pay the UC Fair Wage (defined as \$13 per hour as of 10/1/15, \$14 per hour as of 10/1/16, and \$15 per hour as of 10/1/17) when providing the Services.

10. Restriction Relating to Consulting Services or Similar Contracts – Follow-on Contracts

Please note a Supplier that is awarded a consulting services or similar contract cannot later submit a bid or be considered for any work "required, suggested, or otherwise deemed appropriate" as the end product of the Services (see Public Contract Code Section 10515).

11. Insurance

Deliver the PDF version of the Certificate of Insurance to UC's Buyer, by email with the following text in the Subject field: CERTIFICATE OF INSURANCE – Medline Industries, Inc.

12. Service-Specific and/or Goods-Specific Provisions

- a. Pandemic response
- b. Stock arrangements
- c. Last Mile
- d. Sustainability Incentive: To support UC's zero waste goal and to improve campus waste and diversion, Medline agrees to provide an annual sustainability incentive, in the amount of \$5,000 payable to the UC Regents. This incentive will be allocated to all 10 campus sustainability programs, to support campus waste and diversion programs.

Pricing Protection

Prices quoted on this solicitation must be firm for the first twelve (12) months of the initial term of any awarded agreement(s). Price changes after the initial period, if any, shall be made on an annual basis as negotiated by both parties. Any price changes require prior written notification and must follow the process outlined in Appendix B. However, in no event shall price increase on an aggregate basis exceed three (3) percent or CPI whichever is less. Price increases for any agreement renewal periods must be supported by documented evidence of manufacturers' price increases. If the supplier's catalog or list price is reduced, the University shall benefit from a corresponding price reduction.

13. Records about Individuals

Records created pursuant to the Agreement that contain personal information about individuals (including statements made by or about individuals) may become subject to the California Information Practices Act of 1977, which includes a right of access by the subject individual. While ownership of confidential or personal information about individuals is subject to negotiated agreement between UC and Supplier, records will normally become UC's property, and subject to state law and UC policies governing privacy and access to files. When collecting the information, Supplier must inform the individual that the record is being made, and the purpose of the record. Use of recording devices in discussions with employees is permitted only as specified in the Statement of Work.

14. Piggyback UC

Supplier agrees to extend the pricing basis, terms and conditions of the Agreement to all UC Locations. Supplier will make available to any UC Location its improved pricing basis, terms or conditions resulting from increased usage or aggregation of activity by multiple UC Locations. All contractual administration issues (e.g. terms and conditions, extensions, and renewals), operational issues, fiduciary responsibility, payment issues, performance issues and liabilities, and disputes involving individual UC Locations will be addressed, administered, and resolved by each UC Location. Any delay in payment or other operational issue involving one UC Location will not adversely affect any other UC Location.

15. Incorporated Documents

This Agreement and its Incorporated Documents contain the entire agreement between the Parties, in order of the below precedent, concerning its subject matter and shall supersede all prior or other agreements, oral and written declarations of intent and other legal arrangements (whether binding or non-binding) made by the Parties in respect thereof.

- a. Attachment A: UC San Diego Medical and Surgical Supplies RFP #2018AO

- b. Appendix A: UC Terms and Conditions of Purchase
- c. Appendix B: UC Appendix—Electronic Commerce
- d. Appendix C: Federal Government Contracts Special Terms and Conditions
- e. Appendix D: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- f. Appendix E: Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions
- g. Appendix F: Certification Regarding Debarment, Suspension, Proposed Debarment, and Other responsibility Matters (First Tier Subcontractor)
- h. Appendix G: UC Appendix—Data Security
- i. Appendix H: UC FEMA Appendix
- j. Exhibit A: Response for National Cooperative Contract
- k. Exhibit F: Federal Funds Certifications
- l. Exhibit G: New Jersey Business Compliance

20. Entire Agreement

The Agreement and its Incorporated Documents contain the entire Agreement between the parties and supersede all prior written or oral agreements with respect to the subject matter herein.

This Agreement can only be signed by an authorized representative with the proper delegation of authority.

THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA

Signature on File

(Signature)

Todd Adams

(Printed Name, Title)

11/10/2021

November 3rd, 2021

MEDLINE INDUSTRIES, LP.

Signature on File

(Signature)

Chris Powers

(Printed Name, Title)

11/9/2021

November 3rd, 2021



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:	Medline Industries, LP
CONTACT PERSON:	Brian Guth
CONTACT EMAIL:	bguth@medline.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: Chris Powers

Signature: 

Title: VP, Government Markets

Date: 6/5/2025



Care Center Requisition \$30,000 and Over

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

File #: HS-P-0024-25

Agenda Date: 6/17/2025

Agenda #: 15.A.

AWARDING RESOLUTION ISSUED TO
ALPHA BAKING COMPANY
TO PROVIDE ASSORTED SLICED BREADS, ROLLS AND SANDWICH BUNS
FOR THE DUPAGE CARE CENTER AND CAFÉS ON COUNTY CAMPUS
(CONTRACT TOTAL AMOUNT \$43,200.00)

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 Alpha Baking Company, to provide assorted sliced breads, rolls and sandwich buns, for the period of August 5, 2025 through August 4, 2026, for the DuPage Care Center and Cafés on County Campus.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide assorted sliced breads, rolls and sandwich buns, for the period of August 5, 2025 through August 4, 2026 for the DuPage Care Center and Cafés on County Campus per bid renewal #22-055-DCC, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Alpha Baking Company, 5001 West Polk Street, Chicago, Illinois 60639, for a contract total amount of \$43,200.00.

Enacted and approved this 24th day of June, 2025 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#: 25-1490	RFP, BID, QUOTE OR RENEWAL #: 22-055-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$66,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$193,700.00
	CURRENT TERM TOTAL COST: \$43,200.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
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 #: 7513	
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 and Cafes' on County Campus, for the period August 5, 2025 through August 4, 2026, for a contract total not to exceed \$43,200, under bid renewal #22-055-DCC, third and final optional renewals.			
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.
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

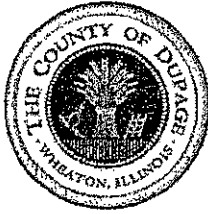
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, 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: Alpha Baking	Vendor#: 38093	Dept: DuPage Care Center	Division: Dining Services
Attn: Jim Deere	Email: jdeere@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 Shisolm	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: 773-261-6000 x3352	Fax:	Phone: 630-784-4416	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): August 5, 2025	Contract End Date (PO25): August 4, 2026

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	FY25	1200	2025	52210		12,100.00	12,100.00
2	1	EA		assorted sliced breads, rolls & sandwich buns	FY25	1200	2100	52210		2,300.00	2,300.00
3	1	EA		assorted sliced breads, rolls & sandwich buns	FY26	1200	2025	52210		24,200.00	24,200.00
4	1	EA		assorted sliced breads, rolls & sandwich buns	FY26	1200	2100	52210		4,600.00	4,600.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 43,200.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver assorted sliced breads, rolls & sandwich buns for the DuPage Care Center and Cafes' on County Campus, for the period August 5, 2025 through August 4, 2026, for a contract total not to exceed \$43,200, under bid renewal #22-055-DCC, second of three one-year optional renewals.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. 06/17/25 HS Committee 06/24/25 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 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 Alpha Baking Company located at 5001 W. Polk Street, Chicago, IL 60639, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #22-055-DCC which became effective on 8/5/2022 and which will expire 8/4/2025. The contract is subject to the third and final option to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 8/4/2026.

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 on File

SIGNATURE

Sara Rogers

PRINTED NAME

Buyer I

PRINTED TITLE

DATE

SIGNATURE

Jim Deere

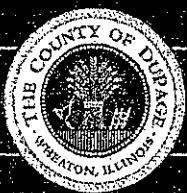
PRINTED NAME

Sales Manager

PRINTED TITLE

6/3/2025

DATE



**DUPAGE
COUNTY**

FINANCE DEPARTMENT

630-407-6100

www.dupagecounty.gov/finance

CONTRACT AMENDMENT

DuPage County - Procurement Division

Contract Number: 22-055-DCC

Contract Amendment No. 1

Effective August 5, 2025

This Contract is Amended to include the following specifications:

Contract Number: 22-055-DCC

BREAD ITEMS FOR CARE CENTER

1) One-time price increase as specified in Exhibit A, attached hereto.

All other provisions of the contract not expressly changed herein shall remain the same in their entirety.

The parties represent and warrant to each other that each party has full power, authority and legal right to execute, deliver and perform this Amendment and the execution, delivery & performance hereof have been duly authorized by all necessary actions.

IN WITNESS, WHEREOF the undersigned duly authorized representative of the parties has executed this Amendment as of the date below written.

THE COUNTY OF DUPAGE, ILLINOIS

ALPHA BAKING COMPANY
Signature on File

By: _____

By: _____

SIGNATURE

SIGNATURE

Valerie Calvente

Jim Deere

PRINTED NAME

PRINTED NAME

Chief Procurement Officer

Sales Manager

PRINTED TITLE

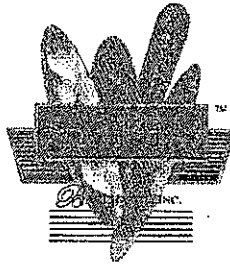
PRINTED TITLE

DATE

6/3/2025

DATE

Exhibit A



DuPage County
2025-26
8/5/2025-8/4/2026

Product	ProdDesc	Current Price	New Price
11123	1.5# White Pullman Bread Poly	\$3.00	\$3.15
11137	1.5# White Texas Toast 1" Slice	\$4.15	\$4.36
12137	1.5# Wheat Poly28172	\$3.00	\$3.15
12265	100 WWheat Brd 32oz Pullman	\$5.89	\$6.17
16107	2# Cin Raisin Brd	\$8.98	\$9.41
26048	1.5#Rye Plain Slice	\$5.34	\$5.61
31049	Rosen's French Rolls 6 ct	\$5.67	\$5.95
31061	Steak Bun PI Hinged 6 Ct	\$3.53	\$3.71
31125	Rosens 5.75" French Roll 12ct.	\$6.42	\$6.74
33103	Wheat Dinner Rolls 24ct	\$9.89	\$10.38
33174	Asst Din RI 12 Ct	\$4.31	\$4.53
51061	3.5" Ham PI 12ct	\$4.66	\$4.89
53029	Hotdog PL 12ct Bag-Rosens	\$4.66	\$4.89

OLD WORLD & PAN-BAKED BREADS



5001 WEST POLK STREET, CHICAGO, ILLINOIS 60644 773-261-6000 - FAX 773-261-6065



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
FURNISH AND DELIVER ASSORTED SLICED
BREADS, ROLLS AND BUNS 22-055-DCC
BID TABULATION

✓

				Alpha Baking Co., Inc.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	White Pullman Loaf, 24 oz., 4"x4", 32 Slice	LOB	90	\$ 2.72	\$ 244.80
2	Wheat Pullman Loaf, 24 oz., 4"x4", 32 Slice	LOB	130	\$ 2.72	\$ 353.60
3	Raisin Bread, 1#. 4"x4", 15 Slice	LOB	16	\$ 8.14	\$ 130.24
4	100% Wheat Sliced, 24 oz	LOB	3	\$ 5.34	\$ 16.02
5	Light Rye Seedless Bread, 1#, 25 slices	LOB	30	\$ 4.85	\$ 145.50
6	Texas Toast 1#, 17 Slice	LOB	10	\$ 3.76	\$ 37.60
7	Steak/Hoagie Buns 6 count / 6" pre sliced	LOB	17	\$ 3.20	\$ 54.40
8	Loose Pack Assorted Dinner Rolls, 12 oz., 12 per package	LOB	8	\$ 3.90	\$ 31.20
9	Loose Pack Wheat Dinner Roll, 12 oz., 12 per package (4-24 ct)	LOB	4	\$ 8.97	\$ 35.88
10	Hamburger Buns Sliced, 16 oz., 3-1/2", 12 count	LOB	20	\$ 4.23	\$ 84.60
11	Hot Dog Buns Poly Sliced, 16 oz., 6", 12 per bag	LOB	10	\$ 4.23	\$ 42.30
12	French Buns 6", 6 Count, Pre sliced	LOB	6	\$ 5.14	\$ 30.84
11	Kaiser Roll, Plain 12 Count	LOB	10	NO BID	
	ADDITIONAL ITEMS			PERCENTAGE	
12	DISCOUNT (-) OR MARK-UP (+)			0%	
				GRAND TOTAL	\$ 1,206.98

NOTES

Bid Opening 5/26/2022 @ 2:30 PM	VC, NE
Invitations Sent	6
Total Vendors Requesting Documents	1
Total Bid Responses	1

SECTION 7 - BID FORM PRICING

Quantities listed are estimated weekly. Any quantities shown are estimated and are provided for bid canvassing purposes. If bidding on items with weights other than specified, indicate below. Bids will be evaluated for all bread items on the total weight required.

NO	ITEM	UOM	QTY	BRAND	PRICE	EXTENDED PRICE
CATEGORY 1 - BASIC BREAD ITEMS						
1 11123	White Pullman Loaf, 24 oz., 4"x4", 32 Slice Weight per loaf 24oz Number of slices per loaf excluding heels: 30	LOB	90	Alpha	\$ 2.72	\$ 244.80
2 12137	Wheat Pullman Loaf, 24 oz., 4"x4", 32 Slice Weight per loaf 24oz Number of slices per loaf excluding heels: 28	LOB	130	Alpha	\$ 2.72	\$ 353.60
CATEGORY 2 - SPECIALTY BREADS						
3 16107	Raisin Bread, 1#. 4"x4", 15 Slice Weight per loaf 32oz Number of slices per loaf excluding heels 30	LOB	16	Alpha	\$ 8.14	\$ 130.24
4 12265	100% Wheat Sliced, 24 oz. Weight per loaf 24oz Number of slices per loaf excluding heels: 28 3/4	LOB	3	Alpha	\$ 5.34	\$ 16.02

NO	ITEM	UOM	QTY	BRAND	PRICE	EXTENDED PRICE
5 26048	Light Rye Seedless Bread, 1#, 25 slices Weight per package 24oz Number of slices per loaf excluding heels: 17 sl	LOB	30	Alpha	\$ 4.85	\$ 145.50
6 11137	Texas Toast 1#, 17 Slice Weight per loaf 16oz Number of slices per loaf excluding heels: 15 sl	LOB	10	Alpha	\$ 3.76	\$ 37.60
CATEGORY 3 - ROLLS AND BUNS						
7 31061	Steak/Hoagle Buns 6 count / 6" pre sliced Number of rolls per package 6ct	LOB	17	Alpha	\$ 3.20	\$ 54.40
8 23174	Loose Pack Assorted Dinner Rolls, 12 oz., 12 per package Number of rolls per package 12ct	LOB	8	Alpha	\$ 3.90	\$ 31.20
9 34103	Loose Pack Wheat Dinner Roll, 12 oz., 12 per package Number of rolls per package 24ct	LOB	7 4 24ct	Alpha	\$ 8.97	\$ 35.88
10 31061	Hamburger Buns Sliced, 16 oz., 3-1/2", 12 count Weight per package Number of buns per pkg. 12ct	LOB	20	Alpha	\$ 4.23	\$ 84.60

THE COUNTY OF DUPAGE
FURNISH AND DELIVER ASSORTED SLICED BREADS, ROLLS AND BUNS 22-055-DCG
PAGE 20 of 33

NO	ITEM	UOM	QTY	BRAND	PRICE	EXTENDED PRICE
11 53029	Hot Dog Buns Poly Sliced, 16 oz., 6", 12 per bag Weight per package Number of buns per pkg. 12ct	LOB	10	Alpha	\$ 4.23	\$ 42.30
12 31049	French Buns 6", 6 Count, Pre sliced Number of rolls per package	LOB	6	Alpha	\$5.34	\$ 30.84
13	Kaiser Roll, Plain 12 Count Number of rolls per package NA	LOB	10	NA	\$ NA	\$ NA
CATEGORY 4 - ADDITIONAL ITEMS Contractor shall provide percentage discount (-) or mark up (+) for additional items from pricelist or catalog.						
NO	DISCOUNT (-) OR MARK UP (+)				PERCENTAGE	
15					%	
					Weekly GRAND TOTAL	\$ 1,206.98
					52weeks Grand Total	\$62,792.96
GRAND TOTAL Weekly Grand Total: One Thousand Two Hundred and Six dollars and ninety eight cents (In words) Yearly Grand Total: Sixty Two Thousand Seven Hundred and Sixty Two Dollars and ninety six cents						

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.

Signature on File

X _____
(Signature and Title)

CORPORATE SEAL
(If available)

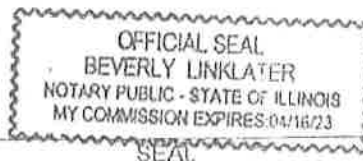
BID MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this 20th day of May AD, 20 22

Signature on File

(Notary Public)

My Commission Expires: 4/16/23



SECTION 9 - MANDATORY FORM
FURNISH AND DELIVER ASSORTED SLICED BREADS, ROLLS AND BUNDS 22-055-DCC

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	Alpha Baking		
Main Business Address	5001 W. Polk St		
City, State, Zip Code	Chicago, IL 60632		
Telephone Number	773-261-6000	Email Address	jdeere@alphabaking.com
Bid Contact Person	Jim Deere		

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:
 Signature on File

_____ Jim Deere (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 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.)



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:	22-055-DCC
COMPANY NAME:	Alpha Baking Company
CONTACT PERSON:	Jim Deere
CONTACT EMAIL:	jdeere@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

Rev. 1-2025

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.

Signature on File

Printed Name: Jim Deere

Signature: 

Title: Sales Manager

Date: 6/3/2025



Care Center Resolution

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

File #: HS-R-0012-25

Agenda Date: 6/17/2025

Agenda #: 8.C.

AMENDMENT TO RESOLUTION HS-P-0024-25
ISSUED TO ALPHA BAKING COMPANY
TO PROVIDE ASSORTED SLICED BREADS, ROLLS AND SANDWICH BUNS
FOR THE DUPAGE CARE CENTER AND CAFÉS ON COUNTY CAMPUS
(ONE-TIME PRICE INCREASE OF SPECIFIC PRODUCTS)

WHEREAS, on June 24th, 2025, through Resolution HS-P-0024-25, the DuPage County Board approved a renewed contract to provide assorted sliced breads, rolls and sandwich buns, for the DuPage Care Center and Cafés on County Campus (hereinafter the "CONTRACT") between the County of DuPage (hereinafter the "COUNTY") and Alpha Baking Company (hereinafter the "CONTRACTOR"); and

WHEREAS, the current CONTRACT, by and through the DuPage Care Center, is \$43,200.00; and

WHEREAS, after consultation with CONTRACTOR, the COUNTY and CONTRACTOR seek to apply a one-time price increase of specific products in Exhibit A; and

WHEREAS, the Human Services Committee recommends approving the one-time price increase of specific products of the CONTRACT; and

WHEREAS, all provisions of the CONTRACT not expressly changed in the Amendment shall remain the same in their entirety.

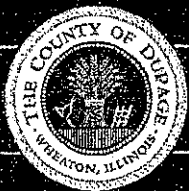
NOW, THEREFORE BE IT RESOLVED, that the County Board adopts and approves this Amendment to Resolution HS-P-0024-25, issued to Alpha Baking Company, to apply a one-time price increase of specific products; and

BE IT FURTHER RESOLVED that one (1) original copy of this Amendment be transmitted to Alpha Baking Company at 5001 West Polk Street, Chicago, Illinois 60639, by and through the DuPage Care Center.

Enacted and approved this 24th day of June, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____
JEAN KACZMAREK, COUNTY CLERK



**DUPAGE
COUNTY**

FINANCE DEPARTMENT

630-407-6100

www.dupagecounty.gov/finance

CONTRACT AMENDMENT

DuPage County - Procurement Division

Contract Number: 22-055-DCC

Contract Amendment No. 1

Effective August 5, 2025

This Contract is Amended to include the following specifications:

Contract Number: 22-055-DCC

BREAD ITEMS FOR CARE CENTER

1) One-time price increase as specified in Exhibit A, attached hereto.

All other provisions of the contract not expressly changed herein shall remain the same in their entirety.

The parties represent and warrant to each other that each party has full power, authority and legal right to execute, deliver and perform this Amendment and the execution, delivery & performance hereof have been duly authorized by all necessary actions.

IN WITNESS, WHEREOF the undersigned duly authorized representative of the parties has executed this Amendment as of the date below written.

THE COUNTY OF DUPAGE, ILLINOIS

ALPHA BAKING COMPANY
Signature on File

By:

By:

SIGNATURE

SIGNATURE

Valerie Calvente

Jim Deere

PRINTED NAME

PRINTED NAME

Chief Procurement Officer

Sales Manager

PRINTED TITLE

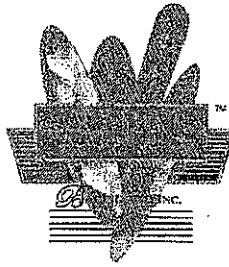
PRINTED TITLE

DATE

6/3/2025

DATE

Exhibit A



DuPage County
2025-26
8/5/2025-8/4/2026

Product	ProdDesc	Current Price	New Price
11123	1.5# White Pullman Bread Poly	\$3.00	\$3.15
11137	1.5# White Texas Toast 1" Slice	\$4.15	\$4.36
12137	1.5# Wheat Poly28172	\$3.00	\$3.15
12265	100 WWheat Brd 32oz Pullman	\$5.89	\$6.17
16107	2# Cin Raisin Brd	\$8.98	\$9.41
26048	1.5#Rye Plain Slice	\$5.34	\$5.61
31049	Rosen's French Rolls 6 ct	\$5.67	\$5.95
31061	Steak Bun PL Hinged 6 Ct	\$3.53	\$3.71
31125	Rosens 5.75" French Roll 12ct.	\$6.42	\$6.74
33103	Wheat Dinner Rolls 24ct	\$9.89	\$10.38
33174	Asst Din RI 12 Ct	\$4.31	\$4.53
51061	3.5" Ham PL 12ct	\$4.66	\$4.89
53029	Hotdog PL 12ct Bag-Rosens	\$4.66	\$4.89

OLD WORLD & PAR-BAKED BREADS



5001 WEST POLK STREET, CHICAGO, ILLINOIS 60644 773-261-6000 - FAX 773-261-6065



Facilities Management Requisition Over \$30K

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

File #: FM-P-0029-25

Agenda Date: 6/17/2025

Agenda #: 18.C.

AWARDING RESOLUTION
ISSUED TO COM ED
FOR ELECTRIC UTILITY DISTRIBUTION SERVICES
FOR THE CONNECTED COUNTY FACILITIES
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT: \$7,711,220.00)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to ComEd, for electric utility distribution services, for the connected County facilities, for the period June 29, 2025, through June 28, 2027, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for electric utility distribution services, for the connected County facilities, for the period June 29, 2025, through June 28, 2027, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, ComEd, 2 Lincoln Center, 9th Floor, Chicago, IL 60181, \$5,560,560 for Facilities Management, \$62,695 for Animal Services, \$1,401,875 for the Care Center, \$231,960 for the Division of Transportation, and \$454,130 for the Health Department, for a total contract amount not to exceed \$7,711,220 - Public Utility.

Enacted and approved this 24th day of June, 2025 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#: 25-1452	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$7,711,220.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$7,711,220.00
	CURRENT TERM TOTAL COST: \$7,711,220.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Commonwealth Edison Company	VENDOR #: 10023	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL:	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.). Recommendation for the approval of a contract to Commonwealth Edison Company, for electric utility supply and distribution services for the connected County facilities, for Facilities Management, for the period June 29, 2025, through June 28, 2027, for a total contract amount not to exceed \$7,711,220, per 55 ILCS 5/5-1022 (c) not suitable for competitive bids – Public Utility. (\$5,560,560 for Facilities Management, \$62,695 for Animal Services, \$1,401,875 for the Care Center, \$231,960 for the Division of Transportation, and \$454,130 for the Health Department).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Electric utility distribution services are required to maintain the operations of the County facilities.

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.
PUBLIC UTILITY	
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: ComEd	Vendor#: 10023	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 2 Lincoln Center, 9th Flr	City: Oak Brook Terrace	Address:	City: Wheaton
State: IL	Zip: 60181	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept:	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): Jun 29, 2025	Contract End Date (PO25): Jun 28, 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	LO		FM		1000	1100	53210		5,560,560.00	5,560,560.00
2	1	LO		CC		1200	2045	53210		1,401,875.00	1,401,875.00
3	1	LO		AS		1100	1300	53210		62,695.00	62,695.00
4	1	LO		DOT		1500	3510	53210		231,960.00	231,960.00
5	1	LO		Health Dept. - Informational Only						454,130.00	454,130.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 7,711,220.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Electric Services for Connected Facilities
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez, Katie Boffa, Christine Kliebahn, Kristie Lecaros, Kathy Curcio
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 6/17/25 CB: 6/24/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



Meeting Handout

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

File #: 25-1566

Agenda Date: 6/18/2025

Agenda #: 12.A.



DUPAGECOUNTY

Department of Community Services



Strategic Planning Initiatives

Community Development

- Alden Horizon 61-unit affordable senior housing development in Addison under construction with projected occupancy of November 2025
- Currently underwriting Tower Court Residences, a 71-unit affordable development in Naperville that will house seniors and persons with disabilities
- Currently underwriting Full Circle Communities, a 42-unit affordable development in Glen Ellyn that will serve households below 60% of area median income.





Strategic Planning Initiatives

Family Center

- Initiated weekday exchanges and supervised parenting time sessions.
- Began working with juvenile courts for families with children in foster care
- Achieved 74% satisfaction with mediation outcome (strategic target 75%)
- Met strategic outcome of 90% satisfaction with mediation process





Strategic Planning Initiatives

Housing Supports and Self Sufficiency

- Increased percentage of successful Family Self Sufficiency client completion rate from 47% in 2024 to projected 57% in 2025
- Assisted 450 households with rent assistance totaling over \$3M





Strategic Planning Initiatives

Intake and Referral

- Achieved 2-1-1 accreditation status, a year-long process that examines staffing, training, data maintenance and categorization, and policies and procedures
- Launched 2-1-1 text access
- Exceeded strategic target of 4% annual growth in 2-1-1 contacts





Strategic Planning Initiatives

Senior Services

- Hosting Senior Fair on June 13th with 39 agencies in attendance
- Creating new process to expedite guardianship cases for senior clients in crisis
- Investigated 424 Adult Protective Services and 156 LTC Ombudsman reports since January 1st

