



# DU PAGE COUNTY

## Public Works Committee

### Regular Meeting Agenda

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

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Tuesday, June 2, 2026

9:00 AM

Room 3500B

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1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS - CHAIR CHILDRESS

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [26-1566](#)

Public Works Committee - Regular Meeting Minutes - Tuesday, May 19, 2026

6. CONSENT ITEMS

6.A. [26-1567](#)

Public Works - APGN Inc. d/b/a APG-Neuros - Contract is being extended to November 30, 2026, due to delays in construction and installation of the Neuros blowers for the Woodridge Greene Valley Wastewater Treatment Plant.

7. PUBLIC UTILITY

7.A. [26-1568](#)

Recommendation for the approval of a contract to the City of Wheaton, to provide fire alarm monitoring services for the County campus, for Facilities Management, for the period of July 1, 2026 through June 30, 2027, for a contract total amount not to exceed \$21,420. Per 55 ILCS 5/5-1022(c) - not suitable for competitive bids. (Public Utility)

8. BID RENEWAL

8.A. [26-1569](#)

Recommendation for the approval of a contract to Baker Tilly Advisory Group, LP, to provide accounting services and support related to the Pursuit of the Federal Renewable Energy Tax Credit as part of the Inflation Reduction Act 2022, for Facilities Management, for the period of June 17, 2026 through June 16, 2027, for a total contract amount not to exceed \$23,500; per RFP #25-028-FM. First of three options to renew.

8.B. [26-1570](#)

Recommendation for the approval of a contract to Ashland Lock & Security Solutions, to provide locksmith services, maintenance and installation, as needed for County facilities, for Facilities Management, for the period of July 19, 2026 through July 18, 2027, for a contract total amount not to exceed \$25,000, per renewal of bid #23-079-FM. Third and final option to renew.

8.C. [FM-P-0019-26](#)

Recommendation for the approval of a contract to Ashland Door Solutions LLC, to provide door maintenance, door sales, and installation, as needed for County facilities, for Facilities Management, for the period of July 19, 2026 through July 18, 2027, for a contract total amount not to exceed \$45,000; per renewal of bid #23-080-FM. Third and final option to renew.

**9. OLD BUSINESS****10. NEW BUSINESS****11. ADJOURNMENT**



# Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 26-1566

**Agenda Date:** 6/2/2026

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## Public Works Committee

### Final Summary

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

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**Tuesday, May 19, 2026**

**9:00 AM**

**Room 3500B**

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**1. CALL TO ORDER**

9:00 AM meeting was called to order by Chair Childress at 9:00 AM.

**2. ROLL CALL**

Other Board members present: Member Saba Haider (arrived at 9:15 a.m.) and Member Yeena Yoo (arrived at 9:15 a.m.)

<b>PRESENT</b>	Childress, DeSart, Garcia, and Ozog
<b>ABSENT</b>	Zay
<b>REMOTE</b>	Galassi

**MOTION TO ALLOW REMOTE PARTICIPATION**

Member DeSart made a motion and Member Garcia seconded to allow Member Galassi to participate remotely. All ayes, motion carried.

**3. CHAIRMAN'S REMARKS - CHAIR CHILDRRESS**

No remarks were offered.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

5.A. [26-1479](#)

Public Works Committee - Regular Meeting Minutes - Tuesday, May 5, 2026

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Mary Ozog

**6. BUDGET TRANSFERS**

6.A. [26-1480](#)

Facilities Management - Transfer of funds from account number 6000-1220-54010 (Building Improvements) in the amount of \$100,984 to 6000-1220-54090 (Furniture & Furnishings) for the replacement of file cabinets for the Sheriff and Human Resources Departments that are past their useful life and to comply with modern safety standards for

Facilities Management.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

**7. CONSENT ITEMS**

7.A. [26-1481](#)

FM – Second Amendment to contract 6826-0001 SERV issued to Amber Mechanical Contractors. Contract is being extended to November 30, 2026 to complete the current HVAC replacement project at the JTK building with no change in contract total.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

**8. JOINT PURCHASING AGREEMENT**

8.A. [FM-P-0016-26](#)

Recommendation for the approval of a contract purchase order to Grainger, for the purchase of 141 file cabinets, for Facilities Management, for the period of May 26, 2026 through May 25, 2027, for a contract total not to exceed \$100,984. Contract pursuant to the Intergovernmental Cooperation Act (Omnia Partners Contract #240078-01).

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

9. **BID AWARD**

9.A. [PW-P-0015-26](#)

Recommendation for the approval of a contract to Peregrine Services, Inc., for utility bill printing and mailing services, for Public Works, for the period of August 1, 2026 to July 31, 2030, for a total contract amount not to exceed \$88,300.80; per RFP #26-015-PW.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

9.B. [PW-P-0016-26](#)

Recommendation for the approval of a contract to Groot Industries, Inc., for refuse and recycling services at various Public Works Locations, for Public Works, for the period of June 1, 2026 to May 31, 2028, for a total contract amount not to exceed \$270,000; per bid #26-009-FM.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

9.C. [FM-P-0017-26](#)

Recommendation for the approval of a contract to Groot Industries, Inc., to provide refuse disposal, recycling, and asbestos pick-up services for DuPage County facilities, for Facilities Management, for the period of June 1, 2026 through May 31, 2028, for a contract total amount not to exceed \$282,765; per bid #26-009-FM. (\$2,565 for Animal Services, \$95,000 for the Care Center, and \$185,200 for Facilities Management)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

9.D. [FM-P-0018-26](#)

Recommendation for the approval of a contract to Extreme Force Valve, Inc., to test, repair, and re-certify safety relief valves for boilers at the Power Plant, for Facilities Management, for the period of May 28, 2026 through May 27, 2027, for a total contract amount not to exceed \$80,000; per lowest responsible bid #26-032-FM.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

**10. ACTION ITEMS**

10.A. [26-1482](#)

Policy to Govern Campus Memorial Dedications

There was discussion among committee members regarding the length of time that a memorial piece will be maintained by the County and the price of a memorial brick, tree or bench. Staff let the committee members know that information regarding this policy and pricing will be on the County website.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Mary Ozog

**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.



## Consent Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 26-1567

**Agenda Date:** 6/2/2026

**Agenda #:** 6.A.

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consent  
PW 6/12  
CB 6/19



**Request for Change Order**  
Procurement Services Division  
Attach copies of all prior Change Orders

Date: May 12, 2026

MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 6629SERV	<b>Original Purchase Order Date:</b> Sep 12, 2023	<b>Change Order #:</b> 2	<b>Department:</b> Public Works
<b>Vendor Name:</b> APGN INC. DBA APG-NEUROS		<b>Vendor #:</b> 12878	<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b>	1) Contract extension from August 31, 2025, to November 30, 2026. 2) Decrease line 1 by (\$79,000.00) from \$711,000.00 to \$632,000.00. 3) Create line 3 by \$79,000.00 FY26 (4 HI-SEED TURBO BLOWERS) – 2000-255-54030. No change in the contract total.		

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

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

INCREASE/DECREASE		
A	Starting contract value	\$790,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$790,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$790,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

- Increase (greater than 29 days) contract expiration from: Aug 31, 2025 to: Nov 30, 2026
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

\_\_\_\_\_

<u>Dse</u>		<u>5/12/26</u>	<u>SR</u>		<u>5/12/26</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
			<u>[Signature]</u>		<u>5/27/2026</u>
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date



**Decision Memo**  
**Procurement Services Division**

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

Date: May 12, 2026

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

Requesting Department: DuPage County Public Works	Department Contact: Sean Reese
Contact Email: sean.reese@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: APG Neuros	Vendor #: 12878

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.  
 Approve contract time extension only to November 30, 2026 due to delays in installation because of construction and manufacturer start-up.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.  
 A contract time extension to November 30, 2026 is necessary to complete punch list items prior to final completion of the Phase 1 Improvement Project at the Woodridge Greene Valley WWTP and sign off from the manufacturer for the blowers.

**Strategic Impact**  
 Financial Planning Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.  
 The infrastructure and blowers are original to the construction of the plant in the 1980's and required updating to maintain operation, as well as operational efficiency. With this upgrade, the new energy efficient blowers are expected to decrease the usage at the Woodridge Greene Valley WWTP by 15-20%.

**Source Selection/Vetting Information** - Describe method used to select source.  
 APGN INC. DBA APG-Neuros is the sole source provider for the Neuros blowers, related equipment, and installation services. APG Neuros was provided purchase order number #6629SERV on September 12, 2023 for the new Neuros Blowers per the specifications provided.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.  
 1. Approve contract time extension only to November 30, 2026 due to delays in installation because of construction and manufacturer start-up at the Woodridge Greene Valley Wastewater Treatment Plant.  
 2. Do not approve contract time extension. Not recommended due to the blowers already being on-site and partial start-up completed.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.  
 No fiscal impact. Time extension only.



## FM Requisition under \$30,000

421 N. COUNTY FARM  
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WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 26-1568

**Agenda Date:** 6/2/2026

**Agenda #:** 8.A.

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Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

**SECTION 1: DESCRIPTION**

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1514	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$21,420.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/02/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$21,420.00
	CURRENT TERM TOTAL COST: \$21,420.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: City of Wheaton	VENDOR #: 10074	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: Angelica Norris	VENDOR CONTACT PHONE: 630-260-2028	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: ANorris@wheaton.il.us	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to the City of Wheaton, to provide fire alarm monitoring services for the County campus, for Facilities Management, for the period July 01, 2026 through June 30, 2027, for a contract total amount not to exceed \$21,420, per 55 ILCS 5/5-1022 (c) (Not suitable for competitive bids – public utility).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished City of Wheaton and Village of Winfield are members of DU-COMM, the 9-1-1 emergency dispatch center. DU-COMM requires that the fire alarm system connections are monitored. Chicago Metropolitan Fire Protection will continue to monitor the alarms; effective July 1, 2017, the quarterly billing will come directly from the City of Wheaton.			

**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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: City of Wheaton	Vendor#: 10074	Dept: Facilities Management	Division:
Attn: Angelica Norris	Email: ANorris@wheaton.il.us	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 303 Wesley Street	City: Wheaton	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60187-0727	State: IL	Zip: 60187
Phone: 630-260-2000	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: City of Wheaton	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 303 Wesley Street	City: Wheaton	Address: various locations	City: Wheaton
State: IL	Zip: 60187-0727	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2026	Contract End Date (PO25): Jun 30, 2027

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	LO		Facilities Management	FY26	1000	1100	53300		8,670.00	8,670.00
2	1	LO		Care Center	FY26	1200	2000	53250		510.00	510.00
3	1	LO		Animal Services	FY26	1100	1300	53370		510.00	510.00
4	1	LO		Division of Transportation	FY26	1500	3510	53300		1,020.00	1,020.00
5	1	LO		Facilities Management	FY27	1000	1100	53300		8,670.00	8,670.00
6	1	LO		Care Center	FY27	1200	2000	53250		510.00	510.00
7	1	LO		Animal Services	FY27	1100	1300	53370		510.00	510.00
8	1	LO		Division of Transportation	FY27	1500	3510	53300		1,020.00	1,020.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 21,420.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide fire alarm monitoring services for the County Campus.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Brian Rovik, Cathie Figlewski, Clara Gomez, Christine Kliebhan, Kristie Lecaros, Kathy (Black) Curcio.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 06/02/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

City of Wheaton - FA Monitoring FEE SCHEDULE, BILLED QUARTERLY

OCCUPANT	ADDRESS	STREET	CITY	MONTHLY FEE	YEARLY TOTAL
DuPage County Animal Services	2255 (formerly 120 N)	Manchester (formerly County Farm Rd.)	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Highway Building #14	140 N	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Care Center	400 N	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Power Plant	410 N	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Coroner's Office	414 N	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Standby Power Facility	416 N	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Admin/Bus Stop	417 N	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County JTK Administration Building	421 N	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Jail - Bldg A	501 N - BLDG A	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Jail - Bldg B	501 N - BLDG B	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Jail - Bldg C	501 N - BLDG C	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Judicial Annex Facility	503 N	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
DuPage County Judicial Office Facility	505 N	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00
OHSEM Storage / DOT Grounds	170 N	County Farm Rd.	Winfield, IL	\$85.00	\$1,020.00
DuPage County Highway Garage	180 N	County Farm Rd.	Winfield, IL	\$85.00	\$1,020.00
Office Homeland Security of Emergency Management	418 N	County Farm Rd.	Winfield, IL	\$85.00	\$1,020.00
DU-COMM	420 N	County Farm Rd.	Winfield, IL	\$85.00	\$1,020.00
ETSB @ DU-COMM	420 N	County Farm Rd.	Winfield, IL	\$85.00	\$1,020.00
Child Advocacy & Neutral Exchange	422 N	County Farm Rd.	Winfield, IL	\$85.00	\$1,020.00
DuPage County Building #2	424 N	County Farm Rd.	Winfield, IL	\$85.00	\$1,020.00
DuPage County JTK Administration Building (Treasures Office)	421 N	County Farm Rd.	Wheaton, IL	\$85.00	\$1,020.00

Effective date: 05/18/2026

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**Re: DuPage County Facilities Management - Fire Alarm Monitoring**

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**From** Angelica Norris <ANorris@wheaton.il.us>

**Date** Tue 5/5/2026 10:31 AM

**To** Rovik, Brian <Brian.Rovik2@dupagecounty.gov>

**[Caution: This email originated outside Dupagecounty.gov. Do not click links or open attachments unless you recognize the sender and know the content is safe.]**

Hi Brian,

As of now, I have not heard of any pending increases for fire alarm monitoring.

Thanks,

**Angelica Norris**

Account Coordinator - AR

City of Wheaton

[www.wheaton.il.us](http://www.wheaton.il.us)

630.260.2028 desk

630.260.2038 fax

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**From:** Rovik, Brian <Brian.Rovik2@dupagecounty.gov>

**Sent:** Tuesday, May 5, 2026 10:25 AM

**To:** Angelica Norris <ANorris@wheaton.il.us>

**Subject:** DuPage County Facilities Management - Fire Alarm Monitoring

You don't often get email from brian.rovik2@dupagecounty.gov. [Learn why this is important](#)

**⚠ CAUTION: This email originated from outside of our organization.** Please, do not click links or open attachments unless you recognize the sender and know the content is safe. **Opening email links or attachments should never require entering your password.** ⚠

Hi Angelica,

My name is Brian Rovik and I'm the Buyer for DuPage County Facilities Management. You may have worked with Mary Ventrella in the past, however she recently retired.

I'm reaching out to see if there is new pricing for Fire Alarm Monitoring for the County campus. The current contract expires 6/30/26.

I hope to hear back soon.

Thank you,

***Brian Rovik***

Buyer II

DuPage County Facilities Management

421 N. County Farm Road

Wheaton, IL 60187

(630) 407-5705

[brian.rovik2@dupagecounty.gov](mailto:brian.rovik2@dupagecounty.gov)



*Please email all future invoices for DuPage County Facilities Management to:*

**[FMAccountsPayable@dupagecounty.gov](mailto:FMAccountsPayable@dupagecounty.gov)**

PUBLIC RECORDS NOTICE: All e-mail sent to and received from the City of Wheaton, Illinois, including e-mail addresses and content, are subject to the provisions of the Illinois Freedom of Information Act, (5 ILCS140/4) and may be subject to disclosure.

# Fire Alarm Monitoring

Chicago Metro Fire Prevention Company provides a wireless radio fire alarm monitoring network for all properties within the City of Wheaton that are required to have a fire alarm system. All fire alarms are directly transmitted to DU-COMM, the 911 emergency dispatch center that serves Wheaton, for dispatching the appropriate fire personnel.

The City requires you to use the equipment from Chicago Metro, as the wireless system operates within a network.

## Fees

Applicants are charged \$85 per month by the City of Wheaton for fire alarm monitoring. Invoices will be sent out on a quarterly basis to the billing contact listed on the Fire Alarm Monitoring System Application.

Please note that property owners are still required to maintain fire alarm systems by a licensed fire alarm contractor. This requires regular inspections, testing and maintenance of your fire alarm system. The radio alarm monitoring system fees do not include costs for maintaining your fire alarm system.

## Application

Property owners who are required to have a fire alarm system and are not already served by Chicago Metro must submit a [Fire Alarm Monitoring System Application](#). This application will initiate the process for the actual installation of the radio device on your premises.

## Contacts

For questions regarding the fire radio alarm monitoring system, please contact Michelle Arrendondo at Chicago Metro Fire Prevention, 630-833-1110. For questions regarding billing, contact Angelica Norris at the City of Wheaton, 630-260-2028.

## Contact Us

### Fire Station 38 (Headquarters)

#### Physical Address

1 Fapp Circle  
Wheaton, IL 60187

Phone: [630-260-2175](tel:630-260-2175)

**Emergency Phone: 911**

[Directory](#)



## FM Requisition under \$30,000

421 N. COUNTY FARM  
ROAD  
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[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 26-1569

**Agenda Date:** 6/2/2026

**Agenda #:** 8.A.

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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1520	RFP, BID, QUOTE OR RENEWAL #: 25-028-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$23,500.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/02/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$94,000.00
	CURRENT TERM TOTAL COST: \$23,500.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Baker Tilly Advisory Group Parent, LP	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT: Jesse Nelson	VENDOR CONTACT PHONE: 517-336-3951	DEPT CONTACT PHONE #: X5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL: jesse.nelson@bakertilly.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Baker Tilly Advisory Group Parent, LP, to provide accounting services and support related to the Pursuit of the Federal Renewable Energy Tax Credit as part of the Inflation Reduction Act 2022, for Facilities Management, for the period June 17, 2026 through June 16, 2027, for a total contract amount not to exceed \$23,500, per RFP#25-028-FM, first of three options to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Phase II solar array installation at the JTK Building is currently under construction and eligible under the Inflation Reduction Act (IRA) for a credit/rebate of 40% of the project cost. The forecast expenditure from the County Infrastructure fund for the project is \$504,612 which would be approximately \$201,845 in rebate/credit for the county. County staff does not have the experience or expertise to file the correct documents and requires professional accounting services and support to obtain this rebate/credit from the Federal government.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
RENEWAL OF RFP	

<b>SECTION 3: DECISION MEMO</b>	
SOURCE SELECTION	Describe method used to select source. RFP#25-028-FM was released to the public on 1/23/24. Four vendors submitted proposals and those proposals were evaluated in four categories. Baker Tilly Advisory Group Parent, LP met the criteria and was rated the highest points.
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 a contract to Baker Tilly Advisory Group Parent, LP due to their experience and expertise in this matter. 2) Do not approve a contract to Baker Tilly Advisory Group Parent, LP . 3) Perform services in-house. Department does not have qualified staff with experience or expertise to provide this service in-house.

### SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Baker Tilly Advisory Group Parent, LP	Vendor#:	Dept: Facilities Management	Division:
Attn: Jesse Nelson	Email: jesse.nelson@bakertilly.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: PO Box 7398	City: Madison	Address: 421 N. County Farm Road	City: Wheaton
State: WI	Zip: 53707-7398	State: IL	Zip: 60187
Phone: 517-336-3951	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 17, 2026	Contract End Date (PO25): Jun 16, 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		Accounting Services	FY26	1000	1100	53000		23,500.00	23,500.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 23,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide accounting services and support related to the Pursuit of the Federal Renewable Energy Tax Credit as part of the Inflation Reduction Act 2022, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Brian Rovik, & Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 6/2/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



**THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
ACCOUNTING SERVICES FOR SOLAR IMPROVEMENT PROJECTS 25-028-FM  
BID TABULATION**

√

Criteria	Available Points	Baker Tilly Advisory Group Parent, LP	CliftonLarsonAllen LLP	Ernst & Young U.S. LLP
Firm Qualifications	20	<b>19</b>	20	20
Key Qualifications	25	<b>22</b>	21	21
Project Understanding	25	<b>22</b>	23	21
Price	30	<b>30</b>	24	24
Total	100	<b>93</b>	87	86

Fee and Rate Proposal (Design Only)	<b>\$ 23,500.00</b>	\$ 29,400.00	\$ 30,000.00
Percentage of points	<b>100%</b>	80%	78%
Points awarded (wtd against lowest price)	<b>30</b>	<b>24</b>	<b>24</b>

**NOTES**

1. Wipfli LLP has been deemed non-responsible due to their being unable to meet the qualifications .

RFP Posted on 01/23/2025 Bid Opened On 2/11/2025, 2:30 PM by	VC,HK
Invitations Sent	99
Total Requesting Documents	5
Total Bid Responses Received	4



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, Baker Tilly Advisory Group Parent, LP dba Baker Tilly Advisory Group, LP, licensed to do business in the State of Illinois, located at PO Box 7398 hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #25-028-FM which became effective on 6/17/2025 and which will expire 6/16/2026. The contract is subject to the first of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 6/16/2027.

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

#### THE COUNTY OF DUPAGE

#### CONTRACTOR

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

Steve Pasko  
\_\_\_\_\_  
PRINTED NAME

Jesse R. Nelson  
\_\_\_\_\_  
PRINTED NAME

Buyer I  
\_\_\_\_\_  
PRINTED TITLE

Principal  
\_\_\_\_\_  
PRINTED TITLE

\_\_\_\_\_  
DATE

05/12/2026  
\_\_\_\_\_  
DATE



February 12, 2025

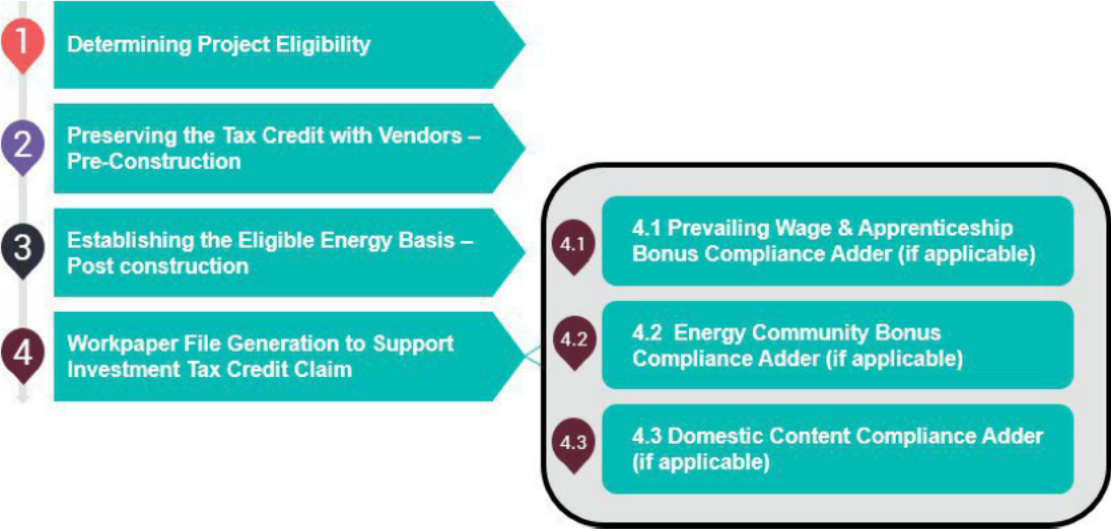
# DuPage County

Proposal for accounting services for solar improvement projects

# PRICE

In a separate email attachment, provide the following prices:  
 a) Detailed Price Proposal including one-time and recurring rates for services as requested. This Price Proposal should include estimated hours required, and Total Project Cost.

Pricing for the first phase of the project listed in PROJECT UNDERSTANDING will be billed based on recorded time and expense at Baker Tilly’s standard fees.



PHASE	IRA COMPLIANCE MANAGEMENT	FEE EACH
1	Project Eligibility Memo	N/A
2	Vendor Management*	N/A
3	IRA Cost Segregation and Energy Property Basis	Time & expense not to exceed - \$9,000
4	Workpaper File Generation to Support Tax Credit Claim	Time & expense not to exceed - \$11,000
4.1	PW&A Compliance Program and Certification**	N/A
4.2	IRA Energy Community	N/A
4.3	Domestic Content	N/A
4.4	Tax-Exempt Compliance Form 990-T	Time & expense not to exceed - \$3,500
<b>Total IRA Compliance Cost</b>		<b>Time &amp; expense not to exceed - \$23,500</b>

\*Phase 2 pricing reduced for pre-construction work with vendors assuming Domestic Content is N/A.  
 \*\*Projects which must backflush prior wages will incur an additional admin charge to administer data entry.

A separate agreement will be required for services phases 4.1-4.4.

Notwithstanding anything to the contrary in the RFP, this proposal is expressly contingent on our ability to negotiate mutually acceptable terms and conditions to the County’s Agreement prior to executing a final contract.

Any out-of-scope fees for non-IRA compliance, will be at billed at Baker Tilly's standard billing rates

<b>STANDARD HOURLY RATES (THROUGH DEC. 21, 2025)</b>			
Principals / Directors	\$350.00	To	\$650.00
Senior Managers / Managers	\$245.00	To	\$340.00
Consultants / Accountants	\$160.00	To	\$250.00
Support / Municipal Bond Disclosure Specialists	\$130.00	To	\$220.00
Interns / Staff / Admin Support	\$110.00	To	\$135.00

Billing rates are subject to change periodically after outer date above due to changing requirements and economic conditions. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.

Travel time and out-of-pocket expenses are in addition to these amounts, will be itemized separately, and will always be billed at actual cost with no mark-up. Travel time is billed at half Baker Tilly's standard hourly rates.



## PROPOSAL FORM

### **Section I: Contact Information**

Complete the contact information below.

RFP NUMBER:	25-028-FM
COMPANY NAME:	Baker Tilly Advisory Group, LP
MAIN ADDRESS:	2852 Eyde Parkway, Suite 150
CITY, STATE, ZIP CODE:	East Lansing, MI 48823
TELEPHONE NO.:	(517) 336 3951
CONTACT PERSON:	Jesse Nelson
CONTACT EMAIL:	jesse.nelson@bakertilly.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:

Jesse Nelson (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.

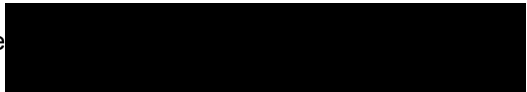
**PROPOSAL AWARD CRITERIA**

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.

Offeror: Jesse Nelson

Signature:  \_\_\_\_\_

Title: Principal

Date: February 11, 2025



## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

### **Section I: Contact Information**

Please complete the contact information below.

BID NUMBER:	25-028-FM
COMPANY NAME:	Baker Tilly
CONTACT PERSON:	Jesse Nelson, CPA, Principal
CONTACT EMAIL:	jesse.nelson@bakertilly.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\*

\*Baker Tilly Advisory Group, LP is providing this statement on behalf of itself and it's affiliates, and the principals and employees of each. Baker Tilly Advisory Group, LP makes no representation and makes no such similar statement with respect to third party consultants, counsel, and subcontractors that may be engaged by Baker Tilly Advisory Group, LP.

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

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

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

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

Yes

No

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

NAME	PHONE	EMAIL

**Section III: Violations**

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

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

[Ethics | DuPage Co. IL](#)

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

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

**Section IV: Certification**

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

Printed Name: Jesse R. Nelson

Signature: 

Title: Principal

Date: 5-12-26



## FM Requisition under \$30,000

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 26-1570

**Agenda Date:** 6/2/2026

**Agenda #:** 8.B.

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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1523	RFP, BID, QUOTE OR RENEWAL #: 23-079-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$25,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/02/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$100,000.00
	CURRENT TERM TOTAL COST: \$25,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Ashland Lock & Security Solutions	VENDOR #: 30938	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: Denise Boyd	VENDOR CONTACT PHONE: 773-348-5106 x102	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: denise@ashlanddoor.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Ashland Lock & Security Solutions, to provide lock smith services, maintenance & installation, as needed for County facilities, for Facilities Management, for the period July 19, 2026 through July 18, 2027, for a contract total amount not to exceed \$25,000, per renewal option under bid award #23-079-FM. Third and final option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Facilities Management requires door hardware, locks, keys and parts to repair and replace door hardware and services to install door hardware in order to maintain security and to ensure the integrity of the County facilities building envelope.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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.

<b>SECTION 3: DECISION MEMO</b>	
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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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.

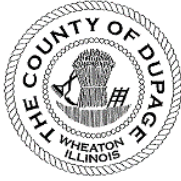
## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Ashland Lock & Security Solutions	Vendor#: 30938	Dept: Facilities Management	Division:
Attn: Denise Boyd	Email: denise@ashlanddoor.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 185 Martin Lane	City: Elk Grove Village	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60007	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Ashland Lock & Security Solutions	Vendor#: 30938	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 2510 N. Ashland Avenue	City: Chicago	Address: various locations	City: Wheaton
State: IL	Zip: 60614	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 19, 2026	Contract End Date (PO25): Jul 18, 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		Material & Supplies	FY26	1000	1100	52270		1,000.00	1,000.00
2	1	LO		Operating Supplies	FY26	1000	1100	52200		1,000.00	1,000.00
3	1	LO		Labor & Miscellaneous Services	FY26	1000	1100	53300		10,500.00	10,500.00
4	1	LO		Materials & Supplies	FY27	1000	1100	52270		1,000.00	1,000.00
5	1	LO		Operating Supplies	FY27	1000	1100	52200		1,000.00	1,000.00
6	1	LO		Labor & Miscellaneous Services	FY27	1000	1100	53300		10,500.00	10,500.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 25,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide door maintenance, door sales and installation, as needed for County facilities, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Brian Rovik, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 06/02/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



THE COUNTY OF DUPAGE  
 FINANCE - PROCUREMENT  
 LOCKSMITH SERVICES, MAINTENANCE, AND  
 INSTALLATION 23-079-FM  
 BID TABULATION



				ASHLAND LOCK & SECURITY SOLUTIONS	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Hourly Rates - Normal Hours M - F 6:30 am - 4:30 pm	HR	100	\$ 165.00	\$ 16,500.00
2	Hourly Rates - After Normal Hours and Saturday	HR	8	\$ 247.50	\$ 1,980.00
3	Hourly Rates - Sundays and Holidays	HR	8	\$ 330.00	\$ 2,640.00
NO.	ITEM	VALUE		MARKUP / DISCOUNT ADJUSTMENT	EXTENDED PRICE
4	Schlage	\$5,000		-15%	\$ 4,250.00
5	Schlage Primus Level-3	\$15,000		-10%	\$ 13,500.00
6	Medeco	\$1,000		-20%	\$ 800.00
7	Corbin Russwin	\$5,000		-15%	\$ 4,250.00
8	Von Duprin	\$5,000		-15%	\$ 4,250.00
9	Adams Rite	\$2,000		-25%	\$ 1,500.00
10	LCN	\$5,000		-15%	\$ 4,250.00
11	Folger Adams	\$2,000		-25%	\$ 1,500.00
12	ILCO	\$200		-10%	\$ 180.00
13	Master Lock	\$500		-10%	\$ 450.00
14	Sargent	\$2,000		-25%	\$ 1,500.00



**ASHLAND LOCK & SECURITY SOLUTIONS**

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
15	Service/Mobilization/Cartage Charge per Job	EA	5	\$ 115.00	\$ 575.00
16	Re-Keying Cylinders (Off-Site)	EA	30	\$ 45.00	\$ 1,350.00
17	Primus Cut Keys	EA	25	\$ 25.00	\$ 625.00
18	Misc. Key Cuts - Single Sided	EA	100	\$ 6.00	\$ 600.00
19	Misc. Key Cuts - Double Sided	EA	100	\$ 10.00	\$ 1,000.00
20	Barrel Cut Keys	EA	25	\$ 20.00	\$ 500.00
<b>GRAND TOTAL</b>					<b>\$ 62,200.00</b>

NOTES

Bid Opening 6/13/2023 @ 2:30 PM	VC, NE
Invitations Sent	35
Total Vendors Requesting Documents	2
Total Bid Responses	1



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

**CONTRACT RENEWAL AGREEMENT**

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois 60187, hereinafter called the "COUNTY" and, A. Ashland Lock Company d/b/a Ashland Lock & Security Solutions located at 2510 N. Ashland Avenue, Chicago, IL 60614, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #23-079-FM which became effective on 7/19/2023 and which will expire 7/18/2026. The contract is subject to the third of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 7/18/2027.

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

**THE COUNTY OF DUPAGE**

**CONTRACTOR**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

Steve Pasko  
\_\_\_\_\_  
PRINTED NAME

Denise Boyd  
\_\_\_\_\_  
PRINTED NAME

Buyer I  
\_\_\_\_\_  
PRINTED TITLE

V. P. Operations  
\_\_\_\_\_  
PRINTED TITLE

\_\_\_\_\_  
DATE

5/6/2026  
\_\_\_\_\_  
DATE

**SECTION 7 - BID FORM PRICING**

Bidder shall provide pricing for Sections 1 – 3. Hourly rates shall include overhead. Quantity listed are canvassing quantities. Goods shall be shipped F.O.B. Destination.

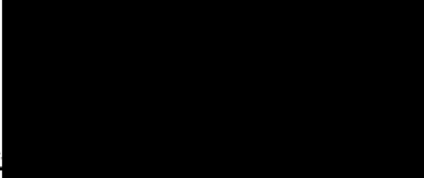
NO.	ITEM	UOM	QTY	RATE	EXTENDED PRICE
<b>SECTION 1: Locksmith Hourly Rates</b>					
1	Hourly Rates - Normal Hours M - F 6:30 am - 4:30 pm	HR	100	\$ 165.00	\$ 16,500.00
2	Hourly Rates - After Normal Hours and Saturday	HR	8	\$ 247.50	\$ 1,980.00
3	Hourly Rates - Sundays and Holidays	HR	8	\$ 330.00	\$ 2,640.00

NO.	ITEM	VALUE	MARKUP/DISCOUNT OF ADJUSTMENT (-, +) %	EXTENDED PRICE
<b>Section 2: Materials &amp; Supplies</b>				
4	Schlage	\$5,000	% 15	\$ 4,250.00
5	Schlage Primus Level-3	\$15,000	% 10	\$ 13,500.00
6	Medeco	\$1,000	% 20	\$ 800.00
7	Corbin Russwin	\$5,000	% 15	\$ 4,250.00
8	Von Duprin	\$5,000	% 15	\$ 4,250.00
9	Adams Rite	\$2,000	% 25	\$ 1,500.00
10	LCN	\$5,000	% 15	\$ 4,250.00
11	Folgers Adams	\$2,000	% 25	\$ 1,500.00
12	ILCO	\$200	% 10	\$ 180.00
13	Master Lock	\$500	% 10	\$ 450.00
14	Sargent	\$2,000	% 25	\$ 1,500.00

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
<b>SECTION 3: Miscellaneous Services</b>					
15	Service/Mobilization/Cartage Charge per Job	EA	5	\$ 115.00	\$ 575.00
16	Re-keying Cylinders (Off-site)	EA	30	\$ 45.00	\$ 1,350.00
17	Primus Cut Keys	EA	25	\$ 25.00	\$ 625.00
18	Misc. Key Cuts - Single Sided	EA	100	\$ 6.00	\$ 600.00
19	Misc. Key Cuts - Double Sided	EA	100	\$ 10.00	\$ 1,000.00
20	Barrel Cut Keys	EA	25	\$ 20.00	\$ 500.00
<b>GRAND TOTAL</b>					<b>\$ 62,200.00</b>
<b>GRAND TOTAL</b> (In words)		<b>Sixty Two Thousand, Two Hundred Dollars, and Zero Cents</b>			

**SECTION 8 - BID FORM SIGNATURE PAGE**

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

X  VP Operations  
(Signature and Title)

CORPORATE SEAL  
(If available)

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

Subscribed and sworn to before me this 31<sup>st</sup> day of May AD, 2023

 My Commission Expires: 6-1-23  
(Notary Public)

LISA M CARUSO  
Official Seal  
Notary Public - State of Illinois  
My Commission Expires Jun 1, 2023

SEAL

**SECTION 9 - MANDATORY FORM  
LOCKSMITH SERVICES 23-079-FM**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	<b>Ashland Lock &amp; Security Solutions</b>		
Main Business Address	<b>2510 N Ashland Avenue</b>		
City, State, Zip Code	<b>Chicago, IL 60614</b>		
Telephone Number	<b>773-248-5106</b>	Email Address	<b>denise@ashlanddoor.com</b>
Bid Contact Person	<b>Denise Boyd</b>		

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:

**Anne Gruber** \_\_\_\_\_ (President or Partner)      \_\_\_\_\_ (Vice-President or Partner)  
**James Gruber** \_\_\_\_\_ (Secretary or Partner)      \_\_\_\_\_ (Treasurer or Partner)

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

Addenda No. \_\_, \_\_\_\_, \_\_\_\_, and \_\_\_\_ issued thereto.

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

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

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

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

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

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

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

**CONTRACT ADMINISTRATION INFORMATION:**

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	Ashland Lock & Security Solutions	NAME	Ashland Lock & Security Solutions
CONTACT	Denise Boyd	CONTACT	Denise Boyd
ADDRESS	185 Martin Lane	ADDRESS	2510 N Ashland Avenue
CITY ST ZIP	Elk Grove Village, IL 60007	CITY ST ZIP	Chicago, IL 60614
TX	773-348-5106 x 102	TX	773-348-5106 x 102
FX		FX	
EMAIL	denise@ashlanddoor.com	EMAIL	denise@ashlanddoor.com
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Facilities Management Department 421 North County Farm Road 2-700 Wheaton, IL 60187 TX: (630) 407-6193		DuPage County Various Locations Wheaton, IL 60187 TX: (630) 407-5705 EMAIL: mary.ventrella@dupageco.org	

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



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:	23-079-FM
COMPANY NAME:	Ashland Lock & Security Solutions
CONTACT PERSON:	Denise Boyd
CONTACT EMAIL:	denise @ ashlanddoor. com

### Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

Yes

No

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

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

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

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

Yes

No

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

NAME	PHONE	EMAIL

### **Section III: Violations**

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

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

[Ethics | DuPage Co. IL](#)

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

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

### **Section IV: Certification**

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

Printed Name: Denise Boyd

Signature: 

Title: V. P. Operations

Date: 5/16/2026



---

**File #:** FM-P-0019-26

**Agenda Date:** 6/2/2026

**Agenda #:** 8.C.

---

AWARDING RESOLUTION  
ISSUED TO ASHLAND DOOR SOLUTIONS LLC  
TO PROVIDE DOOR MAINTENANCE, DOOR SALES  
AND INSTALLATION  
FOR FACILITIES MANAGEMENT  
(CONTRACT TOTAL NOT TO EXCEED \$45,000.00)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to Ashland Door Solutions LLC, to provide door maintenance, door sales and installation, as needed for County Facilities, for the period July 19, 2026 through July 18, 2027, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to provide door maintenance, door sales and installation, as needed for County Facilities, for the period July 19, 2026 through July 18, 2027, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Ashland Door Solutions LLC, 185 Martin Lane, Elk Grove Village, IL 60007, for a contract total amount not to exceed \$45,000.00, per renewal option under bid award #23-080-FM. Third and final option to renew.

Enacted and approved this 9<sup>th</sup> day of June, 2026 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK



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

**SECTION 1: DESCRIPTION**

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1524	RFP, BID, QUOTE OR RENEWAL #: 23-080-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$30,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/02/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$165,000.00
	CURRENT TERM TOTAL COST: \$45,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Ashland Door Solutions LLC	VENDOR #: 22435	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: Denise Boyd	VENDOR CONTACT PHONE: 773-348-5106 x102	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: denise@ashlanddoor.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Ashland Door Solutions LLC, to provide door maintenance, door sales and installation, as needed for County facilities, for Facilities Management, for the period July 19, 2026 through July 18, 2027, for a contract total amount not to exceed \$45,000, per renewal option under bid award #23-080-FM. Third and final option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Facilities Management requires door hardware, doors, frames and parts to repair and replace worn doors, door hardware and services to install new doors, frames and hardware in order to maintain security and to ensure the integrity of the County facilities building envelope			

**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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Ashland Door Solutions LLC	Vendor#: 22435	Dept: Facilities Management	Division:
Attn: Denise Boyd	Email: denise@ashlanddoor.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 185 Martin Lane	City: Elk Grove Village	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60007	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Ashland Door Solutions LLC	Vendor#: 22435	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 2510 N. Ashland Avenue	City: Chicago	Address: various locations	City: Wheaton
State: IL	Zip: 60614	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 19, 2026	Contract End Date (PO25): Jul 18, 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		Material & Supplies	FY26	1000	1100	52270		500.00	500.00
2	1	LO		Labor & Miscellaneous Services	FY26	1000	1100	53300		22,000.00	22,000.00
3	1	LO		Material & Supplies	FY27	1000	1100	52270		500.00	500.00
4	1	LO		Labor & Miscellaneous Services	FY27	1000	1100	53300		22,000.00	22,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 45,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide door maintenance, door sales and installation, as needed for County facilities, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Brian Rovik, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 06/02/26 County Board: 06/09/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



**THE COUNTY OF DUPAGE**  
**FINANCE - PROCUREMENT**  
**DOOR MAINTENANCE, DOOR SALES, AND INSTALLATION 23-080-FM**  
**BID TABULATION**

NO.	ITEM	UOM	QTY	ASHLAND DOOR SOLUTIONS		UNITED DOOR AND DOCK LLC		BUILDERS CHICAGO CORPORATION		MR. HANDYMAN WHEATON-HINSDALE	
				PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1	Hourly Rates - Normal Hours M - F 6:30 am - 4:30 pm	HR	100	\$ 165.00	\$ 16,500.00	\$ 139.00	\$ 13,900.00	\$ 140.00	\$ 14,000.00	\$ 157.00	\$ 15,700.00
2	Hourly Rates - After Normal Hours and Saturday	HR	8	\$ 247.50	\$ 1,980.00	\$ 189.00	\$ 1,512.00	\$ 183.00	\$ 1,464.00	\$ 235.00	\$ 1,880.00
3	Hourly Rates - Sundays and Holidays	HR	8	\$ 330.00	\$ 2,640.00	\$ 195.00	\$ 1,560.00	\$ 215.00	\$ 1,720.00	NO BID	
NO.	ITEM	VALUE	MARKUP / DISCOUNT ADJUSTMENT	EXTENDED PRICE	MARKUP / DISCOUNT ADJUSTMENT	EXTENDED PRICE	MARKUP / DISCOUNT ADJUSTMENT	EXTENDED PRICE	MARKUP / DISCOUNT ADJUSTMENT	EXTENDED PRICE	
4	Von Duprin	\$5,000	-15%	\$ 4,250.00	20.00%	\$ 6,000.00	20.00%	\$ 6,000.00	30.00%	\$ 6,500.00	
5	Schlage	\$5,000	-15%	\$ 4,250.00	20.00%	\$ 6,000.00	20.00%	\$ 6,000.00	30.00%	\$ 6,500.00	
6	Adams Rite	\$5,000	-25%	\$ 3,750.00	20.00%	\$ 6,000.00	20.00%	\$ 6,000.00	30.00%	\$ 6,500.00	
7	LCN	\$5,000	-15%	\$ 4,250.00	20.00%	\$ 6,000.00	20.00%	\$ 6,000.00	30.00%	\$ 6,500.00	
8	Sargent	\$2,000	-25%	\$ 1,500.00	20.00%	\$ 2,400.00	20.00%	\$ 2,400.00	30.00%	\$ 2,600.00	
9	Folger Adams	\$2,000	-25%	\$ 1,500.00	20.00%	\$ 2,400.00	20.00%	\$ 2,400.00	30.00%	\$ 2,600.00	
10	Curries	\$10,000	-20%	\$ 8,000.00	20.00%	\$ 12,000.00	20.00%	\$ 12,000.00	20.00%	\$ 12,000.00	
11	Steelcraft	\$15,000	-20%	\$ 12,000.00	20.00%	\$ 18,000.00	20.00%	\$ 18,000.00	20.00%	\$ 18,000.00	
12	Roton	\$500	-15%	\$ 425.00	20.00%	\$ 600.00	20.00%	\$ 600.00	40.00%	\$ 700.00	
13	Hager	\$1,000	-15%	\$ 850.00	20.00%	\$ 1,200.00	20.00%	\$ 1,200.00	30.00%	\$ 1,300.00	
14	Other Door & Frame Manufactures	\$20,000	-20%	\$ 16,000.00	20.00%	\$ 24,000.00	20.00%	\$ 24,000.00	20.00%	\$ 24,000.00	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
15	Service/Mobilization/Cartage Charge per Job	EA	5	\$ 115.00	\$ 575.00	\$ 75.00	\$ 375.00	\$ 100.00	\$ 500.00	\$ 245.00	\$ 1,225.00
16	Labor Charge for Door & Frame Installation	HR	80	\$ 165.00	\$ 13,200.00	\$ 139.00	\$ 11,120.00	\$ 140.00	\$ 11,200.00	\$ 157.00	\$ 12,560.00
<b>GRAND TOTAL</b>				\$	<b>91,670.00</b>	\$	113,067.00	\$	113,484.00	\$	118,565.00

NOTES

Bid Opening 6/13/2023 @ 2:30 PM	
Invitations Sent	24
Total Vendors Requesting Documents	2
Total Bid Responses	4



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, Ashland Door Solutions LLC located at 185 Martin Lane, Elk Grove Village, IL 60007, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #23-080-FM which became effective on 7/19/2023 and which will expire 7/18/2026. The contract is subject to the third of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 7/18/2027.

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

**THE COUNTY OF DUPAGE**

**CONTRACTOR**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

Steve Pasko  
\_\_\_\_\_  
PRINTED NAME

Denise Boyd  
\_\_\_\_\_  
PRINTED NAME

Buyer I  
\_\_\_\_\_  
PRINTED TITLE

V.P. Operations  
\_\_\_\_\_  
PRINTED TITLE

\_\_\_\_\_  
DATE

5/6/24  
\_\_\_\_\_  
DATE

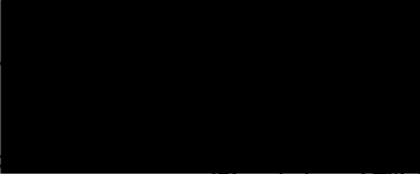
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Bidder shall provide pricing for Sections 1 – 3. Hourly rates shall include overhead. Quantity listed are canvassing quantities. Goods shall be shipped F.O.B. Destination.

NO.	ITEM	UOM	QTY	RATE	EXTENDED PRICE
<b>SECTION 1: Hourly Rates</b>					
1	Hourly Rates - Normal Hours M - F 6:30 am - 4:30 pm	HR	100	\$ 165.00	\$ 16,500.00
2	Hourly Rates - After Normal Hours and Saturday	HR	8	\$ 247.50	\$ 1,980.00
3	Hourly Rates - Sundays and Holidays	HR	8	\$ 330.00	\$ 2,640.00
NO.	ITEM	VALUE	MARKUP/DISCOUNT OF ADJUSTMENT (-, +) %	EXTENDED PRICE	
<b>Section 2: Materials &amp; Supplies</b> Fabrication of doors or frames that is subcontracted shall be pre-approved by the County and Contractor's markup shall be 5%.					
4	Von Duprin	\$5,000	% 15	\$ 4,250.00	
5	Schlage	\$5,000	% 15	\$ 4,250.00	
6	Adams Rite	\$5,000	% 25	\$ 3,750.00	
7	LCN	\$5,000	% 15	\$ 4,250.00	
8	Sargent	\$2,000	% 25	\$ 1,500.00	
9	Folger Adams	\$2,000	% 25	\$ 1,500.00	
10	Curries	\$10,000	% 20	\$ 8,000.00	
11	Steelcraft	\$15,000	% 20	\$ 12,000.00	
12	Roton	\$500	% 15	\$ 425.00	
13	Hager	\$1,000	% 15	\$ 850.00	
14	Other Door & Frame Manufacturers	\$20,000	% 20	\$ 16,000.00	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
<b>SECTION 3: Miscellaneous Services</b>					
15	Service/Mobilization/Cartage Charge per Job	EA	5	\$ 115.00	\$ 575.00
16	Labor Charge for Door & Frame Installation	HR	80	\$ 165.00	\$ 13,200.00
<b>GRAND TOTAL</b>					<b>\$ 91,670.00</b>
<b>GRAND TOTAL</b> (In words) <b>Ninety One Thousand, Six Hundred and Seventy Dollars, Zero Cents</b>					

SECTION 8 - BID FORM SIGNATURE PAGE

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

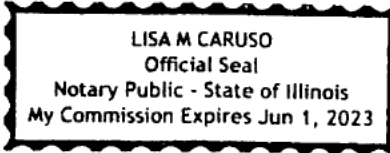
X  VP Operations  
(Signature and Title)

CORPORATE SEAL  
(If available)

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

Subscribed and sworn to before me this 31<sup>ST</sup> day of may AD, 2023

  
(Notary Public) My Commission Expires: 6-1-23



SEAL

**SECTION 9 - MANDATORY FORM  
DOOR MAINTENANCE, DOOR SALES, AND INSTALLATION 23-080-FM**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	<b>Ashland Door Solutions</b>		
Main Business Address	<b>185 Martin Lane</b>		
City, State, Zip Code	<b>Elk Grove Village, IL 60007</b>		
Telephone Number	<b>773-348-5106 x 102</b>	Email Address	<b>denise@ashlanddoor.com</b>
Bid Contact Person	<b>Denise Boyd</b>		

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:

**Anne Gruber** \_\_\_\_\_ (President or Partner)      \_\_\_\_\_ (Vice-President or Partner)  
**James Gruber** \_\_\_\_\_ (Secretary or Partner)      \_\_\_\_\_ (Treasurer or Partner)

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

Addenda No. \_\_, \_\_\_\_, \_\_\_\_, and \_\_\_\_ issued thereto.

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

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

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

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

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

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

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

**CONTRACT ADMINISTRATION INFORMATION:**

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	<b>Ashland Door Solutions</b>	NAME	<b>Ashland Door Solutions</b>
CONTACT	<b>Denise Boyd</b>	CONTACT	<b>Denise Boyd</b>
ADDRESS	<b>185 Martin Lane</b>	ADDRESS	<b>2510 N Ashland Avenue</b>
CITY ST ZIP	<b>Elk Grove Village, IL 60007</b>	CITY ST ZIP	<b>Chicago, IL 60614</b>
TX	<b>773-348-5106 x 102</b>	TX	<b>773-348-5106 x 102</b>
FX		FX	
EMAIL	<b>denise@ashlanddoor.com</b>	EMAIL	<b>denise@ashlanddoor.com</b>
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Facilities Management 421 North County Farm Road 2-700 Wheaton, IL 60187 TX: (630) 407-6193		DuPage County Various Locations Wheaton, IL 60187 TX: (630) 407-5705 EMAIL: Mary.Ventrella@dupageco.org	

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



## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

### Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	23-080-FM
COMPANY NAME:	Ashland Door Solutions
CONTACT PERSON:	Denise Boyd
CONTACT EMAIL:	denise@ashlanddoor.com

### Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

Yes

No

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

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

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

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

Yes

No

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

NAME	PHONE	EMAIL

### Section III: Violations

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

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

[Ethics | DuPage Co. IL](#)

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

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

### Section IV: Certification

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

Printed Name: Denise Boyd

Signature: 

Title: V.P. Operations

Date: 5/6/2024