



DU PAGE COUNTY

Public Works Committee

Final Summary

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

Tuesday, June 6, 2023

9:00 AM

Room 3500B

1. CALL TO ORDER

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

2. ROLL CALL

Other Board Members that were present: Member Michael Childress and Member Sheila Rutledge (arrived at 9:20 a.m.)

Member Kari Galassi arrived at 9:03 a.m., and Member Cindy Cronin Cahill arrived at 9:05 a.m. due to attending another committee meeting.

PRESENT	DeSart, Garcia, Ozog, and Zay
LATE	Cronin Cahill, and Galassi

3. CHAIRWOMAN'S REMARKS - CHAIR GARCIA

No remarks were offered.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [23-1948](#)

Public Works Committee Minutes - Regular Meeting - Tuesday, May 16, 2023

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Mary Ozog

6. CLAIMS REPORT**6.A. [23-1952](#)**

Payment of Claims - Public Works and Facilities Management

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Dawn DeSart

7. CONSENT ITEMS**7.A. [23-1949](#)**

F.H. Paschen, S.N. Nielsen & Assoc. LLC 4618-0001 SERV – Decrease & Close

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Mary Ozog

7.B. [23-1950](#)

Graybar Electric Company, Inc. 5116-0001 SERV - Decrease & Close

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Jim Zay

7.C. [23-1951](#)

Helm Mechanical, Inc. – Contract Extension to December 31, 2023, is necessary to complete the Jail B HVAC replacement project, no change to contract total, for Facilities Management. (ARPA ITEM)

Member DeSart inquired about an update on the HVAC projects throughout the campus, and Director of Public Works Nick Kottmeyer provided the committee with an update. Vice Chair Ozog commended staff for keeping the older HVAC units in great shape for so long.

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Mary Ozog

8. BID AWARD**8.A. [FM-P-0069-23](#)**

Recommendation for the approval of a contract to Commercial Mechanical, Inc., for the Replacement of Air Handling Units S-1 & S-2 in Room G15, S-6 in Penthouse A and S-8 in Penthouse B at the Care Center, for Facilities Management, for the period of June 13, 2023, through November 30, 2024, for a total contract amount not to exceed \$3,250,500 (\$1,900,000 CDBG Funded & \$1,350,500 ARPA Funded), per lowest responsible bid #23-056-FM. (PARTIAL ARPA ITEM)

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

8.B. [23-1953](#)

Recommendation for the approval of a contract to Suburban Laboratories for sewage treatment plant pollutant analysis for the Woodridge Greene Valley and Knollwood Wastewater treatment facilities, for Public Works, for the period of June 6, 2023, to June 5, 2024, for a total contract amount not to exceed \$19,213; per lowest responsible bid 23-068-PW.

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Kari Galassi

9. CONTRACT INCREASE**9.A. [FM-CO-0071-23](#)**

First Amendment to Resolution FM-P-0269-22, issued to Lamp, Inc., to provide Professional Construction Manager As-Advisor services, for various construction management services to add the following capital projects to the Scope of Work, HVAC replacement work to be completed at the Care Center for air handler units S-1 (Mechanical Room 1209), S-2 (Mechanical Room 3213), and S-4 (Mechanical Room G16C) at the Care Center [ARPA Funded], and to improve the security, building code upgrades, and ADA improvements in the County Board room at the JTK building [Infrastructure funded], and to increase the contract in the amount of \$1,229,246, taking the original contract amount of \$4,865,131 and resulting in a new amended contract total amount not to exceed \$6,094,377, an increase of 25.27%. (PARTIAL ARPA ITEM)

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

9.B. [FM-CO-0069-23](#)

Amendment to Resolution FM-P-0122-20, issued to Weatherproofing Technologies, Inc., to provide annual campus roof inspections, maintenance, and minor roof repairs, as needed, for Facilities Management, for a change order to extend the contract to March 31, 2024 and increase the contract in the amount of \$35,000, resulting in a new total contract amount not to exceed \$296,525.87, an increase of 13.38%.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Mary Ozog
SECONDER:	Kari Galassi

10. **SOLE SOURCE**10.A. [23-1954](#)

Recommendation for the approval of a contract to JWC Environmental Inc., to furnish and deliver one (1) Muffin Monster Grinder, for Facilities Management, for the period of June 7, 2023 through November 30, 2023, for a total contract amount of \$17,744.06; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids – Sole Source.

Director of Public Works Nick Kottmeyer let the committee know that a Muffin Monster Grinder is a device that grinds everything that is flushed down the drains at the jail so that it doesn't clog sewage pipes.

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Cynthia Cronin Cahill

11. **ACTION ITEMS**11.A. [23-1955](#)

Recommendation for the approval of a contract to the City of Wheaton, to provide fire alarm monitoring services for the County campus, for Facilities Management, for the period of July 1, 2023 through June 30, 2024, for a contract total amount not to exceed \$21,420, per 55 ILCS 5/5-1022(c). Not suitable for competitive bids – Public Utility.

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Mary Ozog

12. INFORMATIONAL**12.A. [SM-CO-0009-23](#)**

Change Order to County Contract 4673-0001 SERV, issued to Accela, Inc., for a contract increase of \$42,241.52 for four (4) additional licenses, for Stormwater Management for a 2-year period and extension of license subscription serves for Public Works (1) and Building and Zoning (3) for a two-year period, resulting in an amended contract total of \$965,509.79, an increase of 4.58%.

RESULT: APPROVED AND SENT TO FINANCE

MOVER: Jim Zay

SECONDER: Kari Galassi

13. DISCUSSION

- 13.A. Energy Efficiency and Conservation Block Grant – Formula funding from the U.S. Department of Energy for energy efficiency and renewable energy projects for the amount of \$449,600, for Facilities Management.

Capital Projects Energy Analyst Ian Johnstone presented an overview of what the Energy Efficiency and Conservation Block Grant is and proposed project ideas that the committee members may consider. Member DeSart, Member Galassi, Member Cahill, Member Zay and Chair Garcia inquired about the details and breakdown of what the proposed projects would cost. Deputy Director of Facilities Management Tim Harbaugh let the committee know that a decision will have to be made by the end of 2023, and that this will be revisited at the Public Works committee meeting in July.

14. PRESENTATION**14.A. Sidewalks Presentation**

Eric Melchers with Hampton, Lenzini and Renwick presented information regarding sidewalk repairs and projects all over the County Campus. He went over what kinds of things they look for in sidewalk repair projects, what their approach would be for sidewalk projects, and went over the results of their sidewalk evaluation on the County Campus. Deputy Director of Facilities Management Tim Harbaugh let the committee know that more projects for consideration will be presented during the Public Works committee meeting in July.

Member Cahill, Member Rutledge, and Member Zay discussed how much they would prefer to spend on these projects moving forward.

Member Galassi, Member DeSart and Member Childress left at 9:30 a.m. to attend the Human Services committee meeting.

15. OLD BUSINESS

No old business was discussed.

16. NEW BUSINESS

No new business was discussed.

17. ADJOURN

With no further business, the meeting was adjourned.



Minutes

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

File #: 23-1948

Agenda Date: 6/6/2023

Agenda #: 5.A.



DU PAGE COUNTY

Public Works Committee

Draft Summary

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

Tuesday, May 16, 2023

9:00 AM

Room 3500B

1. CALL TO ORDER

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

2. ROLL CALL

Other board members present: Yeena Yoo, Michael Childress, Lucy Evans and Sheila Rutledge.

PRESENT	Cronin Cahill, DeSart, Galassi, Garcia, and Ozog
REMOTE	Zay

MOTION TO ALLOW REMOTE PARTICIPATION

Member Cahill moved and Member DeSart seconded a motion to allow Member Zay to participate remotely.

3. CHAIRWOMAN'S REMARKS - CHAIR GARCIA

No remarks were offered.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [23-1792](#)

Public Works Committee Minutes - Regular Meeting - Tuesday, May 2, 2023

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

6. CLAIMS REPORT

6.A. [23-1793](#)

Payment of Claims - Public Works and Facilities Management

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

7. CONSENT ITEMS**7.A. [23-1794](#)**

BCR Automotive Group LLC DBA Roesch Ford - Decrease and close contract

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Kari Galassi

7.B. [23-1795](#)

Joseph J Henderson & Son, Inc. - Time extension greater than 30 days, and no change in the contract total amount

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

8. BID AWARD**8.A. [FM-P-0066-23](#)**

Recommendation for the approval of a contract to AMS Mechanical Systems, Inc., to furnish and install natural gas piping replacements and upgrades to the gas main and meter, at the Power Plant, for Facilities Management, for the period of May 23, 2023 through May 22, 2024, for a total contract amount not to exceed \$125,837; per lowest responsible bid 23-061-FM.

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

8.B. [FM-P-0067-23](#)

Recommendation for the approval of a contract to Earthwerks Land Improvement and Development Corporation, for construction of stormwater detention and Best Management Practices (BMP's) projects at the east campus detention basin, for Facilities Management, for numerous building construction projects, for the period May 23, 2023, through December 15, 2025 for a total lump sum amount of \$2,793,517 which includes \$364,371 (15%) owner contingency, per lowest responsible bid 22-102-SWM. (PARTIAL ARPA ITEM)

Director of Public Works Nick Kottmeyer let the committee know that this item is regarding the detention that the County needs for all improvement projects that are being

done on the County Campus. Member DeSart, Member Evans, and Member Cahill discussed funding and details about this project with Facilities Management Deputy Director Tim Harbaugh and Mr. Kottmeyer.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Mary Ozog

9. PROFESSIONAL SERVICES AGREEMENT

9.A. [FM-P-0068-23](#)

Recommendation for the approval of an Agreement between the County of DuPage, Illinois, and V3 Companies, Ltd., to provide Phase III Professional Stormwater Engineering Services and engineering design for campus projects, for Facilities Management, for the period May 23, 2023 through December 15, 2025, for a total contract amount not to exceed \$241,095. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/ et seq.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Mary Ozog

10. SOLE SOURCE

10.A. [PW-P-0035-23](#)

Recommendation for the approval of a contract to RapidView, LLC, for parts and labor to repair the IBAK sewer televising camera, for Public Works, for the period of May 23, 2023 to May 31, 2027, for a contract total amount not to exceed \$60,000; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - Sole Source.

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

11. ACTION ITEMS

11.A. [PW-R-0003-23](#)

Recommendation for the approval of an Easement Agreement between the County of DuPage and the Forest Preserve District of DuPage County providing for the operation and maintenance of existing sanitary interceptors within portions of the Waterfall Glen Forest Preserve. (No additional cost to the County)

RESULT: APPROVED AT COMMITTEE

MOVER: Dawn DeSart

SECONDER: Cynthia Cronin Cahill

12. PRESENTATIONS

12.A. County Campus EV Charging Stations

Capital Projects Energy Analyst Ian Johnstone presented information regarding Electric Vehicle Charging Stations on the County Campus. He provided the committee members with an overview of current conditions and how they are meeting County charging demand, potential charging sites, potential funding options, operational costs of Electric Vehicle Charging stations, and current and future Electric Vehicle Charging policies.

Member Rutledge, Member Galassi and Member Zay briefly discussed the public Electric Vehicle Charging stations. Chair Garcia let the committee know that Mr. Johnstone will be back at the next Public Works committee meeting to answer additional questions.

12.B. DuPage County Historical Museum & DuPage County Heritage Gallery

The Executive Director of the Wheaton Park District, Mike Benard, and Facilities Management Project Supervisor, Geoffrey Matteson, presented an outline of the history of the DuPage County Historical Museum. Before they began, Mr. Benard introduced Michelle Podkowa as well, the museum's Manager. He provided an overview of the museum's history and mentioned that in 2008 the County of DuPage and the Wheaton Park District entered into an Intergovernmental Agreement that allowed the County to retain ownership of the building and artifacts, and allowed the Park District to take over staffing, operations, and maintenance.

Mr. Benard mentioned that the Enduring Values exhibit at the DuPage County Historical Museum, which is owned by the County of DuPage, needs an update. At this point, Mr. Matteson also went over the history of the Heritage Gallery, located at the JTK Administration Building, and discussed a DuPage Heritage Gallery update opportunity to coordinate with the Wheaton Park District on a QBC (Qualifications Based Selection) process to choose an expert third party partner to redesign both the Enduring Values and Heritage Gallery exhibit spaces.

Member DeSart emphasized that Diversity and Inclusion is a key component in moving forward with the redesign of these exhibits. There was discussion regarding the QBS (Qualifications Based Selection) process that will be used to select the best third party partner to do this project.

There was consensus among the committee to move forward with the QBS (Qualifications Based Selection) process, and to choose an expert third party partner that will also engage all stakeholders in the projects to update the Enduring Values and Heritage Gallery exhibits.

13. OLD BUSINESS

Member Rutledge informed the committee of maintenance that needs to be done on the Fallen Police and Fallen Firefighters Memorial on the County Campus. Facilities Management Deputy Director Tim Harbaugh informed the committee that this issue will be addressed.

14. NEW BUSINESS

No new business was discussed.

15. ADJOURN

With no further business, the meeting was adjourned.



Payment of Claims

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: 23-1952

Agenda Date: 6/6/2023

Agenda #: 6.A.

	Public Works		
	Schedule of Claims		
	6/6/2023		
Pay Vendor Name	Description	Check Date	Amount
AEP ENERGY	Electric supply	5/12/2023	\$23,360.95
AMAZON CAPITAL SERVICES	Safety helmets	5/12/2023	\$1,839.09
BAKER TILLY US, LLP	Audit	5/12/2023	\$20,216.00
DREISILKER ELECTRIC MOTORS	Gasket	5/12/2023	\$35.16
FIRST ENVIRONMENTAL LABS INC	Lab testing	5/12/2023	\$778.70
FOSTERS TEST LANE	Safety lane inspection	5/12/2023	\$402.00
INDEPENDENT BEARING INC	Bearing	5/12/2023	\$3,005.80
MCMMASTER-CARR	PVC tube	5/12/2023	\$114.11
MIDAS AUTO SERVICE EXPERTS	Repair	5/12/2023	\$773.84
NEENAH FOUNDRY COMPANY	Frame	5/12/2023	\$740.00
NICOR GAS	Gas	5/12/2023	\$445.11
SYN-TECH SYSTEMS INC	Extension cable	5/12/2023	\$140.50
TROTTER & ASSOCIATES INC	Engineering services	5/12/2023	\$7,104.37
USA BLUEBOOK	Connector	5/12/2023	\$227.37
VERIZON	Wireless service	5/12/2023	\$2,933.55
VILLAGE OF WILLOWBROOK	Meter reads	5/12/2023	\$158.00
WILLOWBROOK FORD INC	Service	5/12/2023	\$1,473.72
A & W TRAILER	Pintle combo	5/16/2023	\$197.88
ADVANCE AUTO PARTS	Auto parts	5/16/2023	\$359.09
AEP ENERGY	Electric supply	5/16/2023	\$400.26
CHICAGO PARTS & SOUND LLC	Radio	5/16/2023	\$498.00
CITY OF NAPERVILLE	Meter reads	5/16/2023	\$266.50
COM ED	Electricity	5/16/2023	\$49.22
FEDEX	Shipping	5/16/2023	\$103.40
ILLINOIS SECTION AMERICAN	Conference	5/16/2023	\$291.00
MI FLUID POWER SOLUTIONS	Hose assembly	5/16/2023	\$272.06
NICOR GAS	Gas	5/16/2023	\$2,285.05
ODP BUSINESS SOLUTIONS, LLC	Office supplies	5/16/2023	\$293.63
PORTER PIPE & SUPPLY	Union	5/16/2023	\$1,463.46
PRCO	Forms move in/out	5/16/2023	\$322.02
SUBURBAN DOOR CHECK & LOCK SVC	Key duplicate	5/16/2023	\$7.80
THE HOME DEPOT PRO	Cleaning supplies	5/16/2023	\$1,034.12
THE SHERWIN WILLIAMS CO	Paint	5/16/2023	\$99.73
VERIZON	SCADA Text Lines	5/16/2023	\$308.64
VWR INTERNATIONAL LLC	Lab supplies	5/16/2023	\$205.43
WAREHOUSE DIRECT, INC.	Toners	5/16/2023	\$721.02
WESTMONT INTERIOR SUPPLY HOUSE	Paper-faced bed	5/16/2023	\$427.68
ZIEBELL WATER SERVICE PRODUCTS	Valve box	5/16/2023	\$2,313.81
AEP ENERGY	Electric supply	5/19/2023	\$11,907.30
AQUAFIX INC	Bug on a rope	5/19/2023	\$1,184.91
AT&T	Phone service	5/19/2023	\$317.97
BLAINS FARM & FLEET	Boots	5/19/2023	\$1,079.94
CDM SMITH INC	Electrical infrastructure	5/19/2023	\$22,173.42
COM ED	Electricity	5/19/2023	\$10,786.07
DONOHUE & ASSOCIATES, INC.	Engineering SCADA upgrade	5/19/2023	\$3,376.83
EDWARDS ENGINEERING, INC	Inspection	5/19/2023	\$6,764.00
FEHR GRAHAM & ASSOCIATES LLC	Engineering services	5/19/2023	\$1,223.90
GEAR & REPAIR, LLC	Bushings	5/19/2023	\$815.00
HARRINGTON INDUSTRIAL PLASTICS	Solvent cement	5/19/2023	\$347.43
IMPERIAL SUPPLIES LLC	Hose clamp	5/19/2023	\$101.79
MARTIN, JAMEY L	Plumbing bill reimbursement	5/19/2023	\$720.56
MENARDS	Dryer	5/19/2023	\$1,278.96
ODP BUSINESS SOLUTIONS, LLC	Office supplies	5/19/2023	\$63.45
PAYMENTUS CORP	Transaction fees	5/19/2023	\$499.05
PEREGRINE CORPORATION	Utility billing	5/19/2023	\$455.51

	Public Works		
	Schedule of Claims		
	6/6/2023		
Pay Vendor Name	Description	Check Date	Amount
TERRACE SUPPLY CO	Repair	5/19/2023	\$951.33
TROTTER & ASSOCIATES INC	Engineering services	5/19/2023	\$20,601.82
UNITED LABORATORIES	WWTP bacteria	5/19/2023	\$3,819.00
VILLAGE OF GLEN ELLYN	Reimbursement sanitary sewer service	5/19/2023	\$95,720.35
VILLAGE OF LOMBARD	Sewer service fees	5/19/2023	\$4,837.33
WILLOWBROOK FORD INC	Service	5/19/2023	\$1,326.13
CITY OF WHEATON	Meter reads	5/23/2023	\$474.50
COM ED	Electricity	5/23/2023	\$1,267.28
LIBERTY SUPPLY LLC	Bearing	5/23/2023	\$537.90
LMK TECHNOLOGIES	O-Ring kit	5/23/2023	\$1,434.60
MCNELIS, SHANNON	Book purchased by employee	5/23/2023	\$165.00
NIGP	Membership	5/23/2023	\$290.00
SERVICE INDUSTRIAL SUPPLY INC	Hose	5/23/2023	\$504.74
STANDARD EQUIPMENT COMPANY	Repair	5/23/2023	\$38,185.84
VERIZON	Wireless service	5/23/2023	\$907.51
ABARCA, PEDRO	Billing overpayment refund	5/24/2023	\$60.40
ALEXA, KRISTINA	Billing overpayment refund	5/24/2023	\$14.94
ALYINOVICH, DEBRA	Billing overpayment refund	5/24/2023	\$245.95
ANDERMANN, GERALDINE & JOHN	Billing overpayment refund	5/24/2023	\$164.60
ARNAUT, DUMITRU	Billing overpayment refund	5/24/2023	\$53.55
BHATT, HIMASHU	Billing overpayment refund	5/24/2023	\$28.42
BISWAS, TAPAN	Billing overpayment refund	5/24/2023	\$139.23
BLUME, DAVID	Billing overpayment refund	5/24/2023	\$27.75
BLUME, NANCY	Billing overpayment refund	5/24/2023	\$596.91
BOGGS, BARB	Billing overpayment refund	5/24/2023	\$38.72
BRILEY, DANIEL P	Billing overpayment refund	5/24/2023	\$79.19
BRUNER, KATHLEEN	Billing overpayment refund	5/24/2023	\$33.75
CAMPBELL, NANCY	Billing overpayment refund	5/24/2023	\$14.48
CARPEN, LIA	Billing overpayment refund	5/24/2023	\$14.79
CASSIER, DONALD / DEBORAH	Billing overpayment refund	5/24/2023	\$29.86
CESCATO, HARRY J	Billing overpayment refund	5/24/2023	\$255.38
CLINITE, RICHARD R	Billing overpayment refund	5/24/2023	\$46.70
CODE 83 LLC	Billing overpayment refund	5/24/2023	\$738.08
DEASIS, AZUCENA	Billing overpayment refund	5/24/2023	\$18.75
DENT, RYANNE	Billing overpayment refund	5/24/2023	\$30.40
DONEV, DONCO	Billing overpayment refund	5/24/2023	\$73.95
DORFMAN, KATHLEEN	Billing overpayment refund	5/24/2023	\$310.59
DOUGLAS, CRAIG	Billing overpayment refund	5/24/2023	\$66.85
ELSHERBINI, AHMED	Billing overpayment refund	5/24/2023	\$16.08
EVELYN EBERT, CARL MYLES /	Billing overpayment refund	5/24/2023	\$34.72
FINNEGAN, SCOTT	Billing overpayment refund	5/24/2023	\$14.69
FISHERKELLER, J	Billing overpayment refund	5/24/2023	\$91.20
FRITSCH, MARK W	Billing overpayment refund	5/24/2023	\$62.15
GALLAGHER, KATIE	Billing overpayment refund	5/24/2023	\$53.47
GATEWAY SB, LLC	Billing overpayment refund	5/24/2023	\$13.48
GATEWAY SB, LLC	Billing overpayment refund	5/24/2023	\$34.34
GATEWAY SB, LLC	Billing overpayment refund	5/24/2023	\$18.88
GATEWAY SB, LLC	Billing overpayment refund	5/24/2023	\$85.52
LENDEL, GLEB	Billing overpayment refund	5/24/2023	\$16.08
GLUTKINAITE, ERNESTA	Billing overpayment refund	5/24/2023	\$61.49
GMAZEL, ANNE	Billing overpayment refund	5/24/2023	\$82.56
GOSLIN, TERRI	Billing overpayment refund	5/24/2023	\$44.37
GREGG, MICHELLE	Billing overpayment refund	5/24/2023	\$60.00
HALL, LOIS	Billing overpayment refund	5/24/2023	\$29.86
HARRIS, LINDETTA	Billing overpayment refund	5/24/2023	\$38.77

	Public Works		
	Schedule of Claims		
	6/6/2023		
Pay Vendor Name	Description	Check Date	Amount
HARRIS, WALTER & VEORIA	Billing overpayment refund	5/24/2023	\$34.17
HOOPER, MARIA	Billing overpayment refund	5/24/2023	\$44.79
INTUITION PROPERTIES LLC	Billing overpayment refund	5/24/2023	\$42.95
ISLAM, KHONDKER	Billing overpayment refund	5/24/2023	\$64.34
ISSLEIB, STEVEN / LYNN	Billing overpayment refund	5/24/2023	\$136.94
JAMES MIDDLETON TRUST	Billing overpayment refund	5/24/2023	\$218.56
JANOVSKY, CHARLES F	Billing overpayment refund	5/24/2023	\$15.52
JOHNSTON, ROSETTA	Billing overpayment refund	5/24/2023	\$50.00
JOYCE, PATRICIA	Billing overpayment refund	5/24/2023	\$46.26
KABAT, MARY	Billing overpayment refund	5/24/2023	\$47.22
KANASH, FAIZ	Billing overpayment refund	5/24/2023	\$29.86
KASPAREIT, EMIL	Billing overpayment refund	5/24/2023	\$32.88
KILIANEK, BONNIE	Billing overpayment refund	5/24/2023	\$9.41
KORNICHUK, KAREN	Billing overpayment refund	5/24/2023	\$32.35
KUCH, EDWARD R	Billing overpayment refund	5/24/2023	\$14.79
KUPENSKY, SANDRA	Billing overpayment refund	5/24/2023	\$63.82
LEE, SUK-JAE	Billing overpayment refund	5/24/2023	\$64.39
LIAPIS, SAMANTHA	Billing overpayment refund	5/24/2023	\$22.78
LICITRA, MENET	Billing overpayment refund	5/24/2023	\$45.00
LIPSCHULTZ, MATTHEW	Billing overpayment refund	5/24/2023	\$15.56
LOPEZ, JOSE	Billing overpayment refund	5/24/2023	\$128.65
LOWENSTEIN, VICTOR	Billing overpayment refund	5/24/2023	\$19.41
MARCUM, KYLE T	Billing overpayment refund	5/24/2023	\$26.81
MARTARANO, JOSLOYN	Billing overpayment refund	5/24/2023	\$794.00
MAUCK, WILLIAM	Billing overpayment refund	5/24/2023	\$99.36
MEADOW COURT TRUST	Billing overpayment refund	5/24/2023	\$12.64
MEDEMA, GREGORY	Billing overpayment refund	5/24/2023	\$10.70
MOHAMMED, SALEEM	Billing overpayment refund	5/24/2023	\$59.72
MOONCOTCH, MARY JO	Billing overpayment refund	5/24/2023	\$8.20
MORRONE, CAROL	Billing overpayment refund	5/24/2023	\$75.87
MOVING STATION	Billing overpayment refund	5/24/2023	\$81.44
MRUGALA, MACIEJ	Billing overpayment refund	5/24/2023	\$37.78
MURPHY PAUL/ DONATO CHRISTINE	Billing overpayment refund	5/24/2023	\$11.85
NAREL, RACHAEL & STEVEN	Billing overpayment refund	5/24/2023	\$26.63
NAVARRO, DEBRA	Billing overpayment refund	5/24/2023	\$111.96
NOVAK, CELESTE M	Billing overpayment refund	5/24/2023	\$35.35
OLD SECOND NATIONAL BANK	Billing overpayment refund	5/24/2023	\$30.38
OREMUS, MICHAEL	Billing overpayment refund	5/24/2023	\$75.63
PACHUCKI, ANTHONY	Billing overpayment refund	5/24/2023	\$96.92
PAPAMAKARIOS, PHILIP	Billing overpayment refund	5/24/2023	\$77.08
PATEL, DHARMESH	Billing overpayment refund	5/24/2023	\$25.87
PEACOCK REALTY	Billing overpayment refund	5/24/2023	\$10.87
POZZI, JOSEPH R	Billing overpayment refund	5/24/2023	\$249.59
PREDRAG, IGIE	Billing overpayment refund	5/24/2023	\$14.79
PSYHOGIOS, MARY	Billing overpayment refund	5/24/2023	\$14.69
RAMSAY, MARSHA	Billing overpayment refund	5/24/2023	\$58.48
RUIZ, FEVE/CO JOHN RUIZ	Billing overpayment refund	5/24/2023	\$35.28
SACCO, MICHELE	Billing overpayment refund	5/24/2023	\$15.43
SALMAN, SAFA	Billing overpayment refund	5/24/2023	\$77.08
SAWICKI, RANDALL L	Billing overpayment refund	5/24/2023	\$62.92
SCHERI, RALPH	Billing overpayment refund	5/24/2023	\$71.04
SCHRAEDER, THOMAS	Billing overpayment refund	5/24/2023	\$36.40
SHAH, VIPINCHANDRA L	Billing overpayment refund	5/24/2023	\$25.79
SHAHIRA, ERAM	Billing overpayment refund	5/24/2023	\$95.06
SHAW, ERNEST JR	Billing overpayment refund	5/24/2023	\$13.27

	Public Works		
	Schedule of Claims		
	6/6/2023		
Pay Vendor Name	Description	Check Date	Amount
SMITH, ANDREW	Billing overpayment refund	5/24/2023	\$38.90
SMITH, DOUGLAS & REBECCA	Billing overpayment refund	5/24/2023	\$14.00
SMITH, THOMAS	Billing overpayment refund	5/24/2023	\$106.28
SOLER, NEREIDA	Billing overpayment refund	5/24/2023	\$124.20
SPOTLIGHT GROUP	Billing overpayment refund	5/24/2023	\$15.27
ST. MARK'S COPTIC ORTHODOX	Billing overpayment refund	5/24/2023	\$3,197.45
STAWCZYK, LEE ANN	Billing overpayment refund	5/24/2023	\$19.03
STOLTE, DIANA	Billing overpayment refund	5/24/2023	\$33.37
SULLIVAN, RICHARD	Billing overpayment refund	5/24/2023	\$44.37
SWANSON, MELISSA	Billing overpayment refund	5/24/2023	\$116.81
TAGNEY, KEVIN J	Billing overpayment refund	5/24/2023	\$33.76
TBEP COPORATION	Billing overpayment refund	5/24/2023	\$33.40
THE MAYFAIR HABITAT GROUP INC	Billing overpayment refund	5/24/2023	\$10.08
VANHAREN, BRETT	Billing overpayment refund	5/24/2023	\$16.50
VENKATAPATHI, NAVEEN	Billing overpayment refund	5/24/2023	\$14.93
VERCILLO, ZABEL	Billing overpayment refund	5/24/2023	\$47.36
VILLA, JAVIER	Billing overpayment refund	5/24/2023	\$9.87
WASIELEWSKI, KEITH	Billing overpayment refund	5/24/2023	\$15.38
WASSON, STEPHEN	Billing overpayment refund	5/24/2023	\$33.75
WERKMEISTER, NANCY	Billing overpayment refund	5/24/2023	\$23.30
WETHERELL, WARREN B	Billing overpayment refund	5/24/2023	\$25.20
WILKE, RYAN	Billing overpayment refund	5/24/2023	\$30.80
WILSON, JEFFREY	Billing overpayment refund	5/24/2023	\$50.40
WINOGRAD, MARTIN	Billing overpayment refund	5/24/2023	\$7.78
WYSZYNSKI, JOLANTA	Billing overpayment refund	5/24/2023	\$14.79
ZAREK, RON	Billing overpayment refund	5/24/2023	\$35.61
ZIEGLER, DAGMAR	Billing overpayment refund	5/24/2023	\$42.73
AT&T	Phone Service	5/26/2023	\$98.86
CITY OF WHEATON	Meter reads	5/26/2023	\$475.20
COM ED	Electricity	5/26/2023	\$14,361.22
GREAT LAKES CONCRETE, LLC	Rings	5/26/2023	\$974.43
GROOT, INC	Waste/recycling removal	5/26/2023	\$5,430.72
HOME DEPOT CREDIT SERVICES	Supplies	5/26/2023	\$2,247.92
MENARDS	Replacement cable	5/26/2023	\$222.59
ROCK FUSCO & CONNELLY LLC	Labor negotiations	5/26/2023	\$1,639.00
	Total		\$346,892.18

Facilities Management Department

Schedule of Purchases Under \$15,000

June 6, 2023

	VENDOR	DESCRIPTION	FUND	DEPT	ACCOUNT	AMOUNT
23255	United States Postal Service	Postage & Postal Charges	1000	1100	53804	\$13.86
23295	Graybar Electric Company	Building Improvements	6000	1220	54010	\$6,268.00
23376	Noland Sales Corporation	Maintenance Supplies	1000	1100	52270	\$11,902.35
23377	McMaster-Carr	Operating Supplies & Materials and Maintenance Supplies	1000	1100	52200 52270	\$74.47
23378	Kronos, Inc.	Software Maintenance Agreement	1000	1100	53807	\$1,861.85
23379	Amazon.com LLC	Maintenance Supplies	1000	1100	52270	\$36.94
23382	Amazon.com LLC	Cleaning Supplies	1000	1100	52280	\$169.00
23383	Cleaver Brooks Sales & Service	Auto/Mach/Equip Parts	1000	1100	52250	\$340.07
23384	Applied Industrial Technologies	Auto/Mach/Equip Parts	1000	1100	52250	\$100.72
23385	Batteries Plus (Facil Investments)	Operating Supplies & Materials	1000	1100	52200	\$81.00
23386	Ferguson	Equipment and Machinery	1000	1100	54110	\$6,608.00
23387	MSC Industrial Supply	Operating Supplies & Materials	1000	1100	52200	\$1,024.12
23388	Cardinal Pump	Furn/Mach/Equip Small Value	1000	1100	52000	\$615.04
23390	Apex Controls	Maintenance Supplies	1000	1100	52270	\$437.41
23391	Landscape Material & Firewood Sales, Inc.	Maintenance Supplies	1000	1102	52270	\$1,680.00
23392	Apex Engineering Products Corporation	Cleaning Supplies	1000	1100	52280	\$1,714.89
23393	McMaster-Carr	Maintenance Supplies	1000	1100	52270	\$207.75
23394	Associated Technical Services Ltd	Repair & Maintenance Facilities	1000	1100	53300	\$4,500.00
23396	Royal Pipe & Supply Company	Maintenance Supplies	1000	1100	52270	\$292.65
23397	Conserv FS, Inc.	Maintenance Supplies	1000	1102	52270	\$3,000.00
23398	Russo Power	Auto/Mach/Equip Parts	1000	1102	52250	\$441.98
23399	Applied Industrial Technologies	Auto/Mach/Equip Parts	1000	1100	52250	\$1,196.06
23400	Industrial Ladder & Supply, Co., Inc.	Furn/Mach/Equip Small Value and Operating Supplies & Materials	1000	1100	52000 52200	\$1,394.36
23401	Office Depot (ODP Business Solutions, LLC)	Operating Supplies & Materials	1000	1100	52200	\$102.23
23402	Real Time Automation, Inc.	Maintenance Supplies	1000	1100	52270	\$989.57
23403	Parts Town, LLC	Auto/Mach/Equip Parts	1000	1100	52250	\$1,370.46
23404	Neuco, Inc.	Maintenance Supplies	1000	1100	52270	\$224.40
23405	Atlas Bobcat, LLC	Auto/Mach/Equip Parts	1000	1102	52250	\$580.01
23406	Amazon.com LLC	Operating Supplies & Materials	1000	1100	52200	\$449.76
23407	State Supply Co., Inc	Maintenance Supplies	1000	1100	52270	\$556.16

Facilities Management Department

Schedule of Other Payments								
June 6, 2023								
CONTRACT #	VENDOR	DESCRIPTION	Start	End	FUND	DEPT	ACCOUNT	AMOUNT
5833-0001 SERV	A&P Grease Trappers, Inc.	Repair & Maintenance Facilities	04/14/22	04/13/23	1000	1100	53300	\$775.00
5386-0001 SERV	Ashland Door Solutions	Maintenance Supplies	07/14/21	07/13/23	1000	1100	52270	\$195.96
5385-0001 SERV	Ashland Lock & Security Solutions	Maintenance Supplies	07/14/21	07/13/23	1000	1100	52270	\$1,600.80
5471-0001 SERV	Builders Chicago Corporation	Repair & Maintenance Facilities	11/01/21	10/31/23	1000	1100	53300	\$380.00
5648-0001 SERV	C.A. Short Company	Other Contractual Expenses	04/01/23	04/30/23	1000	1100	53830	\$180.00
5410-0001 SERV	City of Wheaton	Water & Sewer	03/06/23	04/04/23	1000	1100	53220	\$32,325.74
5918-0001 SERV	City of Wheaton	Repair & Maintenance Facilities	04/01/23	06/30/23	1000	1100	53300	\$4,335.00
5984-0001 SERV	Fox Valley Fire & Safety	Repair & Maintenance Facilities	04/01/23	06/30/23	1000	1100	53300	\$175.00
6377-0001 SERV	GenServe LLC	Repair & Maintenance Facilities	11/01/22	04/30/23	1000	1100	53300	\$2,193.00
6195-0001 SERV	Grainger	Furn/Mach/Equip Small Value, Operating Supplies, Auto/Mach/Equip Parts and Maintenance Supplies	12/14/22	12/31/23	1000	1100	52000 52200 52250 52270	\$5,473.14
6236-0001 SERV	Graybar Electric Company	Maintenance Supplies	02/01/23	01/31/25	1000	1100	52270	\$5,204.78
6331-0001 SERV	Halloran Power Equipment, Inc.	Construction & Other Motor Equipment	03/21/23	11/30/23	1000	1102	54130	\$15,803.04
5900-0001 SERV	Kone, Inc.	Repair & Maintenance Facilities	04/01/23	04/30/23	1000	1100	53300	\$27,513.87
6042-0001 SERV	Lamp Incorporated	Building Improvements	03/01/23	03/31/23	6000	1220	54010	\$217,888.93
5461-0001 SERV	Nicor Gas	Natural Gas	03/15/23	04/14/23	1000	1100	53200	\$1,011.21
5904-0001 SERV	PPG Architectural Finishes, Inc.	Maintenance Supplies	06/29/22	01/15/24	1000	1100	52270	\$406.01
6290-0001 SERV	Red Wing Brands of America Inc.	Operating Supplies & Materials	02/23/23	02/22/24	1000	1100	52200	\$5,596.08
6284-0001 SERV	Royal Pipe & Supply Company	Furn/Mach/Equip Small Value and Maintenance Supplies	02/24/23	02/23/24	1000	1100	52000 52270	\$6,366.47
4243-0001 SERV	TGA Park 88, LLC c/o Cushman & Wakefield	Rental of Office Space	05/01/23	05/31/23	1000	1100	53400	\$23,949.07
6278-0001 SERV	The Specialty Company (TSC, Inc.)	Wearing Apparel	01/03/23	08/02/23	1000	1100	52220	\$106.00
5442-0001 SERV	Trane U.S. Inc	Repair & Maintenance Facilities	04/01/23	04/30/23	1000	1100	53300	\$10,918.75
6191-0001 SERV	V3 Companies, Ltd.	Building Improvements	02/26/23	03/25/23	6000	1220	54010	\$29,843.85
5709-0001 SERV	Wight Construction Services, Inc.	Building Improvements	03/01/23	03/31/23	6000	1220	54010	\$115,329.40



Consent Item

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

File #: 23-1949

Agenda Date: 6/6/2023

Agenda #: 7.A.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 12, 2023

MinuteTraq (IQM2) ID #:

Consent
PW 6/6
GB 6/13

Purchase Order #: 4618-0001 SERV	Original Purchase Order Date: Jun 1, 2020	Change Order #: 3	Department: Facilities Management
Vendor Name: F.H. Paschen, S.N. Nielsen & Assoc. LLC	Vendor #: 28367	Dept Contact: Katie Boffa	
Background and/or Reason for Change Order Request:	Decrease remaining amounts on all lines to close contract.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

☒ (A) Were not reasonably foreseeable at the time the contract was signed.

☐ (B) The change is germane to the original contract as signed.

☐ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$295,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$295,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$136,907.75)
E	New contract amount (C + D)	\$158,092.25
F	Percent of current contract value this Change Order represents (D / C)	-46.41%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-46.41%
DECISION MEMO NOT REQUIRED		

☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only

☐ Change budget code from: _____ to: _____

☐ Increase/Decrease quantity from: _____ to: _____

☐ Price shows: _____ should be: _____

☒ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

DECISION MEMO REQUIRED	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

KB	5695	May 12, 2023	Signature on file	* 6800	5/15/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	5/24/23	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



Consent Item

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

File #: 23-1950

Agenda Date: 6/6/2023

Agenda #: 7.B.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 28, 2023

MinuteTraq (IQM2) ID #:

Consent
PW 6/16
CB 6/13

Purchase Order #: 5116-1 SERV	Original Purchase Order Date: Feb 10, 2021	Change Order #: 6	Department: Facilities Management
Vendor Name: Graybar Electric Co Inc		Vendor #: 10124	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Change order to decrease all lines and close contract.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

INCREASE/DECREASE		
A	Starting contract value	\$644,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$644,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$284,691.10)
E	New contract amount (C + D)	\$359,308.90
F	Percent of current contract value this Change Order represents (D / C)	-44.21%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-44.21%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

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

KB	5695	Apr 28, 2023	Signature on file	*6800	5/15/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	5/24/24	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



Consent Item

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

File #: 23-1951

Agenda Date: 6/6/2023

Agenda #: 7.C.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 6/6
OB 6/13

Date: May 8, 2023

MinuteTraq (IQM2) ID #: 23-1788

Purchase Order #: 5644-0001 SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 2	Department: Facilities Management
Vendor Name: Helm Mechanical, Inc.		Vendor #: 39151	Dept Contact: Cathie Figlewski
Background and/or Reason for Change Order Request:	Change order request to extend the contract for the Jail B HVAC replacement project to December 31, 2023.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

INCREASE/DECREASE	
A	Starting contract value
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)
DECISION MEMO NOT REQUIRED	

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

DECISION MEMO REQUIRED	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Jun 23, 2023 to: Dec 31, 2023	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

CAF	5665	May 8, 2023	Signature on file	*68W	5/9/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	5/24/23	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



Decision Memo

Procurement Services Division

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

Date: May 8, 2023

MinuteTraq (IQM2) ID #: 23-1788

Department Requisition #: _____

Requesting Department: Facilities Management	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupageco.org	Contact Phone: x5670
Vendor Name: Helm Mechanical, Inc.	Vendor #: 39151

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

Contract Extension to December 31, 2023, to complete the Jail B HVAC replacement project, for Facilities Management. No change in contract total. Per lowest responsible bid - Jail B HVAC. (ARPA Funded)

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

Contract extension needed due to unforeseen supply chain delays.

Strategic Impact

Quality of Life

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

The new HVAC system will provide required/necessary air treatment and disinfection of the air in the jailhouse thus minimizing airborne pathogens such as the COVID-19 that both employees and detainees may be exposed to within the facility

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

Lowest responsible bid - Jail B HVAC

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

- 1) Extend the contract to finish the installation of the HVAC at Jail B for Facilities Management.
- 2) Do not extend the contract. Not recommended due to the fact the installation has already begun and needs to be finalized.

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

No fiscal impact. Contract extension only.



Facilities Management Requisition Over \$30K

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

File #: FM-P-0069-23

Agenda Date: 6/6/2023

Agenda #: 18.A.

AWARDING RESOLUTION
ISSUED TO COMMERCIAL MECHANICAL, INC.
FOR THE REPLACEMENT OF AIR HANDLING UNITS S-1, S-2, S-6 & S-8
AT THE DUPAGE CARE CENTER
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED \$3,250,500)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to Commercial Mechanical, Inc., for the replacement of air handling units S-1 & S-2 in Room G15, S-6 in Penthouse A and S-8 in Penthouse B at the Care Center, for the period of June 13, 2023, through November 30, 2024, for Facilities Management; and

WHEREAS, the County Board has determined that the replacement air handling units S-1 & S-2 in Room G15, S-6 in Penthouse A and S-8 in Penthouse B at the Care Center is consistent with the specifications and guidance offered for which American Rescue Plan Act funds can be expended; and

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said for the replacement of Air Handling Units S-1 & S-2 in Room G15, S-6 in Penthouse A and S-8 in Penthouse B at the DuPage Care Center, for the period June 13, 2023, through November 30, 2024, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Commercial Mechanical, Inc., 50 North First Street, Dunlap, IL 51525, for a contract total amount not to exceed \$3,250,500, per lowest responsible bid #23-056-FM. (CDBG Funded & ARPA Funded)

Enacted and approved this 13th day of June, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1920	RFP, BID, QUOTE OR RENEWAL #: 23-056-FM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$3,250,500.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/06/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$3,250,500.00
	CURRENT TERM TOTAL COST: \$3,250,500.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Commercial Mechanical, Inc.	VENDOR #: 13285	DEPT: Facilities Management	DEPT CONTACT NAME: Gavin Carroll
VENDOR CONTACT: Mike Campeggio	VENDOR CONTACT PHONE: 309-243-7768 Ext. 237	DEPT CONTACT PHONE #: x2687	DEPT CONTACT EMAIL: gavin.carroll@dupageco.org
VENDOR CONTACT EMAIL: Mike@cmipiping.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Commercial Mechanical, Inc., for the Replacement of Air Handling Units S-1 & S-2 in Room G15, S-6 in Penthouse A and S-8 in Penthouse B at the Care Center, for Facilities Management, for the period June 13, 2023, through November 30, 2024, for a total contract amount not to exceed \$3,250,500 (\$1,900,000 CDBG Funded & \$1,350,500 ARPA Funded), per lowest responsible bid #23-056-FM. PARTIAL ARPA ITEM			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Air handling units are necessary to provide the conditioned air for the building, the existing units (AHU's S-1, S-2, S-6 and S-8) have outlived their useful life and need to be replaced.			

SECTION 2: DECISION MEMO REQUIREMENTS

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

SECTION 3: DECISION MEMO

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

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Commercial Mechanical, Inc.	Vendor#: 13285	Dept: Facilities Management	Division:
Attn: Mike Campeggio	Email: Mike@cmipiping.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 50 North First Street	City: Dunlap	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61525	State: IL	Zip: 60187
Phone: 309-243-7768 Ext. 237	Fax: 309-243-9842	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Commercial Mechanical, Inc.	Vendor#: 13285	Dept: Facilities Management	Division:
Attn: Diane Powers	Email: Diane@cmipiping.com	Attn: Gavin Carroll	Email: gavin.carroll@dupageco.org
Address: P.O. Box 368	City: Dunlap	Address: 400 N. County Farm Rd.	City: Wheaton60187
State: IL	Zip: 61525	State: IL	Zip: 60187
Phone: 309-243-7768 Ext. 214	Fax:	Phone: 630-918-4933	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 13, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Cathie Figlewski			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	LO		Building Improvements - CDBG	FY23	1200	2040	54010		300,000.00	300,000.00
2	1	LO		Building Improvements - CDBG	FY24	1200	2040	54010		1,588,250.00	1,588,250.00
3	1	LO		Building Improvements - ARPA	FY24	1100	1215	54010	2206004	1,066,750.00	1,066,750.00
4	1	LO		Contingency - CDBG	FY24	1200	2040	54010		11,750.00	11,750.00
5	1	LO		Contingency - ARPA	FY24	1100	1215	54010	2206004	283,750.00	283,750.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 3,250,500.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. AHU Replacement at Care Center (CDBG & ARPA)
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Christine Kliebhan, Katie Boffa and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 6/6/23 CB: 6/13/23
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



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
DUPAGE COUNTY CARE CENTER AHU REPLACEMENTS 23-056-FM
BID TABULATION

				✓							
					COMMERCIAL MECHANICAL, INC.	MG MECHANICAL CONTRACTING, INC.	VORIS MECHANICAL, INC.	AMBER MECHANICAL CONTRACTORS, INC.	AMS INDUSTRIES, INC.	IDEAL HEATING CO.	FLO-TECH MECHANICAL SYSTEMS INC.
NO.	ITEM	UOM	QTY		PRICE	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE
Base Bid											
1	Room G-15 and Penthouse A and B	LS	1	\$	2,905,000.00	\$ 3,268,000.00	\$ 3,360,500.00	\$ 3,647,000.00	\$ 3,677,020.00	\$ 3,790,000.00	\$ 4,636,000.00
2	Allowances (General Use – Construction Manager)	LS	1	\$	50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
BASE BID TOTAL				\$	2,955,000.00	\$ 3,318,000.00	\$ 3,410,500.00	\$ 3,697,000.00	\$ 3,727,020.00	\$ 3,840,000.00	\$ 4,686,000.00
Alternate No. 1											
3	Room G-16C (AHU-S-4)	LS	1	\$	327,000.00	\$ 347,000.00	\$ 363,000.00	\$ 369,000.00	\$ 388,061.00	\$ 371,000.00	\$ 335,000.00
Alternate No. 2											
4	Room 1209 (AHU-S-1)	LS	1	\$	229,000.00	\$ 220,000.00	\$ 260,300.00	\$ 274,500.00	\$ 229,699.00	\$ 330,000.00	\$ 210,000.00
Alternate No. 3											
5	Room 3213 (AHU-S-2)	LS	1	\$	177,000.00	\$ 130,000.00	\$ 157,600.00	\$ 174,500.00	\$ 184,069.00	\$ 283,000.00	\$ 140,000.00
GRAND TOTAL				\$	3,688,000.00	\$ 4,015,000.00	\$ 4,191,400.00	\$ 4,515,000.00	\$ 4,528,849.00	\$ 4,824,000.00	\$ 5,371,000.00

NOTES											
1) The Department is requesting a 10% contingency. The request is for Commercial Mechanical, Inc. Base Bid total of \$2,955,000.00 + contingency of (\$2,955,000.00 x 10%) \$295,500.00 = total request of \$3,250,500.00.											

Bid Opening 05/24/2023 @ 11:00 PM	VC, NE
Invitations Sent	313
Total Vendors Requesting Documents	0
Total Bid Responses	7

BID PRICING

The undersigned hereby proposes to provide all labor, services, and materials necessary to replace AHU-S-1 Room G-15, AHU-S-2 Room G-15, AHU-S-6 Penthouse A, AHU-S-8 Penthouse B, AHU-S-1 (Mech Room 1209), AHU-S-2 (Mech Room 3213), and AHU-S-4 (Mech Room G-16C) at Kenneth Moy DuPage Care Center, according to the Drawings and specifications for a complete working system.

Base Bid

NO	ITEM	UOM	QTY	PRICE
1.	Room G-15 and Penthouse A and B (Includes all work in the drawings)	LS	1	\$ 2,905,000. ⁰⁰
2.	Allowances (General Use – Construction Manager)	LS	1	\$ 50,000. ⁰⁰
GRAND TOTAL				\$ 2,955,000. ⁰⁰
GRAND TOTAL (In words) <i>Two Million Nine Hundred Fifty Five Thousand & 00/100 –</i>				

Alternate No. 1

NO	ITEM	UOM	QTY	PRICE
2.	Room G-16C (AHU-S-4)	LS	1	\$ 327,000. ⁰⁰
GRAND TOTAL				
(In words) <i>Three Hundred Twenty Seven Thousand & 00/100 –</i>				

Alternate No. 2

NO	ITEM	UOM	QTY	PRICE
3.	Room 1209 (AHU-S-1)	LS	1	\$ 229,000. ⁰⁰
GRAND TOTAL				
(In words) <i>Two Hundred Twenty Nine Thousand & 00/100 –</i>				

Alternate No. 3

NO	ITEM	UOM	QTY	PRICE
4.	Room 3213 (AHU-S-2)	LS	1	\$ 177,000. ⁰⁰
GRAND TOTAL				
(In words) <i>One Hundred Seventy Seven Thousand & 00/100 –</i>				

SIGNATURE PAGE

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

X

Signature on file

Patrick A. Pryde

(Signature and Title)

Patrick A. Pryde, President

CORPORATE SEAL

(If available)

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

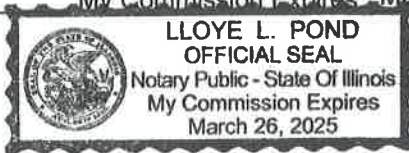
Subscribed and sworn to before me this 24th day of May AD, 2023

Signature on file

Lloye L. Pond

(Notary Public)

My Commission Expires: March 26, 2025



SEAL

MANDATORY FORM

DUPAGE COUNTY AHU REPLACEMENT 23-056-FM

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	Commercial Mechanical, Inc.		
Main Business Address	50 N. First St., P.O. Box 368		
City, State, Zip Code	Dunlap, IL 61525		
Telephone Number	(309)243-7768	Email Address	Mike@cmipiping.com
Bid Contact Person	Mike Campeggio		

The undersigned certifies that he is:

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

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

Patrick A. Pryde, President
(President or Partner)

Jason B. Cook, Vice President
(Vice-President or Partner)

Michael A. Campeggio, Secretary/Treasurer
(Secretary or Partner)

Michael A. Campeggio, Secretary/Treasurer
(Treasurer or Partner)

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

Addenda No. 1, 2, _____, and _____ issued thereto.

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

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

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

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

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

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

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

CONTRACT ADMINISTRATION INFORMATION:

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	Commercial Mechanical, Inc.	NAME	Commercial Mechanical, Inc.
CONTACT	Mike Campeggio	CONTACT	Diane Powers
ADDRESS	50 N. First Street	ADDRESS	P.O. Box 368
CITY ST ZIP	Dunlap, IL 61525	CITY ST ZIP	Dunlap, IL 61525
TX	(309)243-7768 Ext. 237	TX	(309)243-7768 Ext. 214
FX	(309)243-9842	FX	(309)243-9842
EMAIL	Mike@cmipiping.com	EMAIL	Diane@cmipiping.com
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Facilities Management 421 North County Farm Road Wheaton, IL 60187 TX: (630) 407-5700 EMAIL FMAccountsPayable@dupageco.org		DuPage County Care Center 400 North County Farm Road Attn: Gavin Carroll Wheaton, IL 60187	

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



Required Vendor Ethics Disclosure Statement

Date: May 24, 2023

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

Bid/Contract/PO #: 23-056-FM

Company Name: Commercial Mechanical, Inc.	Company Contact: Mike Campeggio
Contact Phone: (309)243-7768 Ext. 237	Contact Email: Mike@cmipping.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:

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

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

Authorized Signature

Printed Name

Patrick A. Pryde

Title

President

Date

May 24, 2023

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



Public Works Requisition under \$30,000

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

File #: 23-1953

Agenda Date: 6/6/2023

Agenda #: 8.B.



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 #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$19,213.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/06/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$19,213.00
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Suburban Laboratories	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Dan Galgher	VENDOR CONTACT PHONE: 708-906-4218	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupageco.org
VENDOR CONTACT EMAIL: Dan@suburbanlabs.com	VENDOR WEBSITE: https://suburbanlabs.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.). Lab testing for sewage treatment plant pollutant analysis for both the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities per Bid #23-068-PW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Lab testing is required to perform analysis from various sanitary flows throughout the County owned collections systems. The analysis will be used to establish applicable local discharge limits tributary to the County owned treatment plants.			

SECTION 2: DECISION MEMO REQUIREMENTS

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

SECTION 3: DECISION MEMO

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

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Suburban Laboratories	Vendor#:	Dept: DuPage County Public Works	Division: Public Works
Attn: Dan Galgher	Email: Dan@suburbanlabs.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 1950 S. Batavia Avenue, Suite 150	City: Geneva	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60134	State: Illinois	Zip: 60517
Phone: 708-906-4218	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: SAME AS ABOVE	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 6, 2023	Contract End Date (PO25): Jun 5, 2024
Contract Administrator (PO25): Amy Arlowe/Sandra Martinez			

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		Lab testing for sewage treatment plant pollutant analysis for both the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities per Bid #23-068-PW.	FY23	2000	2665	53090		16,013.00	16,013.00
2	1	EA		Contingency	FY23	2000	2665	53090		3,200.00	3,200.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 19,213.00

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

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



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: 5-17-23

Bid/Contract/PO #:

Company Name: <u>SUBURBAN LABS</u>	Company Contact: <u>DAN GALEHER</u>
Contact Phone: <u>708-544-3260</u>	Contact Email: <u>DAN@SUBURBANLABS.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:

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

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

Authorized Signature

Printed Name

Title

Date

[Signature]
DAN GALEHER
SENIOR PM
5-17-23

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



**THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
LAB TESTING FOR STEP POLLUTANTS 23-068-PW
BID TABULATION**

✓

NO.	ITEM	UOM	QTY	SUBURBAN LABORATORIES		TEKLAB		EUROFINS ENVIRONMENT TESTING		PACE ANALYTICAL SERVICES	
				PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1	Arsenic	EA	90	\$ 8.00	\$ 720.00	\$ 9.00	\$ 810.00	\$ 5.00	\$ 450.00	\$ 8.00	\$ 720.00
2	Cadmium	EA	90	\$ 8.00	\$ 720.00	\$ 9.00	\$ 810.00	\$ 5.00	\$ 450.00	\$ 8.00	\$ 720.00
3	Chlorine	EA	18	\$ 20.00	\$ 360.00	\$ 19.30	\$ 347.40	\$ 20.00	\$ 360.00	\$ 19.00	\$ 342.00
4	Chromium (VI)	EA	90	\$ 25.00	\$ 2,250.00	\$ 33.40	\$ 3,006.00	\$ 80.00	\$ 7,200.00	\$ 40.00	\$ 3,600.00
5	Chromium (Total)	EA	90	\$ 8.00	\$ 720.00	\$ 9.00	\$ 810.00	\$ 5.00	\$ 450.00	\$ 8.00	\$ 720.00
6	Copper	EA	90	\$ 8.00	\$ 720.00	\$ 9.00	\$ 810.00	\$ 5.00	\$ 450.00	\$ 8.00	\$ 720.00
7	Cyanide	EA	90	\$ 35.00	\$ 3,150.00	\$ 42.00	\$ 3,780.00	\$ 30.00	\$ 2,700.00	\$ 38.00	\$ 3,420.00
8	Lead	EA	90	\$ 8.00	\$ 720.00	\$ 9.00	\$ 810.00	\$ 5.00	\$ 450.00	\$ 8.00	\$ 720.00
9	Mercury	EA	90	\$ 20.00	\$ 1,800.00	\$ 25.00	\$ 2,250.00	\$ 25.00	\$ 2,250.00	\$ 35.00	\$ 3,150.00
10	Molybdenum	EA	66	\$ 8.00	\$ 528.00	\$ 9.00	\$ 594.00	\$ 5.00	\$ 330.00	\$ 8.00	\$ 528.00
11	Nickel	EA	90	\$ 8.00	\$ 720.00	\$ 9.00	\$ 810.00	\$ 5.00	\$ 450.00	\$ 8.00	\$ 720.00
12	Selenium	EA	90	\$ 8.00	\$ 720.00	\$ 9.00	\$ 810.00	\$ 5.00	\$ 450.00	\$ 8.00	\$ 720.00
13	Silver	EA	90	\$ 8.00	\$ 720.00	\$ 9.00	\$ 810.00	\$ 5.00	\$ 450.00	\$ 8.00	\$ 720.00
14	Zinc	EA	90	\$ 8.00	\$ 720.00	\$ 9.00	\$ 810.00	\$ 5.00	\$ 450.00	\$ 8.00	\$ 720.00
15	Calcium	EA	24	\$ 15.00	\$ 360.00	\$ 9.00	\$ 216.00	\$ 5.00	\$ 120.00	\$ 8.00	\$ 192.00
16	Magnesium	EA	24	\$ 15.00	\$ 360.00	\$ 9.00	\$ 216.00	\$ 5.00	\$ 120.00	\$ 8.00	\$ 192.00
17	Sample Pick-ups	EA	30	\$ 10.00	\$ 300.00	\$ 16.00	\$ 480.00	\$ -	\$ -	\$ 40.00	\$ 1,200.00
18	Saturday Pick-ups	EA	2	\$ 100.00	\$ 200.00	\$ 150.00	\$ 300.00	\$ -	\$ -	\$ 80.00	\$ 160.00
19	Misc.	EA	90	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ 1,800.00	\$ -	\$ -
20	Misc.	EA	90	\$ 2.50	\$ 225.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Other	EA	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ 10.00
GRAND TOTAL				\$	16,013.00		\$ 18,479.40		\$ 18,930.00		\$ 19,274.00

NOTES

Bid Opening 5/19/23	NE, MP
Invitations Sent	11
Vendors Requesting Documents	2
Total Bid Responses	4

DuPage County Department of Public Works, Illinois **Local Limits Analysis Fee Proposal**

Lab: Suburban Labs
 Name: Dan Galeher
 Address: 1950 Batavia Ave - Ste 150 Geneva IL 60134
 Contact: Dan Galeher
 Telephone: 708-544-3260

Pollutants	No. of Samples				Total No. of Samples	Cost of Pollutant Analysis per Sample (\$)	Total Cost (\$)
	STP		Collection System	Stream			
	Influent	Effluent					
Ammonia ¹							
Arsenic	24	24	18	24	90	8.00	\$720.00
BOD ¹							
Cadmium	24	24	18	24	90	8.00	\$720.00
Chloride			18		18	20.00	\$360.00
Chromium (VI)	24	24	18	24	90	25.00	\$2,250.00
Chromium (Total)	24	24	18	24	90	8.00	\$720.00
Copper	24	24	18	24	90	8.00	\$720.00
Cyanide	24	24	18	24	90	35.00	\$3,150.00
Lead	24	24	18	24	90	8.00	\$720.00
Mercury	24	24	18	24	90	20.00	\$1,800.00
Molybdenum	24	24	18		66	8.00	\$528.00
Nickel	24	24	18	24	90	8.00	\$720.00
Phosphorus ¹							
Selenium	24	24	18	24	90	8.00	\$720.00
Silver	24	24	18	24	90	8.00	\$720.00
TSS ¹							
Zinc	24	24	18	24	90	8.00	\$720.00
Calcium				24	24	15.00	\$360.00
Magnesium				24	24	15.00	\$360.00
Total Analysis Cost							\$15,288.00
OTHER COSTS							
Sample Pick-ups					30 pick-ups	\$10.00	\$300.00
Saturday Pick-ups					2 samples	\$100.00	\$200.00
Misc.	Cr+6 Preservation Kits				90 samples	\$0.00	\$0.00
Misc.	Cyanide Preservation Kits				90 samples	\$2.50	\$225.00
Other							\$0.00
Total Other Costs							\$725.00
Total Project Cost							\$16,013.00

¹ Pollutants that will be analyzed by the County's In House Lab.

Pollutants	Wastewater & Stream Samples		
	Method	Reporting Limit	Method Detection Limit
Ammonia			
Arsenic	200.80	0.0008	0.000042
BOD			
Cadmium	200.80	0.001	0.000013
Chloride	4500cle	20.000	6.7000
Chromium (VI)	3500cmb	0.010	0.0090
Chromium (Total)	200.80	0.002	0.000072
Copper	200.80	0.002	0.00067
Cyanide	4500nce	0.001	0.0005
Lead	200.80	0.002	0.0002
Mercury	245.10	0.0005	0.000086
Molybdenum	200.80	0.002	0.000063
Nickel	200.80	0.001	0.000014
Phosphorus			
Selenium	200.80	0.003	0.0011
Silver	200.80	0.001	0.0000
TSS			
Zinc	200.80	0.003	0.0008
Calcium	200.70	1.000	0.8950
Magnesium	200.70	1.000	0.1810

SECTION 9 - MANDATORY FORM
LAB TESTING FOR STEP POLLUTANTS 23-068-PW
(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	SUBURBAN LABORATORIES		
Main Business Address	1950 S. BATAVIA AVE - STE 150		
City, State, Zip Code	GENEVA IL 60134		
Telephone Number	708/906-4218	Email Address	DAN @ SUBURBAN LABS
Bid Contact Person	DAN GALEHR		

The undersigned certifies that he is:

☐ the Owner/Sole Proprietor

 ☒ a Member authorized to sign on behalf of the Partnership

 ☐ an Officer of the Corporation

 ☐ a Member of the Joint Venture

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

_____	_____
(President or Partner)	(Vice-President or Partner)
_____	_____
(Secretary or Partner)	(Treasurer or Partner)

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

Addenda No. _____, _____, and _____ Issued thereto.

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

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

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

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

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

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

SECTION 8 - BID FORM SIGNATURE PAGE

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

X  SENIOR P.M. 5-17-23 5:00 PM
(Signature and Title)

CORPORATE SEAL
(If available)

NOT NEEDED

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

Subscribed and sworn to before me this 17 day of MAY AD, 20 23

(Notary Public) My Commission Expires: _____

SEAL

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

CONTRACT ADMINISTRATION INFORMATION:

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	DAN GALEHER	NAME	
CONTACT	SUBURBAN LARS	CONTACT	
ADDRESS	1950 BATAVIA	ADDRESS	
CITY ST ZIP	GENEVA IL	CITY ST ZIP	
TX	60134	TX	
FX		FX	
EMAIL		EMAIL	
COUNTY BILL TO INFORMATION:			
DuPage County Division of Public Works Attn: Amy Arlowe 7900 S. Route 53 Woodridge, IL 60517 Phone - (630) 407-7400 Email - pwaccountspayable@dupageco.org			

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



File #: FM-CO-0071-23

Agenda Date: 6/6/2023

Agenda #: 18.C.

AMENDMENT TO RESOLUTION FM-P-0269-22
ISSUED TO LAMP, INC
FOR PROFESSIONAL CONSTRUCTION MANAGER AS ADVISOR SERVICES
FOR FACILITIES MANAGEMENT
(INCREASE CONTRACT \$1,229,246)

WHEREAS, the County of DuPage ("COUNTY") and Lamp, Inc. ("CONSTRUCTION MANAGER") entered into an Agreement under Resolution FM-P-0269-22 ("AGREEMENT"), which was adopted and approved by the County Board on September 27, 2022 to provide professional construction management as advisor services; and

WHEREAS, the COUNTY and CONSTRUCTION MANAGER have further identified additional work, both ARPA and Non-ARPA funding that would be beneficial for the County to undertake at this time; and

WHEREAS, construction management services are required for HVAC replacement work to completed at the Care Center for air handler units S-1 (Mechanical Room 1209), S-2 (Mechanical Room 3213), & S-4 (Mechanical Room G16C); and

WHEREAS, the County Board has determined that security, building code, and ADA improvements are required to be completed in the County Board Room at the JTK Administration Building; and

WHEREAS, the Project requires Professional Construction Manager as Advisor Services ("Construction Manager") to establish procedures for expediting, directing, and monitoring construction of all the work to be completed; and

WHEREAS, Lamp, Inc., is in the business of providing Professional Construction Manager as Advisor Services; and

WHEREAS, the COUNTY and Lamp, Inc. have agreed to increase the contract amount by \$1,229,246, taking the amended contract amount of \$4,865,131 resulting in a new amended contract amount not to exceed \$6,094,377, 25.27% increase; and

WHEREAS, the County selected the Construction Manager for this work in accordance with the Professional Services Selection Process in compliance with 50 ILCS 510/01 *et seq.* and Section 2-353 of the DuPage County Procurement Ordinance; and

NOW, THEREFORE, BE IT RESOLVED that the DuPage County Board adopts Change Order Notice, dated May 19, 2023, to County Contract [Purchase Order] #6042-0001 SERV, issued to Lamp, Inc., to provide professional construction manager as advisor services, for ARPA funded and non-ARPA funded Campus Improvements; and

BE IT FURTHER RESOLVED that the DuPage County Clerk be directed to transmit certified copies of this Resolution and attached Change Order Request Form amending contract 6042-0001 SERV to Lamp, Inc. 460 North Grove Avenue, Elgin, IL 60120, Tim Harbaugh/Facilities Management Department, and Nick Alfonso/State's Attorney's Office.

Enacted and approved this 13th day of June, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 19, 2023

MinuteTraq (IQM2) ID #: 23-1923

Purchase Order #: 6042-0001 SERV	Original Purchase Order Date:	Change Order #: 5	Department: Facilities Management
Vendor Name: Lamp, Inc.	Vendor #: 40582	Dept Contact: Tim Harbaugh	
Background and/or Reason for Change Order Request:	Change order to add the following capital projects to the Scope of Work, HVAC replacement work to be completed at the Care Center for air handler units S-1 (Mechanical Room 1209), S-2 (Mechanical Room 3213), & S-4 (Mechanical Room G16C) at the Care Center [ARPA Funded], and improve the security, building code upgrades, and ADA improvements in the County Board room at the JTK building [Infrastructure Funded], and to increase the contract in the amount of \$1,229,246, taking the original contract amount of \$4,865,131 and resulting in a new amended contract total amount not to exceed \$6,094,377, an increase of 25.27%. PARTIAL ARPA Add new line: Building Improvements - DPCC 1100-1215-54010-2302004-54010 \$834,891 Add new line: Contingency - DPCC 1100-1215-54010-2302004-54010 \$146,600 Add new line: Building Improvements - 6000-1220-54010-2300801 \$247,755		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

INCREASE/DECREASE		
A	Starting contract value	\$4,865,131.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$4,865,131.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$1,229,246.00
E	New contract amount (C + D)	\$6,094,377.00
F	Percent of current contract value this Change Order represents (D / C)	25.27%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	25.27%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: _____ to: _____
- ☒ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☒ Funding Source ARPA & Infrastructure
- ☐ OTHER - explain below:

CF	5665	May 19, 2023	Signature on file		
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	6/1/23		



Decision Memo

Procurement Services Division

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

Date: May 19, 2023

MinuteTraq (IQM2) ID #: 23-1923

Department Requisition #: _____

Requesting Department: Facilities Management	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupageco.org	Contact Phone: x5670
Vendor Name: Lamp, Inc.	Vendor #: 40582

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

Change order to add the following capital projects to the Scope of Work, HVAC replacement work to completed at the Care Center for air handler units S-1 (Mechanical Room 1209), S-2 (Mechanical Room 3213), & S-4 (Mechanical Room G16C) at the Care Center [ARPA Funded], and improve the security, building code, upgrades and ADA improvements in the County Board room at the JTK building [Infrastructure Funded], and to increase the contract in the amount of \$1,229,246, taking the original contract amount of \$4,865,131 and resulting in a new amended contract total amount not to exceed \$6,094,377, an increase of 25.27%. PARTIAL ARPA

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

This agreement with Lamp, Inc. is for Professional Construction Manager as Advisor Services, for the JTK Administration Building HVAC Replacement, Care Center HVAC Replacement and Pre-Construction Services for Facilities Management. Two capital projects have been identified as needing improvements; the HVAC replacement work to completed at the Care Center for air handler units S-1 (Mechanical Room 1209), S-2 (Mechanical Room 3213), & S-4 (Mechanical Room G16C) at the Care Center, and improve the security, building code upgrades, and ADA improvements in the County Board room at the JTK building,

Strategic Impact

Financial Planning

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

Staff is working at maximum work load to manage majority of the construction projects on campus.

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

A request for a Statement of Interest was issued for a Professional Construction Manager as Advisor Services for the 421 JTK Administration Building, 400 Care Center Facility and 410 Power Plant; four firms responded and three Construction Manager as Advisor firms were interviewed. Lamp Inc. was determined to possess the qualified staff to provide these Professional Construction Manager as Advisor Services

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

- 1) Staff recommends approval of a Professional Construction Manager as Advisor Services contract with Lamp Inc., for the air handler replacement project at the Care Center and and improvement to the County Board room in the JTK Building for Facilities Management.
- 2) Select another firm. However, staff does not recommend this, and has determined that Lamp Inc. possesses the qualified engineering staff to provide these services on behalf of the County. A Construction Manager is need because of the Capital Projects Facilities Management is undertaking.

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

The HVAC replacement project at the Care Center is fully ARPA funded and the County Board room improvements are funded from the County Infrastructure fund.

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
County of DuPage (Multiple Tasks)

CONTRACT INFORMATION:
Contract For: Lamp Incorporated
Date: June 1, 2022

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: June 13, 2023

OWNER: *(Name and address)*
County of DuPage
421 N. County Farm Road
Wheaton, IL 60187

ARCHITECT: *(Name and address)*
Kluber, Inc.
41 W. Benton Street
Aurora, IL 60506

CONTRACTOR: *(Name and address)*
Lamp Incorporated
460 North Grove Avenue
Elgin, IL 60120

Wight & Company
2500 N. Frontage Rd.
Darien, IL 60561

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Addition of the following tasks:

Task 8: 400 Building (Care Center) - AHU 1, 2, 4 - Trade Contractor Bids and Construction Management Services - AHU S-1 (Rm 1209), AHU S-2 (Rm 3213), AHU S-4 (Rm G-16C)

Task 9: 421 Building (Administration Bldg.) - County Board Room Improvements

Addition of the following language:

Unspent dollars for each task under the contract will move to contingency.

Contingency dollars may be expended for general campus facilities improvements, under a written change order approved by the Deputy Director of Facilities of his designee.

The original Contract Sum was	\$	4,865,131.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	4,865,131.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,229,246.00
The new Contract Sum including this Change Order will be	\$	6,094,377.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be December 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

N/A
ARCHITECT *(Firm name)*

Lamp Incorporated
CONTRACTOR *(Firm name)*

County of DuPage
OWNER *(Firm name)*

SIGNATURE

Signature on file
SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE

DATE

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User Notes:

(3B9ADA4F)

The County of DuPage

400 Building

AHU - 1, 2, 4

Trade Contractor Bids and Construction Management Services

AHU S-1(Rm 1209), AHU S-2(Rm 3213), AHU S-4(Rm G-16C)

PROJECT BUDGET (Task #8)

The County of DuPage Project #23-056-FM



May 16, 2023

PKG #	TRADE PACKAGE	BUDGET
23A-1	HVAC	\$ 733,000

TRADE PACKAGE SUBTOTAL \$ 733,000

Preconstruction	\$ 7,500
General Conditions (Supervision)	\$ 42,110
Project General Conditions	\$ 19,200
Kluber A+E - Architectural Fees (Construction) Inc. in Task #4	
Performance Bond	*Not Required
Construction Management Fee (4.0%)	\$ 32,072
Insurance (1.0%)	\$ 1,009

SUBTOTAL (Lamp Incorporated Services) \$ 101,891

Construction Contingency (20%)	\$ 146,600
Escalation (5%)	\$ -
SUBTOTAL	\$ 146,600

Owner Costs (Permits, Testing, etc.)	\$ -
Commissioning	*By Owner
FF&E	*By Owner
SUBTOTAL	\$ -

PROJECT TOTAL \$ 981,491

The County of DuPage

Jack T. Kneupfer Administration Building County Board Room Improvements

PROJECT BUDGET (Task #9) The County of DuPage Project #TBD



May 24, 2023

PKG #	TRADE PACKAGE	BUDGET
06A-1	General Trades	\$ 28,204
08B-1	Aluminum, Glass, & Glazing	\$ 65,000
09A-1	Drywall	\$ 16,250
09D-1	Acoustic Ceiling	*Not Required
09F-1	Flooring	\$ 18,675
	Moisture Mitigation Allowance	\$ 7,000
09G-1	Painting	*By Owner
12A-1	Casework	\$ 40,000
21A-1	Fire Protection (Allowance)	\$ 4,600
22A-1	Plumbing	*Not Required
23A-1	HVAC	\$ 6,900
26A-1	Electrical	*By Owner
27A-1	Low Voltage	*By Owner
27B-1	Fire Alarm	*By Owner

TRADE PACKAGE SUBTOTAL \$ 186,629

Preconstruction	\$ -
General Conditions (Supervision)	\$ 22,355
Project General Conditions	\$ 18,000
Wight & Co - Architectural Fees (Construction)	*By Owner
Performance Bond	*Not Required
Construction Management Fee (4.0%)	\$ 9,079
Insurance (1.0%)	\$ 2,361
SUBTOTAL (Lamp Incorporated Services)	\$ 51,795

Construction Contingency (15%)	\$ 9,331
Escalation (0.0%)	\$ -
SUBTOTAL	\$ 9,331

Owner Costs (Permits, Testing, etc.)	*By Owner
Commissioning	*By Owner
FF&E	*By Owner
SUBTOTAL	\$ -

PROJECT TOTAL \$ 247,755



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: May 31, 2023

Bid/Contract/PO #:

Company Name: Lamp Incorporated	Company Contact: Ian C. Lamp
Contact Phone: (847) 741-7220 x 305	Contact Email: ilamp@lampinc.net

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

- 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

- 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
Ian Lamp	(847) 741-7220 x 305	ilamp@lampinc.net
Chad Alexander	(847) 741-7220 x 320	calexander@lampinc.net
Thomas McGrath	(847) 741-7220 x 322	tmcgrath@lampinc.net
Jay Schaack	(847) 741-7220 x 308	jschaack@lampinc.net
Steven Lamp	(847) 741-7220 x 311	slamp@lampinc.net
Maureen Weeks	(847) 741-7220 x 310	mweeks@lampinc.net
Greg Lamp	(847) 741-7220 x 304	glamp@lampinc.net
Bob Arnolde	(224) 281-2657	barnolde@lampinc.net
Kari Christensen	(847) 741-7220 x 315	kchristensen@lampinc.net

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

Ian C. Lamp

Title President

Date May 31, 2023

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



Facilities Management Change Order with Resolution

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

File #: FM-CO-0069-23

Agenda Date: 6/6/2023

Agenda #: 18.B.

AMENDMENT TO RESOLUTION FM-P-0122-20
ISSUED TO WEATHERPROOFING TECHNOLOGIES, INC.
FOR ANNUAL CAMPUS ROOF INSPECTIONS, MAINTENANCE, AND MINOR
ROOF REPAIRS, AS NEEDED, FOR FACILITIES MANAGEMENT
(CONTRACT EXTENSION & INCREASE)

WHEREAS, Resolution FM-P-0122-20 was approved and adopted by the County Board on April 28, 2020; and

WHEREAS, the Public Works Committee recommends County Board approval for changes as stated in Request for Change Order to County Contract 4639-0001 SERV, to extend the contract to March 31, 2024 and to increase the contract in the amount of \$35,000.00. This County Contract was issued to Weatherproofing Technologies, Inc., for annual campus roof inspections, maintenance, and minor roof repairs, as needed, for Facilities Management.

NOW, THEREFORE, BE IT RESOLVED, that the County Board adopts Request for Change Order, dated May 24, 2023 to the County Contract 4639-0001 SERV, issued to Weatherproofing Technologies, Inc., for annual campus roof inspections, maintenance, and minor roof repairs, as needed, for Facilities Management, to extend the contract to March 31, 2024 and to increase the contract in the amount of \$35,000.00, taking the original contract amount of \$261,525.87 and resulting in an amended contract total amount of \$296,525.87, an increase of 13.38%.

Enacted and approved this 13th day of June, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 24, 2023

MinuteTraq (IQM2) ID #: 23-1922

Purchase Order #: 4639-1 SERV	Original Purchase Order Date: May 1, 2020	Change Order #: 2	Department: Facilities Management
Vendor Name: Weatherproofing Technologies Inc		Vendor #: 13080	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Change order to contract for roof inspections, maintenance and minor roof repairs to increase line 3 \$35,000.00 and extend contract to 03/31/24.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

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

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Apr 30, 2023 to: Mar 31, 2024
- ☒ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☒ Funding Source 1000-1100-53300
- ☐ OTHER - explain below:

Signature on File

KB	5695	May 24, 2023	x6818	5/24/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	6/1/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	



Decision Memo

Procurement Services Division

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

Date: May 24, 2023

MinuteTraq (IQM2) ID #: 23-1922

Department Requisition #: _____

Requesting Department: Facilities Management	Department Contact: Geoff Matteson
Contact Email: geoffrey.matteson@dupageco.org	Contact Phone: 630-407-5700
Vendor Name: Weatherproofing Technologies, Inc.	Vendor #: 13080

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

Approve change order #2 to County contract 4639-0001 SERV, issued to Weatherproofing Technologies Inc, to extend contract to 03/31/24 and increase line #3 1000-1100-53300 \$35,000.00, for a change in contract value to \$296,525.87, an increase of 13.38%.

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

This contract is for annual preventative maintenance and minor repairs as needed for campus roofs. An extension is necessary in order to complete inspections and minor repairs through the expiration date of the Omnia Partners contract #R180903, February 29, 2024. County Contract 4639-0001 SERV was issued to Weatherproofing Technologies Inc. for the period May 1, 2020 through April 30, 2023 for a total contract amount not to exceed \$261,525.87.

Strategic Impact

Quality of Life

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

Annual standard roofing housekeeping, maintenance and inspections are necessary for campus roofs; these provide the data to analyze conditions, budget for restoration or replacement and to qualify new roofing warranties. There are approximately 665,396 square feet of roofing on campus facilities in 189 different roof areas that need to be maintained to protect \$15M worth of roof assets. A consistent roof maintenance program will assist with extending the life of existing roofs through timely inspections and preventative maintenance.

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

Weatherproofing Technologies Inc., provided low bid pricing utilizing Omnia Partners joint purchasing agreement pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act".

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

- 1) Approve change order #2 to County Contract 4639-0001 SERV, issued to Weatherproofing Technologies Inc, to extend contract to 03/31/24 and increase line #3 1000-1100-53300 \$35,000.00, for a change in contract value to \$296,525.87.
- 2) Do not approve a contract and let the roof systems warranties expire and have the roofs fall into disrepair.

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

Monies are available in 1000-1100-53300 REPAIR & MTCE FACILITIES.



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: 5/15/23

Bid/Contract/PO #:

Company Name: <u>WTI</u>	Company Contact: <u>John Manger</u>
Contact Phone: <u>630-881-4149</u>	Contact Email: <u>jcmanger@tranconinc.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

Title

Date

John Manger
Senior Field Advisor
5/15/23

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



Facilities Management Requisition Under \$30K

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

File #: 23-1954

Agenda Date: 6/6/2023

Agenda #: 10.A.



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1861	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$17,744.06
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/06/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,744.06
	CURRENT TERM TOTAL COST: \$17,744.06	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: JWC Environmental Inc.	VENDOR #: 22388	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Jared Reynolds	VENDOR CONTACT PHONE: 949-833-3888	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: JaredR@jwce.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to JWC Environmental, to furnish and deliver one (1) Muffin Monster Grinder, for Facilities Management, for the period June 7, 2023 through November 30, 2023, for a total contract amount of \$17,744.06; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids – Sole Source			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Existing in-line grinder on Jail "A" side is worn with multiple cracks in the casing and cutting blades are beyond their lifespan. Replacement is needed to prevent clogging of pumps and costly pumping expenses.			

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	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. JWC Environmental Inc. is the inventor and owner of the Muffin Monster. They hold numerous patents and trademarks on this product. JWC Environmental is the sole manufacture of this product and the exclusive source for parts and equipment.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. No. One of five components of this unit was replaced 8 years ago and was a sole source at that time. Unit is coming directly from the manufacture.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. Item comes directly from the manufacture. The only way to use another manufacture is replace entire grinder and all connections/piping. The cost to replace entire system from another manufacture would be astronomical and does not make sense.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: JWC Environmental Inc.	Vendor#: 22388	Dept: Facilities Management	Division:
Attn: Jared Reynolds	Email: JaredR@jwce.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 2850 S Red Hill Avenue, Suite 125	City: Santa Ana	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 92705	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: JWC Environmental Inc.	Vendor#: 22388	Dept: Facilities management	Division:
Attn:	Email:	Attn: Kirk Konieczka	Email: kirk.konieczka@dupageco.org
Address: 2600 S Garnsey Street	City: Santa Ana	Address:	City: Wheaton
State: CA	Zip: 92707	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 7, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25): Mary Ventrella			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	LO		Equipment	FY23	1000	1100	54110		17,744.06	17,744.06
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 17,744.06

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver one (1) Muffin Monster Grinder, for Facilities Management,
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 06/06/23 Job #23-02129
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



Customer Service Center
2600 S. Garnsey Street
Santa Ana, CA 92707 USA
Phone: 949 833-3888
Toll Free: 800 331-2277
Fax: 714 242-0240

Customer: 6014480
Kirk Konieczka
DuPage County WWTP
421 N County Farm Rd
Wheaton, IL 60187-3978
US - UNITED STATES

(630)390-9148

kirk.konieczka@dupageco.org

Project: Dupage County WWTP

Quote Number: 66027 RevD
Quote Date: 05/08/2023
Terms: Net 30 Days
Pricing: Valid 60 Days
FOB: Origin
Lead Time: 8-10 Weeks ARO / Shipping & Handling Included
Grinder Serial #: G017010-2-1
Ticket #: CAS-110360-Z0D7

Part Number	Description	Qty	Unit Price	Extended Price
EVAL_CA	30004-0012 Eval_Upgrade G017010-2-1	1	\$0.00	\$0.00
30004T-1206	30004T-1206-DI Muffin Monster Upgrade 7T Cam Cutters 1:1 Stack Hardened Alloy STL Buna N Elastomers Cork & Rubber Gaskets Motor Type: Electric New 5HP TEXP 230/460V Motor New 29:1 Reducer New Spool New 06" Pipe Dia. Unibody Housing Grinder SN: TBD Paint Epoxy Green	1	\$17,744.06	\$17,744.06
A34827-DI	UNIBODY BASE COVER ASSY Paint: Epoxy Green	1	\$0.00	\$0.00
MANUALS	O&M MANUALS	1	\$0.00	\$0.00
Shipping	Shipping & Handling Included	1	\$0.00	\$0.00

Please verify serial number is correct.

Sub Total	\$17,744.06
Tax	
Total	\$17,744.06

Notes:

1. Please fax or mail a Purchase Order for the total amount and we can process your order. Please include the following:
Bill to Address, Ship to Address, and sales tax exemption certificate.
2. Reference the JWC quote number on your purchase order..



Customer Service Center
2600 S. Garnsey Street
Santa Ana, CA 92707 USA
Phone: 949 833-3888
Toll Free: 800 331-2277
Fax: 714 242-0240

3. Availability of parts are subject to change at any time.
4. 20% restocking fee on all returns.
5. Sales tax is not included in price.
6. JWCE standard one year warranty included except for older models i.e. GTS, MS and SPF models.
7. Subject to attached JWC Environmental Standard Terms and Conditions of Sale.

Thank-You for your Business!

JWC Environmental Inc
Jared Reynolds
Customer Service



Customer Service Center
2600 S. Garnsey Street
Santa Ana, CA 92707 USA
Phone: 949 833-3888
Toll Free: 800 331-2277
Fax: 714 242-0240

Please provide the following information. Failure to do so may delay processing of order. Quote #: 66027 RevD

All orders will be billed the applicable sales tax, based on the "ship to address", unless a valid tax exemption certificate is provided prior to shipment.

Bill To Name & Address:

Ship To Name & Address:

Email Address: _____

PO# _____

Payment terms: Net 30 FOB: Origin

Preferred Shipping Method (Required to Process Your Order):

☐ Prepay & Add to Invoice

☐ Collect Account #: _____

Carrier: _____

JWCE will add shipping and handling charges to invoices unless otherwise specified.

Credit cards:

☐ I authorize JWCE to process this order on my credit card and add shipping and handling charges.

Credit card orders are processed after order ships. You will be contacted by JWC Accounting for payment.

Please fax or email your PO and most recent tax certificate to:

Fax (714) 242-0240

Email servicesales@jwce.com

Signature: _____

Date: _____



Customer Service Center
2600 S. Garnsey Street
Santa Ana, CA 92707 USA
Phone: 949 833-3888
Toll Free: 800 331-2277
Fax: 714 242-0240

JWC ENVIRONMENTAL TERMS AND CONDITIONS OF SALE

Unless otherwise specifically agreed to in writing by the buyer ("Buyer") of the products and or related services purchased hereunder (the "Products") and JWC Environmental (the "Seller"), the sale of the Products is made only upon the following terms and conditions. Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is conditioned on Buyer's assent to these terms. Seller rejects all additional, conditional and different terms in Buyer's form or documents.

PAYMENT TERMS

Subject to any contrary terms set forth in our price quotation, order acceptance or invoice the full net amount of each invoice is due and payable in cash within 30 days from the date of the invoice. If any payment is not received within such 30-day period, Buyer shall pay Seller the lesser of 1 ½% per month or the maximum legal rate on all amounts not received by the due date of the invoice, from the 31st day after the date of invoice until said invoice and charges are paid in full. Unless Seller's documents provide otherwise, freight, storage, insurance and all taxes, duties or other governmental charges related to the Products shall be paid by the Buyer. If Seller is required to pay any such charges, Buyer shall immediately reimburse Seller for said charges. In all cases, regardless of partial payment, title to the Products shall remain the Seller's until payment for the Products has been made in full. All orders are subject to credit approval by Seller. All offers by Seller and/or acceptance of Buyer's order shall be nullified by any failure of Buyer to obtain credit approval. Furthermore, Buyer shall not assert any claim against Seller due to Buyer's inability to obtain credit approval. Irrevocable Letter of Credit from Buyer in form and term acceptable to Seller is required for Product orders delivered outside the United States of America.

DELIVERY

Unless otherwise provided in our price quotation, delivery of the Products shall be made F.O.B. place of manufacture. Any shipment, delivery, installation or service dates quoted by the Seller are estimated and the Seller shall be obligated only to use reasonable efforts to meet such dates. The Seller shall in no event be liable for any delays in delivery or failure to give notice of delay or for any other failure to perform hereunder due to causes beyond the reasonable control of the Seller. Such causes shall include, but not be limited to, acts of God, the elements, acts or omissions of manufacturers or suppliers of the Products or parts thereof, acts or omissions of Buyer or civil and military authorities, fires, labor disputes or any other inability to obtain the Products, parts thereof, or necessary power, labor, materials or supplies. The Seller will be entitled to refuse to make, or to delay, any shipments of the Products if Buyer shall fail to pay when due any amount owed by it to the Seller, whether under this or any other contract between the Seller and Buyer. Any claims for shortages must be made to the Company in writing within five calendar days from the delivery date and disposition of the claim is solely subject to Seller's determination.

PRICES

Prices of the Seller's Products are subject to change without notice. Quotations are conditioned upon acceptance within 30 days unless otherwise stated and are subject to correction for errors and/or omissions. Prices include charges for regular packaging but, unless expressly stated, do not include charges for special requirements of government or other purchaser. Prices are subject to adjustment should Buyer place an order past the validity period of the quotation or delay delivery of Products beyond the quoted lead time for any reason.

RETURNS

No Products may be returned for cash. No Product may be returned for credit after delivery to Buyer without Buyer first receiving written permission from the Seller. Buyer must make a request for return of Product in writing to Seller at its place of business in Costa Mesa, California. A return material authorization number must be issued by the Seller to the Buyer before a Product may be returned. Permission to return Product to Seller by Buyer is solely and exclusively the Seller's. Product must be returned to Seller at Buyer's expense, including packaging, insurance, transportation and any governmental fees. Any credit for Product returned to Seller shall be subject to the inspection of and acceptance of the Product by the Seller and is at the sole discretion of the Seller.

LIMITED WARRANTY

Subject to the terms and conditions hereof, the Seller warrants until one year after commissioning (written notification to Seller by Buyer required) of the Product or until 18 months after delivery of such Product to Buyer, whichever is earlier, that each Product will be free of defects in material and workmanship. If (a) the Seller receives written notification of such defect during the warranty period and the defective Product use is discontinued promptly upon discovery of alleged defect, and (b) if the owner ("Owner") forwards the Product to the Seller's nearest service/repair facility, transportation and related insurance charges prepaid. The Seller will cause any Products whose defect is covered under this warranty to either be replaced or be repaired at no cost to the Owner. The foregoing warranty does not cover repairs required due to repair or alteration other than by the Seller's personnel, accident, neglect, misuse, transportation or causes other than ordinary use and maintenance in accordance with the Seller's instructions and specifications. In addition, the foregoing warranty does not cover any Products, or components thereof, which are not directly manufactured by the Seller. To the extent a warranty for repair or replacement of such Products or components not manufactured directly by the Seller is available to Buyer under agreements of the Seller with its vendors; the Seller will make such warranties available to Buyer. Costs of transportation of any covered defective item to and from the nearest service/repair center and related insurance will be paid or reimbursed by Buyer. Any replaced Products will become the property of the Seller. Any replacement Products will be warranted only for any remaining term of the original limited warranty period and not beyond that term.

DISCLAIMER OF WARRANTIES AND LIMITATIONS OF LIABILITIES

THE SELLER'S FOREGOING LIMITED WARRANTY IS THE EXCLUSIVE AND ONLY WARRANTY WITH RESPECT TO THE PRODUCTS AND SHALL BE IN LIEU OF ALL OTHER WARRANTIES (OTHER THAN THE WARRANTY OF TITLE), EXPRESS, STATUTORY OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY STATEMENTS MADE BY EMPLOYEES, AGENTS OF THE SELLER OR OTHERS REGARDING THE PRODUCTS. THE OBLIGATIONS OF THE SELLER UNDER THE FOREGOING WARRANTY SHALL BE FULLY SATISFIED BY THE REPAIR OR THE REPLACEMENT OF THE DEFECTIVE PRODUCT OR PART, AS PROVIDED ABOVE. IN NO EVENT SHALL THE SELLER BE LIABLE FOR LOST PROFITS OR OTHER SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, EVEN IF THE SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE TOTAL LIABILITY OF THE SELLER TO BUYER AND OTHERS ARISING FROM ANY CAUSE WHATSOEVER IN CONNECTION WITH BUYER'S PURCHASE, USE AND DISPOSITION OF ANY PRODUCT COVERED HEREBY SHALL, UNDER NO CIRCUMSTANCES, EXCEED THE PURCHASE PRICE PAID FOR THE PRODUCT BY BUYER. NO ACTION, REGARDLESS OF FORM, ARISING FROM THIS AGREEMENT OR BASED UPON BUYER'S PURCHASE, USE OR DISPOSITION OF THE PRODUCTS MAY BE BROUGHT BY EITHER PARTY MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION ACCRUES, EXCEPT THAT ANY CAUSE OF ACTION FOR THE NONPAYMENT OF THE PURCHASE PRICE MAY BE BROUGHT AT ANY TIME.

The remedies provided to Buyer pursuant to the limited warranty, disclaimer of warranties and limitations of liabilities, described herein are the sole and exclusive remedies.

Unless specifically agreed to in writing by the Seller, no charges may be made to the Seller by Buyer or any third party employed by buyer for removing, installing or modifying any Product.

The Seller and its representatives may furnish, at no additional expense, data and engineering services relating to the application, installation, maintenance or use of the Products by Buyer. The Seller will not be responsible for, and does not assume any liability whatsoever for, damages of any kind sustained either directly or indirectly by any person through the adoption or use of such data or engineering services in whole or in part.

CONFIDENTIAL INFORMATION

Except with the Seller's prior written consent, Buyer shall not use, duplicate or disclose any confidential proprietary information delivered or disclosed by the Seller to Buyer for any purpose other than for operation or maintenance of the Products.

CANCELLATION AND DEFAULT

Absolutely no credit will be allowed for any change or cancellation of an order for Products by Buyer after fabrication of the Products to fill Buyer's order has been commenced. If Buyer shall default in paying for any Products purchased hereunder, Buyer shall be responsible for all reasonable costs and expenses, including (without limitation) attorney's fees incurred by the Seller in collecting any sums owed by Buyer. All rights and remedies to the Seller hereunder or under applicable laws are cumulative and none of them shall be exclusive of any other right to remedy. No failure by the Seller to enforce any right or remedy hereunder shall be deemed to be a waiver of such right or remedy, unless a written waiver is signed by an authorized management employee of the Seller and the Seller's waiver of a breach of this agreement by Buyer shall not be deemed to be a waiver of any other breach of the same or any other provision.

CHANGES IN PRODUCTS

Changes may be made in materials, designs and specifications of the Products without notice. The Seller shall not incur any obligation to furnish or install any such changes or modifications on Products previously ordered by, or sold to, Buyer.

APPLICABLE LAW, RESOLUTION OF DISPUTES AND SEVERABILITY

This agreement is entered into in Costa Mesa, California. This agreement and performance by the parties hereunder shall be construed in accordance with, and governed by, the laws of the State of California. Any claim or dispute arising from or based upon this agreement or the Products which form its subject matter shall be resolved by binding arbitration before the American Arbitration Association in Los Angeles, California, pursuant to the Commercial Arbitration Rules, excepting only that each of the parties shall be entitled to take no more than two depositions, and serve no more than 30 interrogatories, 10 requests for admissions and 20 individual requests for production of documents, such discovery to be served pursuant to the California Code of Civil Procedure. Any award made by the arbitrator may be entered as a final judgment, in any court having jurisdiction to do so. If any provision of this agreement shall be held by a court of competent jurisdiction or an arbitrator to be unenforceable to any extent, that provision shall be enforced to the full extent permitted by law and the remaining provisions shall remain in full force and effect.

ASSIGNMENT

This agreement shall be binding upon the parties and their respective successors and assigns. However, except for rights expressly provided to subsequent Owners of the Products under "Limited Warranty" above, any assignment of this agreement or any rights hereunder by Buyer shall be void without the Company's written consent first obtained. Any exercise of rights by an Owner other than Buyer shall be subject to the Company's written consent first obtained.



Customer Service Center
2600 S. Garnsey Street
Santa Ana, CA 92707 USA
Phone: 949 833-3888
Toll Free: 800 331-2277
Fax: 714 242-0240

to all of the limitations on liability and other related terms and conditions set forth in this agreement.

EXCLUSIVE TERMS AND CONDITIONS

The terms and conditions of this agreement may be changed or modified only by an instrument in writing signed by an authorized management employee of the Seller. This instrument, together with any amendment or supplement hereto specifically agreed to in writing by an authorized management employee of the Seller, contains the entire and the only agreement between the parties with respect to the sale of the Products covered hereby and supersedes any alleged related representation, promise or condition not specifically incorporated herein.

SELLER'S PRODUCTS ARE OFFERED FOR SALE AND SOLD ONLY ON THE TERMS AND CONDITIONS CONTAINED HEREIN. NOTWITHSTANDING ANY DIFFERENT OR ADDITIONAL TERMS OR CONDITIONS CONTAINED IN BUYER'S SEPARATE PURCHASE ORDERS OR OTHER ORAL OR WRITTEN COMMUNICATION, BUYER'S ORDER IS OR SHALL BE ACCEPTED BY THE COMPANY ONLY ON THE CONDITION THAT BUYER ACCEPTS AND CONSENTS TO THE TERMS AND CONDITIONS CONTAINED HEREIN. IN THE ABSENCE OF BUYER'S ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED HEREIN THE SELLER'S COMMENCEMENT OF PERFORMANCE AND/OR DELIVERY OF THE PRODUCTS, OR THE SELLER'S STATEMENT OF ACKNOWLEDGMENT OF THE RECEIPT OF BUYER'S PURCHASE ORDER, SHALL BE FOR BUYER'S CONVENIENCE ONLY AND SHALL NOT BE DEEMED OR CONSTRUED TO BE ACCEPTANCE OF BUYER'S DIFFERING TERMS OR CONDITIONS, OR ANY OF THEM. ANY DIFFERENT OR ADDITIONAL TERMS ARE HEREBY REJECTED UNLESS SPECIFICALLY AGREED UPON IN WRITING BY AN AUTHORIZED MANAGEMENT EMPLOYEE OF THE SELLER. IF A CONTRACT IS NOT EARLIER FORMED BY MUTUAL AGREEMENT IN WRITING, BUYER'S ACCEPTANCE OF ANY PRODUCTS COVERED HEREBY SHALL BE DEEMED ACCEPTANCE OF ALL OF THE TERMS AND CONDITIONS STATED HEREIN. THE SELLER'S FAILURE TO OBJECT TO PROVISIONS INCONSISTENT HERewith CONTAINED IN ANY COMMUNICATION FROM BUYER SHALL NOT BE DEEMED A WAIVER OF THE PROVISIONS CONTAINED HEREIN.

F360JWCE0107

To: DuPage County WWTP
421 N County Farm Rd
Wheaton, IL 60187

Date: 05/8/2023

Subject: Sole Source for Muffin Monster
Federal Tax ID# 45-2771126

Customer Name: DuPage County WWTP,

JWC Environmental is the inventor and owner of the Muffin Monster, Channel Monster, Auger Monster, Screenings Washer Monster, Honey Monster and Monster Screening Systems. We hold numerous patents and trademarks on these products.

JWC Environmental is the sole manufacturer of these products and the exclusive source for service parts for this equipment.

JWC Environmental operates the only Service Centers that are factory authorized to perform repairs on Muffin Monster, Channel Monster, Auger Monster, Screenings Washer Monster, Honey Monster and Monster Screening Systems.

All repairs will be performed at a JWC Environmental Service Center and will come with a one (1) year warranty.

Please feel free to contact me at 800-331-2277 or servicesales@jwce.com if we can provide any additional information.

Best Regards,

Jared Reynolds
Customer Service
Phone: 800-331-2277
Fax: 714-549-4007





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: _____

Bid/Contract/PO #: _____

Company Name: JWC Environmental Inc.	Company Contact:
Contact Phone: 800-331-2277	Contact Email: jwce@jwce.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 Signature on File

Printed Name GREGORY B. QUEEN

Title PRESIDENT

Date 09-MAY-2023

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



Facilities Management Requisition Under \$30K

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

File #: 23-1955

Agenda Date: 6/6/2023

Agenda #: 11.A.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1817	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$21,420.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/06/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$21,420.00
	CURRENT TERM TOTAL COST: \$21,420.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: City of Wheaton	VENDOR #: 10074	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Angelica Norris	VENDOR CONTACT PHONE: 630-260-2028	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: ANorris@wheaton.il.us	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to the City of Wheaton, to provide fire alarm monitoring services for the County campus, for Facilities Management, for the period of July 1, 2023 through June 30, 2024, for a contract total amount not to exceed \$21,420, per 55 ILCS 5/5-1022 (c) (Not suitable for competitive bids – public utility).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished City of Wheaton and Village of Winfield are members of DU-COMM, the 9-1-1 emergency dispatch center. DU-COMM requires that the fire alarm system connections are monitored. Chicago Metropolitan Fire Protection will continue to monitor the alarms; effective July 1, 2017, the quarterly billing will come directly from the City of Wheaton.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (C) NOT SUITABLE FOR COMPETITIVE BIDDING
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

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: City of Wheaton	Vendor#: 10074	Dept: Facilities Management	Division:
Attn: Angelica Norris	Email: ANorris@wheaton.il.us	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 303 W. Wesley Street	City: Wheaton	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60187-0727	State: IL	Zip: 60187
Phone: 630-260-2000	Fax: 630-260-2038	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: City of Wheaton	Vendor#: 10074	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 303 W. Wesley Street	City: Wheaton	Address: various locations	City: Wheaton
State: IL	Zip: 60187-0727	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2023	Contract End Date (PO25): Jun 30, 2024
Contract Administrator (PO25): Mary Ventrella			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	LO		Facilities Management	FY23	1000	1100	53300		8,670.00	8,670.00
2	1	LO		Care Center	FY23	1200	2000	53250		510.00	510.00
3	1	LO		Animal Services	FY23	1100	1300	53370		510.00	510.00
4	1	LO		Division of Transportation	FY23	1500	3510	53300		1,020.00	1,020.00
5	1	LO		Facilities Management	FY24	1000	1100	53300		8,670.00	8,670.00
6	1	LO		Care Center	FY24	1200	2000	53250		510.00	510.00
7	1	LO		Animal Services	FY24	1100	13000	53370		510.00	510.00
8	1	LO		Division of Transportation	FY24	1500	3510	53300		1,020.00	1,020.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 21,420.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide fire alarm monitoring services for the County campus.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez, Christine Kliebhan, Kristie Lecaros, and Kathy (Black) Curcio.
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. Public Works Committee: 06/06/23

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

Ventrella, Mary

From: Angelica Norris <ANorris@wheaton.il.us>
Sent: Thursday, May 4, 2023 9:31 AM
To: Ventrella, Mary
Subject: Re: DuPage County - Facilities Management / Fire Alarm Monitoring

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

Hi Mary,
I have not heard of a pending rate change for this year. They will still be \$255 per quarter/alarm.

Best regards,

Angelica Norris
Account Coordinator - AR
City of Wheaton
www.wheaton.il.us
630.260.2028 desk
630.260.2038 fax

From: Ventrella, Mary <Mary.Ventrella@dupageco.org>
Sent: Thursday, May 4, 2023 9:03 AM
To: Angelica Norris <ANorris@wheaton.il.us>
Cc: Figlewski, Catherine <Catherine.Figlewski2@dupageco.org>
Subject: DuPage County - Facilities Management / Fire Alarm Monitoring

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Angelica,

Hope this email finds you well.
Just checking to see if there is new pricing for the City agreement for Fire Alarm Monitoring for our campus. Current contact with the City expires 06/30/23.

Thank you,

Mary Ventrella

Buyer II

DuPage County Facilities Management
421 N. County Farm Road
Wheaton, IL 60187

(630) 407-5705 direct

(630) 407-5700 main

(630) 407-5701 fax

mary.ventrella@dupageco.org



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

FEE SCHEDULE, BILLED QUARTERLY

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

Effective date: 06/13/2022



Stormwater Management Change Order with Resolution

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

File #: SM-CO-0009-23

Agenda Date: 6/6/2023

Agenda #: 19.A.

AMENDMENT TO RESOLUTION DT-P-0179-20
ISSUED TO ACCELA, INC.
PROFESSIONAL PERMITTING SOFTWARE SERVICES
FOR THE DIVISION OF TRANSPORTATION, STORMWATER MANAGEMENT, BUILDING AND
ZONING AND PUBLIC WORKS
(CONTRACT INCREASE \$42,241.52)

WHEREAS, the DuPage County Board has heretofore approved and adopted Resolution DT-P-0179-20 on June 23, 2020 awarding a contract to Accela, Inc. to provide Professional Permitting Software Services for the Division of Transportation, Stormwater Management, Building and Zoning and Public Works; and

WHEREAS, the Stormwater Management, Development and Public Works Committees recommend changes as stated in the Change Order Notice to increase the contract amount \$42,241.52 for the addition of four (4) additional licenses for a two (2) year period for Stormwater Management and extension of subscription services for four (4) licenses for a two (2) year period, resulting in an amended contract total of \$965,509.79, an increase of 4.58%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopts the Change Order Notice to County Contract 4673-0001 SERV, to increase the contract amount \$42,241.52 for four (4) additional licenses for permitting software services, issued to Accela Inc, resulting in an amended contract total of \$965,509.79, an increase of 4.58%.

Enacted and approved this 13th day of June, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

SWM 6/6
CB 6/13



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 25, 2023

legistar # : 23-1929

Purchase Order #: 4673-0001 serv	Original Purchase Order Date: Jun 23, 2020	Change Order #: 2	Department: Stormwater
Vendor Name: Accela Inc	Vendor #: 23818	Dept Contact: Sarah Hunn	
Background and/or Reason for Change Order Request:	Change order to add seats and extend subscription (4 new seats for SWM for a 2-year period and extension of subscription for a 2 year period; 3 seats-B&Z, 1 seat-PW).		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

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

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: _____ to: _____
- ☒ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☒ Funding Source 1600-3000-53806 \$ 21,120.76
1100-2810-53806 \$ 15,840.57
2000-2665-53806 \$ 6,280.19
- ☐ OTHER - explain below:

SH	6676	May 25, 2023	<i>SA</i>	6676	05.25.23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>MLH</i>	Procurement Officer	Date	5/25/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



Decision Memo

Procurement Services Division

Date: May 25, 2023

Legistar #: 23-1929

Department Requisition #:

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

Requesting Department: Stormwater Management	Department Contact: Sarah Hunn
Contact Email: sarah.hunn@dupageco.org	Contact Phone: 6676
Vendor Name: Accela Inc	Vendor #: 23818

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

Increase the contract amount \$42,241.52 for the addition of four (4) additional licenses for a two (2) year period for Stormwater Management and extension of subscription services for four (4) licenses for a two (2) year period

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

The contract with Accela Inc went into place in 2020. Since then, departments and staff have increased usage of the program, additional seats are necessary for access to the Permitting Software.

Strategic Impact

Customer Service

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

Expanding access to the Permitting Software will provide better customer service. Stormwater Management would like to expand the access to include our drainage investigation staff which will allow for more faster and more comprehensive analysis of localized flooding issues by getting access to the on-line/real time permit database through this software.

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

Accela was selected through a public RFP process in accordance with the Local Government Professional Services Selection Act (50-ILCS 10) and the DuPage County Procurement Ordinance.

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

1. Add the additional seats requested for real time access for stormwater and extend subscriptions for B&X and PW.
2. Do not add seats/extend subscriptions. This will delay access to real time data & permit reviews.

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

FY23 1600-3000-53806 \$10,445.48 FY24 1600-3000-53806 \$10,675.28
FY23 1100-2810-53806 \$7,834.11 FY24 1100-2810-53806 \$8,006.46
FY23 2000-2665-53806 \$2,611.37 FY24 2000-2665-53806 \$2,668.82