



# DU PAGE COUNTY

## Transportation Committee

### Final Regular Meeting Agenda

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

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Tuesday, November 21, 2023

10:00 AM

Room 3500B

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1. CALL TO ORDER

2. ROLL CALL

3. CHAIR'S REMARKS - CHAIR OZOG

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [23-3595](#)

Joint Special Meeting of the Transportation and Public Works Committees Minutes - Special Call - Monday, October 30, 2023.

5.B. [23-3688](#)

DuPage County Transportation Committee Minutes-Tuesday November 7, 2023.

6. PROCUREMENT REQUISITIONS

6.A. [23-3654](#)

Recommendation for the approval of a contract to Atlas Bobcat, LLC, to furnish and deliver Bobcat repair and replacement parts, as needed for the Division of Transportation, for the period January 1, 2024 through December 31, 2024, for a contract total not to exceed \$15,000; per 55 ILCS 5/5-1022 (c) "not suitable for competitive bids" (Direct replacement of compatible equipment parts).

6.B. [23-3662](#)

Recommendation for the approval of a purchase order to Cintas Corporation, to furnish and deliver rental of mechanics uniforms and mat services, as needed, for the Division of Transportation, for the period December 1, 2023 through July 14, 2025, for a contract total not to exceed \$23,250; per OMNIA Partners Contract #222886.

6.C. [DT-P-0104-23](#)

Recommendation for the approval of a contract to Navistar, Inc. d/b/a Fleet Charge, to furnish and deliver International repair and replacement parts, as needed for the Division of Transportation, for the period December 1, 2023 through November 30, 2024, for a contract total not to exceed \$130,000; Per Sourcewell contract # 101520-NVS.

**7. RESOLUTIONS**7.A. [DT-R-0093-23](#)

Recommendation for approval of DuPage County's Annual Financial Commitment in support of the Chicago Metropolitan Agency for Planning for land use and transportation planning for northeastern Illinois - (County cost-\$75,626.72).

**8. AMENDING AGREEMENTS**8.A. [23-3687](#)

DT-R-0461A-22 Amendment to Resolution DT-R-0461-22 between the County of DuPage and the Chicago Metropolitan Agency for Planning to increase the County cost by \$10,000, for the federal Safe Streets For All grant. (Total County cost \$70,000).

**9. INFORMATIONAL**9.A. [TE-P-0075-23](#)

Recommendation for the approval of a contract purchase order to Accela, Inc., for Managed Application Services to provide support with permitting software for the Building & Zoning, Transportation, Stormwater, and Public Works departments, for the period of February 21, 2024 through February 20, 2025, for a contract total not to exceed \$199,290; per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Proprietary Software Maintenance and Support)

**10. OLD BUSINESS****11. NEW BUSINESS****12. ADJOURNMENT**



# Minutes

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

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**File #:** 23-3595

**Agenda Date:** 11/21/2023

**Agenda #:** 5.A.

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# DU PAGE COUNTY

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

## Joint Special Meeting of the Transportation and Public Works Committees Draft Summary

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Monday, October 30, 2023

1:00 PM

County Board Room

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### Special Call

#### 1. CALL TO ORDER

1:00 PM meeting was called to order by Chair Ozog at 1:05 PM.

Chair Ozog, under the authority of the County Board rules, appointed Member LaPlante to serve as a temporary member of the Transportation and Public Works committees in order to establish a quorum, and Chair Conroy, as an Ex Officio member of all parent committees, was in attendance on behalf of Transportation Committee and Public Works Committee.

Chair Ozog made a motion to allow the committee members Member Zay, Member Galassi and Member Tornatore, who are not physically present due to work, illness or emergency to attend remotely via ZOOM. Member DeSart made a motion and Liz Chaplin seconded. All ayes, motion carried.

#### 2. ROLL CALL

<b>PRESENT</b>	Chaplin, DeSart, Evans, Garcia, Ozog, Conroy, and LaPlante
<b>ABSENT</b>	Cronin Cahill, and Covert
<b>REMOTE</b>	Galassi, Tornatore, and Zay

#### 3. CHAIRS' REMARKS

Chair Ozog let the committee know that the purpose of this Special Call meeting is for the Division of Transportation to provide an update on their plans to address the conditions of the highway maintenance garage at the 140 Building on campus, and to discuss potential opportunities to partner with Facilities Management to repurpose their buildings. No final decision will be made by this committee today, but the Facilities Management and Division of Transportation management teams are seeking support to continue to explore different building alternatives and financing options.

#### 4. PUBLIC COMMENT

No public comments were offered.

## 5. DISCUSSION

### 5.A. Location of New 140 Building

Chief Administrator Officer Nick Kottmeyer introduced the discussion of the Division of Transportation's (DOT) highway garage improvement needs. He turned it over to Division of Transportation Director and County Engineer Chris Snyder. Director Snyder provided an overview of the DOT maintenance facilities on the west campus, described the age (65 years old) and condition of the existing highway garage noting that doing nothing is not an option. He then walked through various scenarios to address the deteriorated condition of the highway garage and improvement principles. Alternatives include rehabilitating the existing highway garage, replacing it at same location, replacing at an alternative location on the west campus, moving the highway garage to offsite locations (off campus and two options at the Fairgrounds). Only the off site locations provide the DOT with the area needed to meet our needs for equipment storage, office space, site circulation, and continuous maintenance operations. The offsite locations differ primarily in cost; off campus option would require property acquisition, utilities, Stormwater detention and site civil. The DOT has budgeted \$45M for replacing the highway garage. Based on conceptual estimates, costs for either of the offsite locations exceed what has been budgeted by the DOT. Administrator Kottmeyer noted that the cost would be 100% DOT and then discussed option to assist with the funding shortfall including a loan, bonding, and use of general fund reserves with a DOT five-year payback. Discussion held with the understanding that a decision of financing options would be further addressed at a later date.

### 5.B. Existing 140 Building Next Steps

Facilities Management Deputy Director Tim Harbaugh provided the committee with a presentation of what potential next steps could be for the 140 Building located on campus, with the understanding that if the 140 Building is left as it is currently, it will worsen in condition over the next several years.

He provided an overview on existing storage locations for the Sheriff's vehicle and equipment storage, for the Election Division Warehouse, and the OHSEM and Facilities Management Grounds division vehicle and equipment storage. As the committee determines how they would like to move forward with the 140 Building, storage for those listed items should be taken into consideration. He went over the pros and cons of the four options to consider for the remaining 140 Building. These options included complete demolition, rehabilitating the entire structure for reuse, selective demolition to minimize reuse costs, and full demolition of the building and building new on the same site.

Another site that Mr. Harbaugh brought up for the committee to consider for the aforementioned storage uses is an off site storage building, the 1900 Building in West Chicago, that the Division of Transportation is in the progress of constructing. Facilities Management could acquire this from the Division of Transportation, and use it for additional storage. This would allow the Division of Transportation to have all of their storage on one site. Mr. Harbaugh went over the financing options for this option.

Chief Administrative Officer Nick Kottmeyer closed this presentation with the next steps that the

committee members will need to take, including giving Division of Transportation and Facilities Management staff direction with the storage building options presented during this meeting, and making a decision on financing the option that they choose. Staff anticipates another meeting with more information in the first quarter of 2024.

Member Chaplin thanked staff for the presentation, and discussed the election warehouse and the considerations that will need to be taken while determining what actions to take with Mr. Kottmeyer. Member LaPlante and Member Evans clarified what the options for the 1900 Building are with Mr. Kottmeyer. Member DeSart confirmed that everything will be taken into consideration when discussing the possibility of building a storage warehouse on the fairgrounds property.

**6. OLD BUSINESS**

No old business was discussed.

**7. NEW BUSINESS**

No new business was discussed.

**8. ADJOURNMENT**

With no further business, the meeting was adjourned.



# Minutes

421 N. COUNTY FARM  
ROAD  
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**File #: 23-3688**

**Agenda Date: 11/21/2023**

**Agenda #: 5.B.**

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# DU PAGE COUNTY

## Transportation Committee

### Draft Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
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**Tuesday, November 7, 2023**

**10:00 AM**

**Room 3500B**

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**1. CALL TO ORDER**

10:00 AM meeting was called to order by Chair Mary Ozog at 10:00 AM.

**2. ROLL CALL**

<b>PRESENT</b>	Chaplin, Covert, Evans, Ozog, and Tornatore
<b>LATE</b>	Zay

**3. CHAIR'S REMARKS - CHAIR OZOG**

Chair Ozog congratulated Bill Eidson on his new position as County Engineer and also thanked Director Snyder for postponing his retirement until December 15th. Chair Ozog gave a brief overview of the changes to the Division of Transportation organizational chart to reflect Bill's appointment.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

5.A. [23-3465](#)

DuPage County Transportation Committee Minutes-Regular Meeting-Tuesday October 17, 2023.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

**6. PROCUREMENT REQUISITIONS**

6.A. [23-3582](#)

Recommendation for the approval of a purchase order to Zips Car Wash, LLC d/b/a Jet Brite Car Wash, to provide unlimited car washes, including undercarriage wash and rust inhibitor, as needed for the DuPage County fleet of vehicles, for the period November 8, 2023 through November 7, 2024, for a contact total not to exceed \$29,900; per low bid #23-117-DOT.

Member Zay joined the meeting at 10:03 AM.



<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Lucy Evans

6.B. [23-3349](#)

Recommendation for the approval of a contract to HazChem Environmental Corp., to provide hazardous material testing, disposal, and emergency services, as needed for the Division of Transportation (\$20,000) and Stormwater Management (\$9,000), for the period January 1, 2024 through December 31, 2024, for a contract total not to exceed \$29,000; per renewal option under quote award 21-094-DOT, second renewal.

Member Zay left the room.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Lucy Evans

6.C. [DT-P-0103-23](#)

Local Public Agency Engineering Services Agreement between the County of DuPage and Christopher B. Burke Engineering, Ltd. for Professional Preliminary Engineering Services for the East Branch DuPage River Trail, from IL 56/Butterfield Road to the Illinois Prairie Path (IPP), Section 23-00002-08-BT for a contract cost not to exceed \$1,499,997. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq. (County to be reimbursed \$1,200,000.)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Lucy Evans

7. **BUDGET TRANSFERS**

Member Zay rejoined the meeting.

7.A. [23-3568](#)

Budget Transfer of \$305,000.00 from Capital Contingency 1500-3500-54199 to Land/Right-of-Way 1500-3500-54000 for additional funds associated with the Warrenville Road bridge over the East Branch of the DuPage River, Naperville Road from Ogden Ave to Warrenville Road, and Lemont Road from 87th Street to 83rd Street projects for land acquisition. As Part of FY23 budget, land acquisition was budgeted in MFT. Decision was made to fund land acquisition with LGT to reduce IDOT required

processing.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Jim Zay

## 8. CHANGE ORDERS

### MOTION TO COMBINE

Chair Ozog moved and Member Chaplin seconded a motion to combine items 8.A. through 8.V. The motion was approved on voice vote, all "ayes". Motion carried.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

8.A. [23-3412](#)

Quandel Consultants, Inc.-Revised Exhibit C PO # 5753-1

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

8.B. [23-3413](#)

AECOM Technical Services, Inc.-extend PO # 4282 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

8.C. [23-3414](#)

Applied Research Associates, Inc.-extend PO # 6308 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.D. [23-3416](#)  
BLA, Inc.-extend PO # 4860 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.E. [23-3417](#)  
BLA, Inc.-extend PO # 5752 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.F. [23-3418](#)  
CDM Smith, Inc.-extend PO # 5625 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.G. [23-3419](#)  
Chicago Testing Laboratory, Inc.-extend PO # 5876 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.H. [23-3420](#)  
Civiltech Engineering, Inc.-extend PO # 4038 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.I. [23-3421](#)  
ESI Consultants, LTD-transfer funds to Gonzalez Companies, LLC. (Company merger/acquisition) and extend PO # 5774 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.J. [23-3423](#)  
GRAEF-USA, Inc.-extend PO # 6059 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.K. [23-3424](#)  
HR Green, Inc.-extend PO # 4229 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.L. [23-3425](#)  
HR Green, Inc.-extend PO # 5638 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.M. [23-3426](#)  
Huff & Huff, Inc.-extend PO # 5404 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.N. [23-3427](#)  
H W Lochner, Inc.-extend PO # 3595 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

8.O. [23-3428](#)

H W Lochner, Inc.-extend PO # 5277 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

8.P. [23-3430](#)

Patrick Engineering, Inc.-extend PO # 5806 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

8.Q. [23-3431](#)

R M Chin & Associates, Inc.-extend PO # 5479 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

8.R. [23-3432](#)

Singh & Associates, Inc.-extend PO # 5635 to 06/30/2025.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

8.S. [23-3433](#)

STV, Inc.-extend PO # 4476 to 11/30/2024.

<b>RESULT:</b>	APPROVED
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<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.T. [23-3434](#)  
STV, Inc.-extend PO # 5751 to 06/30/2025.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.U. [23-3436](#)  
TranSystems Corporation-extend PO # 4085 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

- 8.V. [23-3437](#)  
V3 Companies, Ltd.-extend PO # 4861 to 11/30/2024.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

## 9. ACTION ITEMS

- 9.A. [23-3567](#)  
Approval to release the Mobility Framework Plan for a 31 day public comment.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

## 10. AMENDING AGREEMENTS

- 10.A. [23-3457](#)  
DT-053C-91 Amendment to resolution DT-053B-91 for renewal of an Agreement of Understanding between the County of DuPage and the Illinois Department of Transportation for Maintenance and Construction.

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

10.B. [23-3590](#)

Rescission of Local Public Agency Agreement DT-R-0079-23 and approval of revised agreement between the County of DuPage and the Illinois Department of Transportation CH9/Lemont Road (83rd Street to 87th Street) and CH31/87th (Haven Drive to Lemont Road) Section 16-00232-00-CH, (Estimated County cost \$1,747,782.00).

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

## 11. INTERGOVERNMENTAL AGREEMENTS

11.A. [DT-R-0090-23](#)

Joint Funding Agreement for Preliminary Engineering, between the County of DuPage and the Illinois Department of Transportation for the East Branch DuPage River Trail from IL 56/Butterfield Road to the Illinois Prairie Path, section 23-00002-08-BT. (County to be reimbursed 80%, up to \$1,200,000).

In response to a question by Member Zay, Director Snyder confirmed that this study will evaluate alternative trail alignments south of Illinois 38/Roosevelt Road. There is no preferred alignment at this time.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

11.B. [DT-R-0091-23](#)

Agreement between the County of DuPage and the City of Aurora for the installation and future maintenance responsibilities of the Central Signal System. (County to be reimbursed \$49,918.66).

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

**12. AGREEMENTS**

12.A. [DT-R-0092-23](#)

Agreement between the County of DuPage and the Morton Arboretum for the Illinois Prairie Path Enhancement Project, funded by a grant from Nicor Gas, to remove invasive understory growth and replace them with Oak trees, along a section of the Illinois Prairie Path. (County to be reimbursed up to \$10,000).

Discussion held.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin

**13. DISCUSSION**

Winter preparedness: Director Snyder asked the Manager of Highway Operations, Mike Figuray to give an update on the status of staffing, equipment and materials for the upcoming winter season.

Mike Figuray reported that the DOT had their first call out of the season when it snowed on Halloween, and all went smoothly. He also reviewed the status of the plow trucks, staffing levels, salt and liquid materials, and strategies for removing snow from load posted bridges.

Mike mentioned that the National Weather Service is predicting a strong El Nino this winter which is typically warmer temperatures and below normal precipitation.

Discussion held.

**14. OLD BUSINESS**

No old business was discussed.

**15. NEW BUSINESS**

No new business was discussed.

**16. ADJOURNMENT**

With no further business, the meeting was adjourned at 10:19 AM.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Liz Chaplin





## Transportation Requisition under \$30,000

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

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**File #:** 23-3654

**Agenda Date:** 11/21/2023

**Agenda #:** 6.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#:	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,000.00
	CURRENT TERM TOTAL COST: \$15,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Atlas Bobcat, LLC	VENDOR #: 10309	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Todd Swartz	VENDOR CONTACT PHONE: 847-678-3633	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: tswartz@atlasbobcat.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-82	
<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.).  DOT Fleet is requesting a purchase order to Atlas Bobcat, to furnish and deliver repair and replacement parts on as-needed basis. Effective January 1, 2024 through December 31, 2024, for a contract total not to exceed \$15,000.00, per 55 ILCS 5/5-1022 (c) "Competitive Bids" not suitable for competitive bids - (sole authorized provider for OEM quality parts).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  Repair and replacement parts for the County owned and operated fleet of Bobcat equipment and implements.			

**SECTION 2: DECISION MEMO REQUIREMENTS**

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

**SECTION 3: DECISION MEMO**

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
<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.  OEM (original equipment manufacturer) bobcat repair and replacement parts. Our factory trained staff are equipped to accommodate the needs of our customers in a timely and cost-efficient manner.
<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.  Yes.
<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.  Per the attached letter dated October 27, 2023 from Atlas Bobcat sales manager, they are the sole source bobcat vendor authorized to service Cook, Will, DuPage, Kane and Grundy County. Atlas Bobcat is responsible for sales, parts, and service (5) locations throughout the areas, Elk Grove Village, Mokena, Wauconda, West Chicago and Yorkville.

### SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Atlas Bobcat, LLC.	Vendor#: 10309	Dept: Division of Transportation	Division: Accounts Payable
Attn: Todd Swartz	Email: tswartz@atlasbobcat.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 1160 McCabe Avenue	City: Elk Grove Village	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60007	State: IL	Zip: 60187
Phone: 847-678-3633	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Atlas Bobcat, LLC.	Vendor#: 10309	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address: 1160 McCabe Avenue	City: Elk Grove Village	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60007	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2024	Contract End Date (PO25): Dec 31, 2024
Contract Administrator (PO25): Roula Eikosidekas			

**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		Bobcat (OEM) Repair & Replacement Parts	FY24	1500	3520	52250		14,000.00	14,000.00
2	1	EA		Bobcat (OEM) Repair & Replacement Parts	FY25	1500	3520	52250		1,000.00	1,000.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 15,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.  To furnish and deliver Bobcat repair and replacement parts for the DOT Fleet.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to Todd Swartz, William Bell and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. see above.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached:     W-9             Vendor Ethics Disclosure Statement



## ATLAS BOBCAT, LLC.

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ELK GROVE VILLAGE, IL | MERRILLVILLE, IN | MOKENA, IL | WAUCONDA, IL | WEST CHICAGO, IL | YORKVILLE, IL

Atlas Bobcat Shop and Field labor Rates as of 27 Oct 23.

In shop repairs.  
\$160.00 Per hour.

Field service repairs.  
\$175.00 Per hour for both onsite and travel time. Plus, a once per call \$89.00 Mobile technician fee.

OEM Parts. Discount of 10% from the Atlas catalog list price.

Please contact Steve Herbert with any questions  
[sherbert@atlasbobcat.com](mailto:sherbert@atlasbobcat.com)



**Atlas Bobcat, LLC.**  
**1160 McCabe Ave.**  
**Elk Grove Village, IL 60007**  
**Todd Swartz**  
**847.529.1191**

DuPage County  
140 N. County Farm Road  
Wheaton, IL 60187  
(630) 407-6920

27 Oct 23

To Whom It May Concern,

Atlas Bobcat, LLC is the sole source Bobcat vendor authorized to service Cook, Lake, Will, DuPage, Kane, Kendall, and Grundy County. Atlas Bobcat, LLC is responsible for Sales, Parts, and Service. We have six locations throughout the area, Elk Grove Village, Mokena, Wauconda, West Chicago, Yorkville, and Merrillville. Because of the technical nature of the equipment, it is advised that our local customer deal directly with our local Atlas Bobcat locations. Our factory trained staff are equipped to accommodate the needs of our customers in a timely and cost efficient manner.

Thanks,  
Todd Swartz  
[tswartz@atlasbobcat.com](mailto:tswartz@atlasbobcat.com)  
Sales Manager/Special Accounts



# Required Vendor Ethics Disclosure Statement

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

Date: 27 Oct 23

Bid/Contract/PO #: Bobcat OEM Parts

Company Name: <u>Atlas Bobcat</u>	Company Contact: <u>Todd Swartz</u>
Contact Phone: <u>847.529.1191</u>	Contact Email: <u>tswartz@atlasbobcat.com</u>

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

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

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

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

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

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

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

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

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

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

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

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

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

Authorized Signature Signature on File

Printed Name Todd Swartz

Title Special Accounts Sales Manager

Date 27 Oct 23

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



## Transportation Requisition under \$30,000

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

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**File #:** 23-3662

**Agenda Date:** 11/21/2023

**Agenda #:** 6.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#:	RFP, BID, QUOTE OR RENEWAL #: OMNIA Contract #222886	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$23,250.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$93,000.00
	CURRENT TERM TOTAL COST: \$23,250.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Cintas Corporation No. 2	VENDOR #: 11863	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Jeremy Jordan	VENDOR CONTACT PHONE: 630-343-3143	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: jordanj4@cintas.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-81	
<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.). Requesting a purchase order to Cintas, to furnish and deliver rental of mechanics uniform/floor mats and medical supplies for the DOT. Effective December 1, 2023 through July 14, 2025, for a contract total not to exceed \$23,250.00, per OMNIA Partners Contract #222886.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Employee uniforms are necessary to identify County Employees and to supply employees with safety clothing and apparel while performing the day to day operations of the Division of Transportation. First aid supplies help staff respond effectively to common injuries and emergencies. Floor mat rentals capture dirt and liquids to protect flooring and provide a safe surface to walk on near entryways.			

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

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. This contract was setup using the cooperative OMNIA Partners Contract #222886.
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). DOT recommends approval of this contract awarded to Cintas for the rental of mechanic uniforms/floor mats & medical supplies. The OMNIA Cooperative has proven to be cost savings than going through the bid process.

## 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: Cintas Corporation No. 2	Vendor#: 11863	Dept: Division of Transportation	Division: Accounts Payable
Attn: Jeremy Jordan	Email: jordanj4@cintas.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 1150 Windham Parkway	City: Romeoville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60446	State: IL	Zip: 60187
Phone: 630-343-3143	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Cintas Corporation No. 2	Vendor#: 11863	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address: PO Box 88005	City: Chicago	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60680-1005	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Jul 14, 2025
Contract Administrator (PO25): Roula Eikosidekas			

**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		Rental of Mechanic Uniform & Floor Mats	FY24	1500	3520	53410		10,000.00	10,000.00
2	1	EA		140 Bldg - Medical Supplies	FY24	1500	3510	52320		2,500.00	2,500.00
3	1	EA		180 Bldg - Medical Supplies	FY24	1500	3520	52320		3,000.00	3,000.00
4	1	EA		Rental of Mechanic Uniforms & Floor Mats	FY25	1500	3520	53410		5,000.00	5,000.00
5	1	EA		140 Bldg - Medical Supplies	FY25	1500	3510	52320		1,250.00	1,250.00
6	1	EA		180 Bldg - Medical Supplies	FY25	1500	3520	52320		1,500.00	1,500.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 23,250.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver rental of mechanics uniform/floor mats and medical supplies for the DOT.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to Jeremy Jordan, Angelo Hernandez (hernandez4@cintas.com), William Bell, and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. See above.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached:     W-9             Vendor Ethics Disclosure Statement

# Rental of Uniforms, Floor Mats, Mops, Towels, and Related Services

City of Tucson, AZ

Contract Number: 222886

July 15, 2022 through July 14, 2025

Option to renew for one additional two-year period through July 14, 2027

## Executive Summary

- Executive Summary - OMNIA Partners
- OMNIA Partners - City of Tucson
- Pricing
- Due Diligence

## Master Agreement Documents

- Official Signed Contract
- Contract Award Documents
- Contract Amendment 1
- Contract Amendment 2

## Response Evaluation

- Supplier Response to RFP
- Evaluation Documents

## Solicitation Process

- Original RFP Document
- RFP Amendment 1
- Proof of Publication
- Historically Underutilized Business Outreach

# Facilities Solutions Agreement



Location #: 344  
 Contract #: 211011196  
 Customer #: 15641674

Main Corporate Code → **New CC 13218**

Date: 10/3/23

Customer/Participating Agency: DuPage County Transport

Phone: 630-407-6892

Address: 421 N COUNTY FARM RD

City: Wheaton

State: IL

Zip: 60187

## UNIFORM PRODUCT RENTAL PRICING:

ITEM #	DESCRIPTION	UNIT PRICE
935	Cintas Workshirt	0.218
945	CintasWorkpant	0.248
22935	Cintas Comfort Flex Pro Shirt	.372
23270	Cintas Comfort Flex Pro Pant	.391

Space for additional entries provided on page 4

This agreement is effective as of the date of execution for a term of 60 months from the date of installation or renewal.					
Standard Name Emblem	\$ 1.50	ea	Standard Agency Emblem	\$ 1.50	ea
Custom Agency Emblem	\$ 2.50	ea	Embroidery	\$ 3.50	ea
Uniform Advantage	Item:			\$ .092	ea per week
Premium Uniform Advantage	Item:			\$	ea per week
Emblem Advantage	Item:			\$	ea per week
Prep Advantage	Item:			\$	ea per week
Minimum Charge	\$35 per delivery				
Make-up Charge	\$ 1.00	per garment			
Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium				\$ .15	per garment
Seasonal Sleeve Change	\$ NA	per garment			
Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.					
Artwork Charge for Logo Mat	\$				
Payment Terms: 2% Discount Net 15, Standard terms are Net 30					
Size Change	Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$ 0.00 per garment will be assessed for employee's size changed within 4 weeks of installation.				
Other	Pricing discounts based on Omnia - Nebraska 211011196 agreement. Min.10% discount				

## FACILITY SERVICES PRODUCT PRICING:

ITEM #	DESCRIPTION	RENTAL FREQ.	INVENTORY	UNIT PRICE
X84330	3X5 GRAY MAT	Weekly	1	2.424
X84430	4X6 GRAY MAT	weekly	5	2.993

Space for additional entries provided on page 4

Automatic Lost Replacement Charge	Item:	% of inventory	\$	ea
Automatic Lost Replacement Charge	Item:	% of inventory	\$	ea

	CHECKBOX	INITIALS	DATE
Initial and check box if Unilease. All Garments will be cleaned by customer.	<input type="checkbox"/>		
Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control.	<input type="checkbox"/>		
Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.	<input type="checkbox"/>		

Cintas Representative Initials: JJ      Customer Initials: \_\_\_\_\_

# OMNIA PARTICIPATING PUBLIC AGENCIES TERMS

1. Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the Master Agreement with Lead Public Agency Prince William County Public Schools to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.
2. Master Agreement available at <https://www.omniapartners.com/publicsector>

## SUPPLIER GENERAL SERVICE TERMS SECTION

3. **Prices.** Customer agrees to rent from Company, and Company agrees to provide to Customer, the Merchandise, inventory and services described on Exhibit A, "Merchandise & Pricing" at the prices set forth in Exhibit A. There will be a minimum charge of thirty-five dollars (\$35.00) per week for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
4. **Buyback of Non-Standard Garments.** Customer has ordered from Company a garment rental service requiring embroidered garments that may not be standard to Company's normal rental product line. Those non-standard products will be designated as such under-Garment Description in Exhibit C. In the event Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement for any reason other than documented quality of service reasons which are not cured, Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
5. **Logo Mats.** In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.
6. **Adding Employees.** Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed at a Customer location that is then participating under this Agreement, the Customer shall pay Company the one time preparation fee indicated on Exhibit A. Customer shall not pay Company any one time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
7. **Emblem Guarantee.** Customer has requested that Company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"). Company will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.
8. **FRC Warranty.** Customer agrees it bears sole responsibility for selecting the flame resistant clothing and fabrics ("FRC") under this Agreement determining whether such items are appropriate for use by its employees and agents in their applicable work environment(s). CUSTOMER ACKNOWLEDGES THAT COMPANY HAS MADE NO REPRESENTATION, WARRANTY, OR COVENANT WITH RESPECT TO THE FLAME-RESISTANT QUALITIES OR OTHER CHARACTERISTICS OF THE FRC OR WITH RESPECT TO THEIR FITNESS OR SUITABILITY FOR THIS OR ANY OTHER PURPOSE. COMPANY MAKES NO REPRESENTATION WHETHER THE FRC CONSTITUTES APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH CUSTOMER'S EMPLOYEES OR AGENTS MAY BE EXPOSED OR AS TO THE FRC'S ABILITY TO PROTECT USERS FROM INJURY OR DEATH. Customer agrees to notify all employees and other agents of Customer who may wear or will be wearing the FRC that it is not designed for substantial heat exposure or for use around open flames. Customer acknowledges that compliance with any and all OSHA or other similar regulations or requirements relating to personal protective equipment is the sole responsibility of Customer. Further, Customer releases Company from any and all liability that results or may result from the use of the garments, including but not limited to any alleged failure of the FRC to function as flame-resistant or provide protection against fire and/or heat. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this Agreement or resulting from Customer's or its employees' use of the FRC.
9. **High Visibility Garments.** For high visibility garments, Customer bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses; (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the customer will be charged the then current replacement value. Customer acknowledges and understands that the garments alone do not ensure visibility of the wearer. Customer further acknowledges that Company is relying upon Customer to determine whether any garments need repair or replacement to maintain the required level of visibility. Company represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. Customer acknowledges that Company has made no other representations, covenants or warranties whether express or implied, related to the garments.
10. In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the Company allocated to Customer at the price indicated on Exhibit A of this Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Company and Customer and noted on Exhibit A.
11. **Terminating Employees.** Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to the Company but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Company.
12. **Replacement.** In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
13. **Indemnification.** To the fullest extent permitted by law, Company agrees to defend, indemnify, pay on behalf of and save harmless the Participating Public Agency, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, ility, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Company under this Contract, but only to the extent of Company's negligence.
14. **Additional Items.** Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Company for non-payment by Customer at any time Customer will pay to Company, as termination charges and not as a penalty based upon the following schedule:  
 If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 50 weeks of rental service.  
 If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as termination charges equal to 36 weeks of rental service.  
 If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as termination charges equal to 23 weeks of rental service.  
 If this agreement is cancelled for convenience after 24 months of service, Customer shall pay as termination charges of 10 weeks of rental service.  
 Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.
15. I authorize Cintas to verify my credit on Credit.net and/or by contacting the parties provided. I am authorized to sign on behalf of this company. In addition, I authorize Cintas to open a new account on behalf of the company and deliver the products or services listed above at the agreed upon pricing and delivery terms.

Cintas Location #: 344

By: Jeremy Jordan

Title: KeyAccount Manager

Accepted-GM:

Cintas Enterprise Account  Yes  No

Cintas MAM Partners: Eric Johnson

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

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Email: \_\_\_\_\_

Customer Contact: \_\_\_\_\_

Customer Contact Email: \_\_\_\_\_

Cintas Representative Initials: JJ

Customer Initials: \_\_\_\_\_

**OMNIA FAS 2023 ZN # 9200002758 US Price List**

<b>Item Number</b>	<b>Description</b>	<b>Pricing</b>
280020	Lens/Screen Pads 100/BX	\$ 10.07
163050	Burn Relief Packet/6PK	\$ 4.60
1030300	Woundseal Pour Pack (2)	\$ 13.14
119260	Allergy Relief Tablet Med	\$ 9.90
121220	Aleve Small	\$ 3.64
573772	Dayquil Severe Small	\$ 5.19
79191	Mucinex Small	\$ 8.70
111929	Ibuprofen Tabs Small	\$ 3.44
111989	Ibuprofen Tabs Medium	\$ 7.00
111999	Ibuprofen Tabs Large	\$ 15.51
113029	Cold Relief Max/Str Small	\$ 13.29
112039	Cold Relief Max/Str Medium	\$ 8.70
12221	Liquid Bandage Small	\$ 7.70
150110	Tweezers, Metal IND/3PK	\$ 4.05
51030	Hand Sanitizer Small	\$ 1.89
130100	Eyewash, 1/2oz medium	\$ 11.84
122249	Glucose, Small	\$ 9.66
102435	Lipaid, Small	\$ 2.30
102640	Biofreeze Muscle Relief, Small	\$ 4.69
119250	Anti-Diarrheal Caplets, Small	\$ 6.56
43729	X-Long Bandage Medium	\$ 5.83
164010	Cool & Soothe 6/BOX	\$ 10.77
111659	Pain Away X-Strength Small	\$ 14.21
43658	Waterproof Clear Strips	\$ 5.72
44269	Elastic Strip Medium	\$ 4.52
111230	Aspirin Org St, 50 CT	\$ 10.27
130000	Thera Tears Small	\$ 4.08
100019	Triple Antibiotic Ointment Medium	\$ 4.84
44429	Large Patch 2"x3", Medium	\$ 4.25
71318	STECH CVRL ELST WR/ANK M	\$ 162.75
8307196	STECH CVRL ELST WRT ANK/L	\$ 170.89
8307197	STECH CVRL ELST WR/AK XL	\$ 170.89
8307198	STECH CVRL ELST WR ANK/2X	\$ 170.89
8307199	STECH CVRL ELST WR ANK/3X	\$ 181.15
65017	FIRST AID COURSE /STUDENT	\$ 95.40
65023	O2 AWARENESS CLASS	\$ 132.30
65223	LADDER SAFETY CLASS	\$ 721.80
65230	HEARING CONSERVATION CLASS	\$ 721.80
65236	MACH SAFEGUAD CLASS	\$ 721.80
65242	ELECTRICAL AWARENESS TRAINING	\$ 721.80
65262	HAZARDOUS WASTE CLEANUP	\$ 1,795.50
65400	OSHA 10 GENERAL INDUSTRY COURSE UP TO 10	\$ 3,888.00
79301	FRKFLT WRKSHP WALLET CARD	\$ 0.64
79893	FALL PREV FOR GEN INDSTRY DVD	\$ 429.26

79896	FORKLIFT WORKSHOP DVD	\$ 536.85
133441_U	SD EYEWASH Service Agreement	\$ 95.76
163021	BURN RELIEF 4X4 DRESSING	\$ 22.69
170420	70-160 CPR MICROSHLD W/GLVS	\$ 22.10
306570	SACCHARIN SENS SOLUTION 6/PACK	\$ 8.88
306580	SACCHARIN FIT TEST SOLUTION 6/PACK	\$ 8.88
306590	BITREX SENS SOLTN 2041-11K	\$ 10.63
306600	BITREX TEST SOLTN 2041-12K 6/BX	\$ 10.63
560041	HAZCOM HANDBOOK SPANI	\$ 7.94
561341	FRKLFT WRKSHP OPRTR HNDBK SP	\$ 6.51
561343	BLDBNE PATH WKPLC HNDBK SP	\$ 6.51
561344	PERS PROT EQPMT HNDBK	\$ 6.51
561346	LOTO SAFETY HNDBK SP	\$ 6.51
574485	NFPA 70E ARC FLASH TRNG	\$ 4,374.00
574488	ELCTRCL SAFETY HANDBOOK	\$ 5.11
574637	CNFD SPACE/DNGR PLC HNDBK	\$ 29.97
580010	OSHA 10/30 HR ST MANUAL	\$ 125.42
580389	TRANSLATOR FEE	\$ 309.60
583628	FALL PROT FOR CNSTR HNDBK	\$ 6.76
583629	EXTNGUSHING RISK HDBK SPN	\$ 5.11
583633	RSP PRT BRTH SFLY HDBK SP	\$ 5.11
584015	PALLET JACKS TRAINING DVD	\$ 429.26
588506	LKOUT/TAGOUT DVD W/EYECUE	\$ 536.85
588511	RESP PROTECT DVD/EYECUE	\$ 466.83
591336	HAZMANT/HANDBOOK/ALL EMP	\$ 8.03
594190	CONF SPACES ENTRY TEAM HNDBK	\$ 6.80
598768	BBP EMP HANDBOOK SPANISH	\$ 5.74
599292	CINTAS FRKLFT SFTY TRNPK	\$ 150.66
599796	FRKIFT INS BKS ENG/SP	\$ 17.15
600774	FRKLFT WRKSHP EC VID BK TRNG KIT/ENG	\$ 270.60
603998	WALKING WRKG SURFACES HDBK	\$ 52.84
604938	FALL PROT GENERAL INDUSTRY	\$ 429.26
605824	LADDER SFTY HNDK ENG	\$ 19.30
605826	FALL PROT HNDBK ENG	\$ 6.51
605827	FALL PROT HNDBK SPAN	\$ 6.51
609130	HAZ COMMUN/GHS TRAIN THE TRAINER	\$ 1,903.50
609442	SPN HRTSVR FA CPR AED STDNT WORKBOOK	\$ 73.40
613504	CINTAS WPV STUDENT HNDBK	\$ 4.90
614113	SEXUAL HARASSMENT PREVENTION -HB ENG	\$ 22.76
618236	EMERGENCY RESPONSE GUIDE B	\$ 61.13
618245	CRANE SAFETY-HAND SIGNAL HANDBOOK	\$ 4.90
618246	CRANE SAFETY INTRO HANDBOOK	\$ 4.90
618247	CRANE SAFETY RIGGING HANDBOOK	\$ 4.90
618924	WORKPLACE VIOLENCE EMPLOYEE HANDBOOK	\$ 26.96



619537	Eyewash Additive	\$ 71.24
652231	LADDER INSPECTION	\$ 54.90
700001	WaterBreak Cooler Agrmt	\$ 49.50
619379XS	GLV SD TEC PRO MICROFM NTRL XS	\$ 55.76
619379S	GLV SD TEC PRO MICROFM NTRL S	\$ 55.76
619379M	GLV SD TEC PRO MICROFM NTRL M	\$ 55.76
619379L	GLV SD TEC PRO MICROFM NTRL L	\$ 55.76
619379XL1	GLV SD TEC PRO MICROFM NTRL XL	\$ 55.76
619379XL2	GLV SD TEC PRO MICROFM NTRL 2XL	\$ 55.76
8307142	REPLACEMENT FIT TEST HOOD	\$ 98.26
1704950	GLV LEATHER PALM SPLIT COW ECON 2XL	\$ 33.73
616656SC	FALL PROTECTION COURSE SUBCON	\$ 967.14
65205SC	CONFINED SPACE CLASS	\$ 723.51
65400VR	CLS 10 HOUR GENERAL IND VR	\$ 310.50
65402SC	OSHA 30 HR GEN INDUSTRY	\$ 1,035.81
65402VR	CLS 30 HOUR GENERAL IND VR	\$ 624.61
65507SC	HAZWOPER 8HR REFRESHER	\$ 308.14
65698SC	RIGGING SAFETY CLASS	\$ 774.83
13040	EYE WASH, 1 OZ BOTTLE	\$ 10.07
13129	CINTAS 3 SHELF FIRST AID CABINET	\$ 359.10
13216	EYEWASH STATION MAT	\$ 72.84
14129	CINTAS 4 SHELF FIRST AID CABINET	\$ 359.10
15129	CINTAS 5 SHELF FULL FIRST AID CABINET	\$ 440.10
19020	HI-VIS EYE WASH STA EMPTY	\$ 37.35
19110	Deluxe AED Cabinet w/Alarm	\$ 248.89
19120	Basice AED Cabinet w/no Alarm	\$ 144.19
19140	XI AED Cabinet w/Alarm	\$ 428.32
19150	Deluxe AED Cabinet w/Alarm	\$ 360.27
21780	Soft Carry Case View	\$ 59.46
21790	Grab and Run Bag full view	\$ 303.04
21810	Grab and run bag full reviveR	\$ 303.04
29180	EARPLUG EAR PUSHIN W/CD 100/BX	\$ 98.20
29401	HH MUFF MSA CAP	\$ 45.64
30496	3M FACE PIECE, MEDIUM	\$ 32.69
30497	3M 6300 FACE PIECE LARGE	\$ 33.30
30613	ADV FLEXIFILTER P100 2/PK	\$ 17.47
30656	MSA TWIN PORT RESP MD	\$ 349.16
31029	1X3 PLASTIC BANDAGE SM	\$ 9.14
31069	1X3 PLASTIC BANDAGE MED	\$ 12.04
32069	WOUND CLOSURE BNDG 10M/10L	\$ 13.28
32540	BLUE MD FM 1X3 STRIP MED	\$ 15.35
32630	BLUE MD FM FINGERTIP MED	\$ 15.78
32670	BLUE MD WTRPROOF STRIP	\$ 15.78
32680	BLUE MD WTRPROOF KNUCKLE	\$ 14.70

32690	BLUE MD WTRPROOF XLFINGER	\$ 16.46
32730	BLUE MD FOAM KNUCKLE MED	\$ 15.78
32830	BLUE MD FM XLFINGER MED	\$ 16.69
32930	BLUE MD FM LRG PTCH MED	\$ 14.94
33129	QUIKHEAL F/P BANDAGES MED	\$ 16.17
36020	20 GALLON SPILL KIT	\$ 297.40
43039	FINGERTIP BANDAGE SM	\$ 9.54
43045	Fingertip Bndge 40/BX(36)	\$ 13.28
43059	FINGERTIP BANDAGE MED	\$ 13.28
43101	SKIN TONE BNDG BEIGE REFILL	\$ 4.86
43129	FINGERTIP BANDAGE XL MED	\$ 14.61
43201	SKIN TONE BNDG BROWN REFILL	\$ 4.86
43239	KNUCKLE BANDAGE SMALL	\$ 9.96
43245	Knuckle Bandage 40/BX(32)	\$ 9.00
43259	KNUCKLE BANDAGE MEDIUM.	\$ 13.28
43301	SKIN TONE BNDG DARK BROWN REFILL	\$ 4.86
43509	SKIN TONE BNDG BOX	\$ 12.30
43659	COMFORT 1/3 STRIP MEDIUM	\$ 10.79
43669	COMFORT FINGERTIP MEDIUM	\$ 11.62
43679	COMFORT KNUCKLE MEDIUM	\$ 9.23
43725	Extra Long Strip 25/Bx	\$ 13.28
43855	Small strips 5/8" x 1 1/2"40/Box	\$ 10.79
43859	JUNIOR STRIP MED	\$ 10.79
43959	COMFORT DOT MED	\$ 11.21
44249	ELASTIC STRIP SMALL	\$ 9.14
44425	LG Patch 2x3 25/BX(36)	\$ 13.28
44855	Elastic Strp Rnd 50/BX(24)	\$ 13.28
50009	ANTISEPTIC WIPES MEDIUM	\$ 9.09
50030	ANTISEPTIC WIPES SMALL	\$ 6.17
50239	HYDROGEN PEROXIDE 2 OZ	\$ 10.81
50429	ALCOHOL PREP PADS MEDIUM	\$ 9.83
50430	ALCOHOL SWABS SMALL	\$ 6.17
50539	ALCOHOL SPRAY PUMP 2/OZ	\$ 10.81
50630	PAWS WIPES SMALL	\$ 8.33
61029	ANTISEPTIC PUMP 2 OZ	\$ 14.11
61109	ITCH RELIEF SPRY 2 OZ	\$ 14.11
62029	BURN CARE PUMP 2 OZ	\$ 14.11
63039	COLD SPRAY 4 OZ	\$ 21.27
64039	BLOOD CLOTTER SPRAY 3 OZ	\$ 31.19



# Required Vendor Ethics Disclosure Statement

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

Date: 10-27-23

Bid/Contract/PO #:

Company Name: <u>Cintas Corporation</u>	Company Contact: <u>Jeremy Jordan</u>
Contact Phone: <u>630-210-2277</u>	Contact Email: <u>jordanj4@cintas.com</u>

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

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

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

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

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

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

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

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

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

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

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

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

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

Authorized Signature

Signature on File

Printed Name

Jeremy Jordan

Title

Key Account Manager

Date

10-27-23

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



## Transportation Requisition \$30,000 and Over

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

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**File #:** DT-P-0104-23

**Agenda Date:** 11/21/2023

**Agenda #:** 6.C.

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**AWARDING RESOLUTION  
ISSUED TO NAVISTAR INC. D/B/A FLEET CHARGE TO FURNISH AND DELIVER  
INTERNATIONAL REPAIR AND REPLACEMENT PARTS  
AS NEEDED FOR THE DIVISION OF TRANSPORTATION  
(CONTRACT TOTAL NOT TO EXCEED \$130,000.00)**

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and National Intergovernmental Purchasing Alliance (Sourcewell), the County of DuPage will contract with Navistar, Inc. d/b/a Fleet Charge; and

WHEREAS, the Transportation Committee recommends County Board approval for the issuance of a contract to Navistar, Inc. d/b/a Fleet Charge, to furnish and deliver international repair and replacement parts, as needed for the Division of Transportation, for the period of December 1, 2023 through November 30, 2024.

NOW, THEREFORE, BE IT RESOLVED that said contract to furnish and deliver international repair and replacement parts, as needed for the Division of Transportation, for the period of December 1, 2023 through November 30, 2024, is hereby approved for issuance to Navistar, Inc. d/b/a Fleet Charge, 2701 Navistar Drive, Lisle, Illinois 60532, for a contract total not to exceed \$130,000.00.

Enacted and approved this 28th day of November, 2023 at Wheaton, Illinois.

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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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #101520-NVS	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$130,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$130,000.00
	CURRENT TERM TOTAL COST: \$130,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Navistar Inc. d/b/a Fleet Charge	VENDOR #: 436081	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Laura Parris	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: customer-service@fleetcharge.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-80	
<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.).			
DOT Fleet is requesting a contract with Navistar d/b/a Fleet Charge to furnish and deliver International Repair and Replacement Parts on as-needed basis. Effective December 1, 2023 through November 30, 2024, for a contract total not to exceed \$130,000.00, per Sourcewell Contract #101520-NVS.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished			
To provide International repair and replacement parts required for the maintenance and repair of County owned and operated vehicles and equipment.			

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

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source.  This contract was setup using the cooperative Sourcewell Contract #101520-NVS.
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. DOT staff recommends issuing a purchase order to Navistar d/b/a Fleet Charge, using the Sourcewell Contract #101520-NVS. 2. Taking no action will result in lack of parts needed to perform essential County operations.

## 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: Navistar Inc. d/b/a Fleet Charge	Vendor#: 436081	Dept: Division of Transportation	Division: Accounts Payable
Attn: Laura Parris	Email: customer-service@fleetcharge.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 2701 Navistar Drive	City: Lisle	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone: 630-909-2418	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Navistar Inc. d/b/a Fleet Charge	Vendor#: 436081	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address: 2701 Navistar Drive	City: Lisle	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Roula Eikosidekas			

**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		Navistar/International Repair and Replacement Parts	FY24	1500	3520	52250		130,000.00	130,000.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 130,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Navistar/International repair and replacement parts for the DOT Fleet.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.  Email Approved PO to: Alex Novak (novaka@rushenterprises.com) Timothy Conroy (conroyt@rushenterprises.com) customer-service@fleetcharge.com (Laura Parris 888-678-0550) Tracie.Queen@navistar.com William Bell Mike Figuray
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.  see above.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached:     W-9             Vendor Ethics Disclosure Statement



## Solicitation Number: RFP #101520

### CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Navistar, Inc., dba Fleet Charge, 2701 Navistar Dr., Lisle, IL 60532 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

#### 1. TERM OF CONTRACT

- A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.
- B. EXPIRATION DATE AND EXTENSION. This **Contract expires December 14, 2024**, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. SURVIVAL OF TERMS. Articles 11 through 16 survive the expiration or cancellation of this Contract.

#### 2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. EQUIPMENT, PRODUCTS, OR SERVICES. Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in



**Factory Motor Parts #101520-FMP**

Pricing for contract #101520-FMP is at dealer cost for Sourcewell participating agencies.



# Required Vendor Ethics Disclosure Statement

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

Date: 11.06.2023

Bid/Contract/PO #: \_\_\_\_\_

Company Name: <b>Navistar d/b/a Fleet Charge</b>	Company Contact: <b>Support Phone Line/TreviPay</b>
Contact Phone: <b>888-670-0550</b>	Contact Email: <b>customer-service@fleetcharge.com</b>

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

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

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

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

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

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

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

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

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

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

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

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

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

Authorized Signature **Signature on File**  
 \_\_\_\_\_  
 Printed Name **G. Kevin Moncke**  
 \_\_\_\_\_  
 Title **National Account Manager**  
 \_\_\_\_\_  
 Date **11.06.2023**  
 \_\_\_\_\_

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)



## Transportation Resolution

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

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**File #:** DT-R-0093-23

**Agenda Date:** 11/21/2023

**Agenda #:** 7.A.

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ANNUAL FINANCIAL COMMITMENT IN SUPPORT OF THE CHICAGO METROPOLITAN AGENCY  
FOR PLANNING TO CONSOLIDATE PLANNING OF  
LAND USE AND TRANSPORTATION FOR THE SEVEN COUNTIES  
OF NORTHEASTERN ILLINOIS  
(COUNTY COST \$75,626.72)

WHEREAS, in 2005 the State of Illinois created the Chicago Metropolitan Agency for Planning (hereinafter referred to as CMAP) to consolidate planning of land use and transportation for the seven counties of northeastern Illinois; and

WHEREAS, CMAP has been working with all units of local government and its partners on regional planning initiatives, including transportation and promoting a unifying sense of the region's future land use in all its forms, and recognizes and supports local authority for decisions about land use; and

WHEREAS, when the Legislature approved State funding for CMAP, it identified that the local region must also have a commitment in the support of CMAP; and

WHEREAS, under the new federal infrastructure bill the region is expected to receive additional formula funding as well as access to new competitive grant programs; and

WHEREAS, CMAP serves a crucial role in programming federal funds, performing local and regional traffic modeling and forecasting as well as assisting the region with safe and complete streets planning; and

WHEREAS, due to the additional responsibilities placed upon CMAP, local agencies are being asked to increase their annual funding commitment to support staffing and resources to comply with the new federal infrastructure bill requirements and to support regional cooperative grant program opportunities; and

NOW, THEREFORE, BE IT RESOLVED that the County of DuPage supports the Chicago Metropolitan Agency for Planning with a \$75,626.72 (SEVENTY-FIVE THOUSAND SIX HUNDRED TWENTY-SIX AND 72/100 DOLLARS) payment to promote planning of land use and transportation for the seven counties of northeastern Illinois.

Enacted and approved this 28th day of November, 2023 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK





## Transportation Resolution

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

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**File #: 23-3687**

**Agenda Date: 11/21/2023**

**Agenda #: 8.A.**

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DT-R-0461A-22

AMENDMENT TO AGREEMENT BETWEEN THE COUNTY OF DUPAGE  
AND THE CHICAGO METROPOLITAN AGENCY FOR PLANNING  
RELATED TO FEDERAL APPLICATION FOR THE  
SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT  
(INCREASE COUNTY COST \$10,000; +16.67%)

WHEREAS, the DuPage County Board heretofore adopted Resolution DT-R-0461-22 on November 8<sup>th</sup>, 2022 which authorized the execution of an Agreement between the County of DuPage (hereinafter referred to as "COUNTY") and the Chicago Metropolitan Agency for Planning (hereinafter referred to as "CMAP") for CMAP to apply for grant funding through the Safe Streets and Roads For All program ("GRANT") in partnership with Cook, DuPage, Kane, Kendall, McHenry, and Will Counties, and for the COUNTY to share in a portion of the local match of the GRANT if awarded; and

WHEREAS, CMAP was awarded said GRANT and the COUNTY desires to partner with the CMAP to develop a DuPage County Roadway Safety Action Plan ("PLAN"); and

WHEREAS the current cost of the GRANT to the COUNTY, by and through the Division of Transportation is \$60,000; and

WHEREAS, after the GRANT award, CMAP has negotiated a contract cost with the PLAN consultant; and

WHEREAS, the cost of the PLAN has increased due to more extensive technical work and public outreach; and

WHEREAS, based on the final negotiated cost proposal, CMAP and COUNTY contributions have both increased, and the COUNTY'S share of the PLAN has been determined to be \$70,000.00; and

WHEREAS, an adjustment in funding is in the best interest of the COUNTY and is authorized by law; and

WHEREAS, CMAP has prepared the Intergovernmental Agreement for DuPage Safety Action Plan Amendment #1, attached hereto as Exhibit A; and

WHEREAS, said Agreement Amendment #1 must be executed before the PLAN may begin.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that Resolution DT-R-0461-22 is hereby amended to reflect a cost of \$70,000, an increase of \$10,000, +16.67% instead of and in place of \$60,000; and

BE IT FURTHER RESOLVED that the DuPage County Chair is hereby authorized and directed to sign on behalf of the COUNTY, and the DuPage County Clerk is hereby authorized to attest the Agreement Amendment #1 with CMAP; and

BE IT FURTHER RESOLVED that this Amending Resolution and a signed Agreement Amendment be sent to CMAP, by and through the DuPage County Division of Transportation.

Enacted and approved this 28th day of November, 2023 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_  
JEAN KACZMAREK, COUNTY CLERK



**Intergovernmental Agreement for  
DuPage County Safety Action Plan  
Amendment #1**

On March 3, 2023, an Intergovernmental Agreement (“agreement”) was entered into between the Chicago Metropolitan Agency for Planning (hereinafter called “CMAP”), and DuPage County (hereinafter called “County”) for the purpose of developing a countywide Safety Action Plan.

The parties have agreed to the following amendment to the agreement:

- 1. Local match amount. The local match amount is not to exceed ~~\$60,000~~ \$70,000.

All other terms and conditions of the agreement entered into between CMAP and the County on March 9, 2023, are in full force with the exception of the above-listed amendment.

DuPage County Chair

Chicago Metropolitan Agency for Planning

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DuPage County Clerk

By: \_\_\_\_\_

Date: \_\_\_\_\_





## Technology Requisition \$30,000 and Over

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

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**File #:** TE-P-0075-23

**Agenda Date:** 11/21/2023

**Agenda #:** 6.A.

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AWARDING RESOLUTION ISSUED TO  
ACCELA, INC.  
FOR MANAGED APPLICATION SERVICES  
FOR BUILDING & ZONING, DIVISION OF TRANSPORTATION,  
STORMWATER MANAGEMENT, AND PUBLIC WORKS  
(CONTRACT TOTAL NOT TO EXCEED \$199,290.00)

WHEREAS, a sole source quotation has been obtained in accordance with Board policy; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Accela, Inc., for managed application services for Building & Zoning, Division of Transportation, Stormwater, and Public Works departments, for the period of February 21, 2024 through February 20, 2025.

NOW, THEREFORE BE IT RESOLVED, that said contract for managed application services for Building & Zoning, Division of Transportation, Stormwater, and Public Works departments, for the period of February 21, 2024 through February 20, 2025, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Accela, Inc., 4375 Solutions Center, Chicago, IL 60677, for a contract total amount not to exceed \$199,290.00. Pursuant to 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole provider - Accela is the sole provider for this software application.)

Enacted and approved this 28th day of November, 2023, at Wheaton, Illinois.

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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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-3681	RFP, BID, QUOTE OR RENEWAL #: Q-28359	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$199,290.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$199,290.00
	CURRENT TERM TOTAL COST: \$199,290.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Accela, Inc.	VENDOR #: 23818	DEPT: Information Technology / GIS	DEPT CONTACT NAME: Tom Ricker
VENDOR CONTACT: Caitlin Carter	VENDOR CONTACT PHONE: (925) 359-3411	DEPT CONTACT PHONE #: 630-407-5062	DEPT CONTACT EMAIL: Tom.Ricker@dupageco.org
VENDOR CONTACT EMAIL: ccarter@accela.com	VENDOR WEBSITE: www.accela.com	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.). Annual Accela Managed Application Services for the Building & Zoning, Transportation, Stormwater, and Public Works departments. Sole source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This managed service will provide knowledgeable professional services in order to support County departments and staff with the Accela permitting application within the "live production software environment".			

<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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
<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.  Accela is the sole provider for this software application. The new permit application is a cloud-based service. Now that the application is live Accela is working alongside County departments and staff to manage it.
<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.  Accela is the sole provider for this software application.
<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.  Accela is the sole provider for this software application.

### SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Accela, Inc.	Vendor#: 23818	Dept: Information Technology	Division:
Attn: Becky O'Brien	Email: robrien@accela.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 2633 Camino Ramon, Suite 500	City: San Ramon	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 94583	State: IL	Zip: 60187
Phone: (925) 359-3334	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Accela, Inc.	Vendor#: 23818	Dept: Information Technology	Division: GIS
Attn:	Email:	Attn: Tom Ricker	Email: Tom.Ricker@dupageco.org
Address: P.O. Box 208298	City: Dallas	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75320-8298	State: IL	Zip: 60187
Phone: (925) 359-3334	Fax:	Phone: 630-407-5062	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 21, 2024	Contract End Date (PO25): Feb 20, 2025
Contract Administrator (PO25): Tom Ricker			

**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		Accela Managed Application Services - B&Z	FY24	1100	2810	53020		123,765.00	123,765.00
2	1	EA		Accela Managed Application Services - DOT	FY24	1500	3500	53020		34,000.00	34,000.00
3	1	EA		Accela Managed Application Services - SW	FY24	1600	3000	53020		25,000.00	25,000.00
4	1	EA		Accela Managed Application Services - PW	FY24	2000	2665	53020		16,525.00	16,525.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 199,290.00

<i>Comments</i>	
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. Please send PO to Sarah Godzicki & Tom Ricker and email both when sending to vendor.
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 following documents have been attached:     W-9     Vendor Ethics Disclosure Statement



Proposed by: Caitlin Carter  
 Contact Phone: (925) 359 - 3411  
 Contact Email: ccarter@accela.com  
 Quote ID: Q-31390  
 Valid Through: 11/30/2023  
 Currency: USD

2633 Camino Ramon, Suite 500  
 San Ramon, CA, 94583

## Renewal Order Form

### Address Information

#### Bill To:

DuPage County  
 421 N. County Farm Road  
 Wheaton, Illinois 60187  
 United States

#### Ship To:

DuPage County  
 421 N. County Farm Road  
 Wheaton, Illinois 60187  
 United States

Billing Name: Jim Stran  
 Billing Phone: 6304076700  
 Billing Email: jim.stran@dupageco.org

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Managed Application Services	Year 1	2/21/2024	2/20/2025	12	\$199,290.00	1	\$199,290.00
<b>TOTAL:</b>							<b>\$199,290.00</b>

### Pricing Summary

Period	Net Total
Year 1	\$ 199,290.00
<b>Total</b>	<b>\$ 199,290.00</b>

**Renewal Terms/Information:**

General Information	
Governing Agreement(s)	This Order Form, including any OnPrem Licenses, Maintenance and Support, and Subscription Services will be governed by the applicable terms and conditions. If those terms and conditions are non-existent, have expired, do not apply or have otherwise been terminated, the following terms at <a href="https://www.accela.com/terms/">https://www.accela.com/terms/</a> will govern as applicable, based on the Customer's purchase. For Managed Application Services, our Managed Application Services Policy at <a href="https://www.accela.com/terms/">https://www.accela.com/terms/</a> shall apply.
Order Terms	
Order Start Date	Unless otherwise specified in the Special Order Terms: <ul style="list-style-type: none"> <li>• Software Licenses &amp; Subscriptions start on the date of delivery by Accela;</li> <li>• Hosting and Support start on Accela's delivery of the software hosted and/or supported;</li> </ul>
Order Duration	Unless otherwise specified in the Special Order Terms: <ul style="list-style-type: none"> <li>• Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase.</li> <li>• Any Software Licenses or Hardware are one-time, non-refundable purchases.</li> <li>• Hosting and Support continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months).</li> <li>• Professional Services continue for the duration as outlined in the applicable Statement of Work, Exhibit or the Governing Agreement, as applicable.</li> </ul>
Special Order Terms	This Order Form replaces all previous order forms for the terms listed above and will govern the Software, Maintenance, and/or Services items listed on this Order Form. <ul style="list-style-type: none"> <li>• In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.</li> <li>• For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.</li> </ul>

Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoice for the Grand Total above will be issued on the Order Start Date.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable <b>net 30 days</b> .
Service Charge	Pricing is based upon payment by ACH or check. Payment by credit card (including Purchase Cards) for product and services in this Order Form will be subject to a service charge of 3%. There is no service charge for ACH or check payment.

Special Payment Terms	None unless otherwise specified in this location.
Purchase Order	If Customer requires PO number on invoices, it <b>must</b> be provided below and Customer <b>must</b> provide a copy of the PO prior to invoice issuance. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.
	PO#

Signatures	
Accela, Inc.	Customer
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:



11/8/2023

Sarah Godzicki  
DuPage County  
421 N. County Farm Road  
Wheaton, IL 60187

Re: Sole Source Status

Dear Ms. Godzicki:

Please allow me to offer the following information to clarify the source status of Accela, Inc.'s ("Accela") products and services. Accela, as owner and software manufacturer of Accela software products and services, is the sole source provider of technical support and maintenance for all Accela software products and services licensed to DuPage County, IL, including Accela's Managed Application Services. No third-party vendor, company, or entity is authorized to develop new features for, provide development services for, or to maintain these products and services.

If you have any questions or concerns, please contact Madina Sharifi via email at [msharifi@accela.com](mailto:msharifi@accela.com).

Sincerely,

Signature on File

Aaron Haggarty

Chief Legal Officer  
Secretary





# Required Vendor Ethics Disclosure Statement

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

Date: 10/9/2023

Bid/Contract/PO #: \_\_\_\_\_

Company Name: Accela, Inc.	Company Contact: Contracts Admin
Contact Phone: 925-659-3200	Contact Email: contractsadmin@acela.com

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

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

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

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

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

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

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

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

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

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

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

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

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

Authorized Signature <sup>DocuSign</sup> Signature on File \_\_\_\_\_

Printed Name Aaron Haggarty

Title Chief Legal Officer

Date 10/9/2023

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)