



# DU PAGE COUNTY

## Public Works Committee

### Final Summary

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

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**Tuesday, January 6, 2026**

**9:00 AM**

**Room 3500B**

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**1. CALL TO ORDER**

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

**2. ROLL CALL**

Other Board Members Present:

Member Yeena Yoo

Member Saba Haider arrived at 9:06 am due to attending another committee meeting

|                |   |
|----------------|---|
| <b>PRESENT</b> | Childress, DeSart, Galassi, Garcia, Ozog, and Zay |
|----------------|---|

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

No remarks were offered.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

**5.A. [26-0183](#)**

Public Works Committee - Regular Meeting Minutes - Tuesday, December 2, 2025

|                  |              |
|------------------|--------------|
| <b>RESULT:</b>   | APPROVED     |
| <b>MOVER:</b>    | Mary Ozog    |
| <b>SECONDER:</b> | Paula Garcia |

**6. BUDGET TRANSFERS**

**6.A. [26-0184](#)**

Public Works - \$355,000 FY25 budget transfer needed for Regular Salaries for labor hours worked; \$20,000 FY25 budget transfer needed for Benefit Payments for Compensated Absences accounting accrual; \$25,000 FY25 budget transfer needed for IMRF for labor hours worked; \$4,000 FY25 budget transfer needed for Social Security for labor hours worked; \$4,000 FY25 budget transfer needed for Overtime for labor hours worked; \$42,000 FY25 budget transfer needed for Benefit Payments for Compensated Absences accounting accrual.

|                  |              |
|------------------|--------------|
| <b>RESULT:</b>   | APPROVED     |
| <b>MOVER:</b>    | Paula Garcia |
| <b>SECONDER:</b> | Dawn DeSart  |

6.B. [26-0185](#)

Facilities Management – Transfer of funds from account number 1000-1102-53380 (Repair & Maintenance Auto Equipment) in the amount of \$5,779 to 1000-1102-50010 (Overtime) for Facilities Management – Grounds Division for fiscal year 2025.

|                  |              |
|------------------|--------------|
| <b>RESULT:</b>   | APPROVED     |
| <b>MOVER:</b>    | Jim Zay      |
| <b>SECONDER:</b> | Kari Galassi |

7. **BID AWARD**7.A. [PW-P-0001-26](#)

Recommendation for the approval of a contract to West Side Tractor Sales Co., for a 2026 Felling FT-24-2 T tilting trailer with a four foot stationary deck, for the period of January 13, 2026 to November 30, 2026, for a total contract amount not to exceed \$32,400; per bid #25-132-PW.

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | APPROVED AND SENT TO FINANCE |
| <b>MOVER:</b>    | Jim Zay                      |
| <b>SECONDER:</b> | Kari Galassi                 |

8. **BID RENEWAL**8.A. [26-0186](#)

Recommendation for the approval of a contract to Knox Swan and Dog LLC, for geese control for the DuPage County campus, for Facilities Management - Grounds, for the period of March 1, 2026 through February 29, 2028, for a total contract amount not to exceed \$15,000; per renewal of bid #24-018-FM; first and final option to renew.

|                  |              |
|------------------|--------------|
| <b>RESULT:</b>   | APPROVED     |
| <b>MOVER:</b>    | Jim Zay      |
| <b>SECONDER:</b> | Kari Galassi |

9. **CONTRACT INCREASE**9.A. [PW-CO-0001-26](#)

Amendment to Purchase Order 6971-0001 SERV, issued to AT&T, to increase the contract in the amount of \$15,000 to pay for the continued use of Analog Business and Circuit Lines for various DuPage County Public Works Locations. (Public Works)

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | APPROVED AND SENT TO FINANCE |
| <b>MOVER:</b>    | Paula Garcia                 |
| <b>SECONDER:</b> | Kari Galassi                 |

## 10. SOLE SOURCE

### 10.A. [FM-P-0002-26](#)

Recommendation for the approval of a contract to Midwest Applied Solutions, Inc., to provide ionization tube supplies for the HVAC clean air systems, for Facilities Management, for the period of January 14, 2026 through November 30, 2026, for a total contract amount not to exceed \$45,710.00, Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - authorized parts and service provider for this area.)

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | APPROVED AND SENT TO FINANCE |
| <b>MOVER:</b>    | Dawn DeSart                  |
| <b>SECONDER:</b> | Paula Garcia                 |

### 10.B. [FM-P-0001-26](#)

Recommendation for the approval of a contract to SecurMAR LLC, to furnish, deliver, and install 4 replacement Smiths Detection SDX 6040 X-ray Inspection System equipment, for the Circuit Court at the Judicial Office Facility, for Facilities Management, for the period of January 14, 2026 through January 13, 2027, for a total contract amount not to exceed \$150,248. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids - Sole Source: end of life replacements.

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | APPROVED AND SENT TO FINANCE |
| <b>MOVER:</b>    | Dawn DeSart                  |
| <b>SECONDER:</b> | Paula Garcia                 |

## 11. ACTION ITEMS

### 11.A. [FI-R-0005-26](#)

Acceptance of an extension of time for the Energy Efficiency and Conservation Block Grant PY24 - Intergovernmental Agreement No. DE-SE0000181, Company 5000 - Accounting Unit 2704, for an extension through November 30, 2026. (Facilities Management)

|                |                              |
|----------------|------------------------------|
| <b>RESULT:</b> | APPROVED AND SENT TO FINANCE |
|----------------|------------------------------|

|                  |             |
|------------------|-------------|
| <b>MOVER:</b>    | Dawn DeSart |
| <b>SECONDER:</b> | Jim Zay     |

**12. OLD BUSINESS**

No old business was discussed.

**13. NEW BUSINESS**

No new business was discussed.

**14. ADJOURNMENT**

With no further business, the meeting was adjourned.





## Minutes

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

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**File #:** 26-0183

**Agenda Date:** 1/6/2026

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## Public Works Committee

### Draft Summary

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

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**Tuesday, December 2, 2025**

**9:00 AM**

**Room 3500B**

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**1. CALL TO ORDER**

9:00 AM meeting was called to order by Chair Michael Childress at 9:01 AM.

**2. ROLL CALL**

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

**MOTION TO ALLOW A BOARD MEMBER TO JOIN A COMMITTEE FOR QUORUM PURPOSES**

Member Childress moved and Member Garcia seconded a motion to allow County Board Member Saba Haider to join the Public Works Committee for Quorum purposes.

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

**MOTION TO ALLOW REMOTE PARTICIPATION**

Member Garcia moved and Member Zay seconded a motion to allow the members of the County Board to conduct the meeting via teleconference/remotely.

|                  |              |
|------------------|--------------|
| <b>RESULT:</b>   | APPROVED     |
| <b>MOVER:</b>    | Paula Garcia |
| <b>SECONDER:</b> | Jim Zay      |

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

No remarks were offered.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

**5.A. [25-2901](#)**

Public Works Committee - Regular Meeting Minutes - Tuesday, November 18, 2025

|                  |                   |
|------------------|-------------------|
| <b>RESULT:</b>   | APPROVED          |
| <b>MOVER:</b>    | Michael Childress |
| <b>SECONDER:</b> | Jim Zay           |

## 6. CONSENT ITEMS

### 6.A. [25-2902](#)

Second Amendment to Contract 5456-0001 SERV issued to Wold Architects and Engineers, to provide on-call Professional Architectural and Engineering Services, for Facilities Management, for a change order to extend the contract to May 31, 2026, no change in contract amount.

|                  |                   |
|------------------|-------------------|
| <b>RESULT:</b>   | APPROVED          |
| <b>MOVER:</b>    | Michael Childress |
| <b>SECONDER:</b> | Jim Zay           |

## 7. JOINT PURCHASING AGREEMENT

### 7.A. [PW-P-0032-25](#)

Recommendation for the approval of a contract purchase order to HD Supply, Inc. d/b/a HD Supply Facilities Maintenance, LTD., for maintenance, repair, operating and cleaning supplies, for various Public Works Facilities, for the period of December 9, 2025 through June 30, 2027, for a total contract amount not to exceed \$45,000. Contract pursuant to the Intergovernmental Cooperation Act (Omnia Contract #25-JH-011).

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | APPROVED AND SENT TO FINANCE |
| <b>MOVER:</b>    | Michael Childress            |
| <b>SECONDER:</b> | Jim Zay                      |

### 7.B. [25-2895](#)

Recommendation for the approval of a contract to Brightly Software, Inc., for Maintenance Edge (Help Desk – formerly Facility Dude) and Connect Authenticate software licensing, for Facilities Management, for the period of December 1, 2025 through November 30, 2026, for a total contract amount not to exceed \$23,613.50, per quote #449789. Contract let pursuant to the Intergovernmental Cooperation Act (OMNIA Contract #R210702).

|                  |                   |
|------------------|-------------------|
| <b>RESULT:</b>   | APPROVED          |
| <b>MOVER:</b>    | Michael Childress |
| <b>SECONDER:</b> | Jim Zay           |

**8. BID AWARD****8.A. [FM-P-0054-25](#)**

Recommendation for the approval of a contract to Helm Mechanical, to furnish, deliver, and install a domestic hot water storage tank for the Jail, for Facilities Management, for the period of December 10, 2025 through December 9, 2026 for a contract total amount not to exceed \$107,558; per lowest responsible bid #25-123-FM.

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | APPROVED AND SENT TO FINANCE |
| <b>MOVER:</b>    | Michael Childress            |
| <b>SECONDER:</b> | Jim Zay                      |

**9. OLD BUSINESS**

No old business was discussed.

|                |          |
|----------------|----------|
| <b>RESULT:</b> | APPROVED |
|----------------|----------|

**10. NEW BUSINESS**

Chief Administrative Officer Nick Kottmeyer reviewed the possibility of an additional appropriation for utilities (Electricity and Natural Gas) that will be needed to finalize payments in the 2025 Fiscal Year.

**11. ADJOURNMENT**

With no further business, the meeting was adjourned.



## Budget Transfer

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

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**File #:** 26-0184

**Agenda Date:** 1/6/2026

**Agenda #:** 6.A.

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**FY25**  
DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective April 1, 2025

From: 2000  
Company #

CENTRAL ADMIN  
From: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title                     | Amount        | Finance Dept Use Only Available Balance |                | Date of Balance |
|-----------------|---------|-------------|---------------------------|---------------|---|----------------|-----------------|
|                 |         |             |                           |               | Prior to Transfer                       | After Transfer |                 |
| 2665            | 50000   |             | REGULAR SALARIES          | \$ 355,000.00 | 540,478.17                              | 185,478.17     | 12/18/25        |
| 2555            | 50080   |             | SALARY & WAGE ADJUSTMENTS | \$ 49,000.00  | 126,922.00                              | 77,922.00      | 12/18/25        |
| 2640            | 50080   |             | SALARY & WAGE ADJUSTMENTS | \$ 4,000.00   | 12,305.00                               | 8,305.00       | 12/18/25        |
| 2665            | 50080   |             | SALARY & WAGE ADJUSTMENTS | \$ 42,000.00  | 100,062.00                              | 58,062.00      | 12/18/25        |
|                 |         |             |                           |               |   |                |                 |
|                 |         |             |                           |               |   |                |                 |
| Total           |         |             |                           | \$ 450,000.00 |   |                |                 |

To: 2000  
Company #

SEWER OPERATIONS  
To: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title                          | Amount        | Finance Dept Use Only Available Balance |                | Date of Balance |
|-----------------|---------|-------------|--------------------------------|---------------|---|----------------|-----------------|
|                 |         |             |                                |               | Prior to Transfer                       | After Transfer |                 |
| 2555            | 50000   |             | REGULAR SALARIES               | \$ 355,000.00 | 1282,823.55                             | 72,176.45      | 12/18/25        |
| 2555            | 51000   |             | BENEFIT PAYMENTS               | \$ 20,000.00  | 385.47                                  | 20,385.47      | 12/18/25        |
| 2555            | 51010   |             | EMPLOYER SHARE I.M.R.F.        | \$ 25,000.00  | 17,557.18                               | 7,442.82       | 12/18/25        |
| 2555            | 51030   |             | EMPLOYER SHARE SOCIAL SECURITY | \$ 4,000.00   | 2,283.01                                | 6,283.01       | 12/18/25        |
| 2640            | 50010   |             | OVERTIME                       | \$ 4,000.00   | 13,034.57                               | 965.43         | 12/18/25        |
| 2665            | 51000   |             | BENEFIT PAYMENTS               | \$ 42,000.00  | 4,690.57                                | 37,309.63      | 12/18/25        |
| Total           |         |             |                                | \$ 450,000.00 |   |                |                 |

Reason for Request:

Public Works - \$355,000 FY25 budget transfer needed for Regular Salaries for labor hours worked. Public Works - \$20,000 FY25 budget transfer needed for Benefit Payments for Compensated Absences accounting accrual. Public Works - \$25,000 FY25 budget transfer needed for IMRF for labor hours worked. Public Works - \$4,000 FY25 budget transfer needed for Social Security for labor hours worked. Public Works - \$4,000 FY25 budget transfer needed for Overtime for labor hours worked. Public Works - \$42,000 FY25 budget transfer needed for Benefit Payments for Compensated Absences accounting accrual.

Department Head [Signature]

Chief Financial Officer [Signature]

12/18/25  
Date  
12/19/25  
Date

Activity

(optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

|                             |                        |                                 |  |
|-----------------------------|------------------------|---------------------------------|--|
| Finance Department Use Only |                        |                                 |  |
| Fiscal Year <u>25</u>       | Budget Journal # _____ | Acctg Period _____              |  |
| Entered By/Date _____       |                        | Released & Posted By/Date _____ |  |

PW - 1/6/26  
FIN/CB - 1/13/26



## Budget Transfer

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

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**File #:** 26-0185

**Agenda Date:** 1/6/2026

**Agenda #:** 6.B.

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DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective April 1, 2025

From: 1000  
Company #

From: GROUNDS  
Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title                        | Amount      | Finance Dept Use Only Available Balance |                | Date of Balance |
|-----------------|---------|-------------|------------------------------|-------------|---|----------------|-----------------|
|                 |         |             |                              |             | Prior to Transfer                       | After Transfer |                 |
| 1102            | 53380   |             | REPAIR & MTCE AUTO EQUIPMENT | \$ 5,779.00 | 22,123.55                               | 16,344.55      | 12/29/25        |
|                 |         |             |                              |             |   |                |                 |
|                 |         |             |                              |             |   |                |                 |
|                 |         |             |                              |             |   |                |                 |
|                 |         |             |                              |             |   |                |                 |
|                 |         |             |                              |             |   |                |                 |
| Total           |         |             |                              | \$ 5,779.00 |   |                |                 |

To: 1000  
Company #

To: GROUNDS  
Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title    | Amount      | Finance Dept Use Only Available Balance |                | Date of Balance |
|-----------------|---------|-------------|----------|-------------|---|----------------|-----------------|
|                 |         |             |          |             | Prior to Transfer                       | After Transfer |                 |
| 1102            | 50010   |             | OVERTIME | \$ 5,779.00 | (5,777.56)                              | 1.44           | 12/29/25        |
|                 |         |             |          |             |   |                |                 |
|                 |         |             |          |             |   |                |                 |
|                 |         |             |          |             |   |                |                 |
|                 |         |             |          |             |   |                |                 |
|                 |         |             |          |             |   |                |                 |
| Total           |         |             |          | \$ 5,779.00 |   |                |                 |

Reason for Request:

Budget transfer needed to cover unforeseen overtime for Grounds.

Department Head

Chief Financial Officer

Activity

(optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

|                             |                                 |                    |  |
|-----------------------------|---------------------------------|--------------------|--|
| Finance Department Use Only |                                 |                    |  |
| Fiscal Year <u>25</u>       | Budget Journal # _____          | Acctg Period _____ |  |
| Entered By/Date _____       | Released & Posted By/Date _____ |                    |  |

PW - 1/6/26

FIN/CB - 1/13/26





## Public Works Requisition \$30,000 and Over

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

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**File #:** PW-P-0001-26

**Agenda Date:** 1/6/2026

**Agenda #:** 7.A.

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AWARDING RESOLUTION ISSUED TO  
WEST SIDE TRACTOR SALES, CO.  
FOR A 2026 FELLING FT-24-2 T TILTING TRAILER  
FOR PUBLIC WORKS  
(CONTRACT TOTAL AMOUNT \$32,400)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to West Side Tractor Sales, Co., for a 2026 Felling FT-24-2 T Tilting Trailer, for the period of January 13, 2026 through November 30, 2026, for Public Works

NOW, THEREFORE BE IT RESOLVED, that said contract is for a 2026 Felling FT-24-2 T Tilting Trailer, for the period of January 13, 2026 through November 30, 2026 for Public Works per 25-132-PW, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to West Side Tractor Sales, Co., 3300 Ogden Ave, Lisle, Illinois 60532, for a contract total amount of \$32,400.

Enacted and approved this 13th day of January, 2026 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



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

### SECTION 1: DESCRIPTION

| General Tracking  |  | Contract Terms                        |   |
|---|--|---------------------------------------|---|
| FILE ID#:   | RFP, BID, QUOTE OR RENEWAL #:<br>25-132-PW | INITIAL TERM WITH RENEWALS:<br>OTHER  | INITIAL TERM TOTAL COST:<br>\$32,400.00               |
| COMMITTEE:<br>PUBLIC WORKS  | TARGET COMMITTEE DATE:<br>01/06/2026       | PROMPT FOR RENEWAL:                   | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$32,400.00 |
|   | CURRENT TERM TOTAL COST:<br>\$32,400.00    | MAX LENGTH WITH ALL RENEWALS:         | CURRENT TERM PERIOD:<br>INITIAL TERM                  |
| Vendor Information  |  | Department Information                |   |
| VENDOR:<br>West Side Tractor Sales Co.  | VENDOR #:                                  | DEPT:<br>Public Works                 | DEPT CONTACT NAME:<br>Sean Reese                      |
| VENDOR CONTACT:<br>Tom Becker   | VENDOR CONTACT PHONE:<br>630-797-1263      | DEPT CONTACT PHONE #:<br>630-985-7400 | DEPT CONTACT EMAIL:<br>sean.reese@dupagecounty.gov    |
| VENDOR CONTACT EMAIL:<br>tbecker@wstsales.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 West Side Tractor Sales Co., for a 2026 Felling FT-24-2 T tilting trailer with a 4 foot stationary deck, for the period of January 13, 2026, to November 30, 2026, for a total contract amount not to exceed \$ 32,400 per lowest responsible bid #25-132-PW. |  |                                       |   |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>A new tilting trailer with a 4 foot stationary deck is required for Public Works. The current trailer is nearing the end of its useful life. The trailer is crucial to our underground department in transporting large equipment and shoring boxes in the event of a water or sewer main break.  |  |                                       |   |

### 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.<br>LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION) |
| DECISION MEMO REQUIRED     | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.   |

### SECTION 3: DECISION MEMO

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

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

## SECTION 5: Purchase Requisition Information

| <i>Send Purchase Order To:</i>          |                                | <i>Send Invoices To:</i>                    |  |
|---|--------------------------------|---|--|
| Vendor:<br>West Side Tractor Sales, Co. | Vendor#:                       | Dept:<br>Public Works                       | Division:<br>Public Works                        |
| Attn:<br>Tom Becker                     | Email:<br>tbecker@wstsales.com | Attn:<br>Magda Leonida-Padilla              | Email:<br>pwaccountspayable@dupagecount<br>y.gov |
| Address:<br>3300 Ogden Ave              | City:<br>Lisle                 | Address:<br>7900 S. Rt. 53                  | City:<br>Woodridge                               |
| State:<br>IL                            | Zip:<br>60532                  | State:<br>IL                                | Zip:<br>60517                                    |
| Phone:<br>630-797-1263                  | Fax:                           | Phone:<br>630-985-7400                      | Fax:   |
| <i>Send Payments To:</i>                |                                | <i>Ship to:</i>                             |  |
| Vendor:<br>Same as Above                | Vendor#:                       | Dept:<br>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:<br>PER 50 ILCS 505/1     | FOB:<br>Destination            | Contract Start Date (PO25):<br>Jan 13, 2026 | Contract End Date (PO25):<br>Nov 30, 2026        |

| Purchase Requisition Line Details                                |     |     |                            |  |      |         |      |           |                             |                   |              |
|--|-----|-----|----------------------------|--|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN   | Qty | UOM | Item Detail<br>(Product #) | Description                                  | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1  | 1   | EA  |                            | FT-24-2 T Felling Trailer per specifications | FY26 | 2000    | 2665 | 54110     |                             | 32,400.00         | 32,400.00    |
| <b><i>FY is required, ensure the correct FY is selected.</i></b> |     |     |                            |  |      |         |      |           |                             | Requisition Total | \$ 32,400.00 |

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



THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
TAG-A-LONG TRAILER 25-132-PW  
QUOTE TABULATION



|     |  |     |     | West Side Tractor Sales Co | Ditch Witch of Illinois, Inc.<br>dba Ditch Witch Midwest | Trail King Industries, Inc |
|-----|--|-----|-----|----------------------------|--|----------------------------|
| NO. | ITEM                                   | UOM | QTY | PRICE                      | PRICE  | PRICE                      |
| 1   | 24' Tilting Platform Tag-Along Trailer | EA  | 1   | \$ 32,400.00               | \$ 33,669.76   | \$ 42,936.95               |

NOTES

|                                    |        |
|------------------------------------|--------|
| Quote Opening 11/25/25 @ 2:30 PM   | SR, HK |
| Invitations Sent                   | 4      |
| Total Vendors Requesting Documents | 0      |
| Total Bid Responses                | 3      |

## QUOTE PRICING FORM

### Section I: Contact Information

Please complete the contact information below.

|                 |                             |
|-----------------|-----------------------------|
| QUOTE NUMBER:   | 25-132-PW                   |
| COMPANY NAME:   | WEST SIDE TRACTOR SALES CO. |
| CONTACT PERSON: | TOM BECKER                  |
| CONTACT EMAIL:  | TBECKER@WSTSALES.COM        |

### Section II: Pricing

F.O.B. Destination.

| NO.   | ITEM                                   | UOM | QTY | PRICE        |
|---|--|-----|-----|--------------|
| 1   | 24' Tilting Platform Tag-Along-Trailer | EA  | 1   | \$ 32,400.00 |
| <b>GRAND TOTAL</b><br>(In words) THIRTY TWO THOUSAND, FOUR HUNDRED AND 00/100 |  |     |     |              |

### Section III: Certification

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

Printed Name: TOM BECKER Signature: 

Title: SALES REPRESENTATIVE Date: 11/19/2025



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

## SIGNATURE PAGE

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

Please complete the contact information below.

|                 |                             |
|-----------------|-----------------------------|
| QUOTE NUMBER:   | 25-132-PW                   |
| COMPANY NAME:   | WEST SIDE TRACTOR SALES CO. |
| CONTACT PERSON: | TOM BECKER                  |
| CONTACT EMAIL:  | TBECKER@WSTSALES.COM        |

### **Section II: Certification**

By signing below, the Bidder agrees to provide the service, and/or supplies as described in this quote and subject, without limitation, to all specifications, terms, and conditions herein contained. Further, the Bidder acknowledges receipt of any addendum issued.

Printed Name: TOM BECKER

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

Title: SALES REPRESENTATIVE

Date: 11/19/2025



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

## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

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

Please complete the contact information below.

|                 |                             |
|-----------------|-----------------------------|
| BID NUMBER:     | 25-132-PW                   |
| COMPANY NAME:   | WEST SIDE TRACTOR SALES CO. |
| CONTACT PERSON: | TOM BECKER                  |
| CONTACT EMAIL:  | TBECKER@WSTSALES.COM        |

### **Section II: Procurement Ordinance Requirements**

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

Has the Bidder made contributions as described above?

☐ Yes

☒ No

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

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



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

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

☐ Yes

☒ No

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

| NAME | PHONE | EMAIL |
|------|-------|-------|
|      |       |       |
|      |       |       |
|      |       |       |

### **Section III: Violations**

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

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

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

[Ethics | DuPage Co. IL](#)

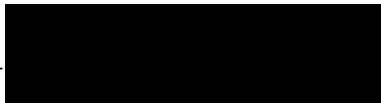
The full text of the County's Procurement Ordinance is available at:

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

### **Section IV: Certification**

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

Printed Name: TOM BECKER

Signature: 

Title: SALES REPRESENTATIVE

Date: 11/19/2025



Facilities Management Requisition Under \$30K

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

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**File #:** 26-0186

**Agenda Date:** 1/6/2026

**Agenda #:** 8.A.

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# Procurement Review Comprehensive Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

| General Tracking  |   | Contract Terms   |   |
|---|---|--|---|
| FILE ID#: 26-0071   | RFP, BID, QUOTE OR RENEWAL #: 24-018-FM | INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD | INITIAL TERM TOTAL COST: \$15,000.00                |
| COMMITTEE: PUBLIC WORKS   | TARGET COMMITTEE DATE: 01/06/2025       | PROMPT FOR RENEWAL: 3 MONTHS                             | CONTRACT TOTAL COST WITH ALL RENEWALS: \$30,000.00  |
|   | CURRENT TERM TOTAL COST: \$15,000.00    | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS                 | CURRENT TERM PERIOD: FIRST RENEWAL                  |
| Vendor Information  |   | Department Information                                   |   |
| VENDOR: Knox Swan and Dog LLC   | VENDOR #: 12129                         | DEPT: Facilities Management                              | DEPT CONTACT NAME: Mary Ventrella                   |
| VENDOR CONTACT: Robert Knox   | VENDOR CONTACT PHONE: 847-875-3947      | DEPT CONTACT PHONE #: 630-407-5705                       | DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov |
| VENDOR CONTACT EMAIL: info@canadiangoosecontrol.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 Knox Swan and Dog LLC, for Geese Control for the DuPage County campus, for Facilities Management - Grounds, for the two (2) year period, March 1, 2026 through February 29, 2028, for a total contract amount not to exceed \$15,000, per renewal option under bid award #24-018-FM; first and final option to renew. |   |  |   |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>To properly control the geese population and clear sidewalks on the DuPage County campus, by daily site inspections.  |   |  |   |

### SECTION 2: DECISION MEMO REQUIREMENTS

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

### SECTION 3: DECISION MEMO

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

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

## SECTION 5: Purchase Requisition Information

| <i>Send Purchase Order To:</i>      |   | <i>Send Invoices To:</i>                   |  |
|-------------------------------------|---|--|--|
| Vendor:<br>Knox Swan and Dog LLC    | Vendor#:<br>12129                       | Dept:<br>Facilities Management             | Division:                                    |
| Attn:<br>Robert Knox                | Email:<br>info@canadiangoosecontrol.com | Attn:                                      | Email:<br>FMAccountsPayable@dupagecounty.gov |
| Address:<br>25350 W Scott Road      | City:<br>Barrington                     | Address:<br>421 N. County Farm Road        | City:<br>Wheaton                             |
| State:<br>IL                        | Zip:<br>60010                           | State:<br>IL                               | Zip:<br>60187                                |
| Phone:<br>847-875-3947              | Fax:                                    | Phone:<br>630-407-5700                     | Fax:<br>630-407-5701                         |
| <i>Send Payments To:</i>            |   | <i>Ship to:</i>                            |  |
| Vendor:<br>Knox Swan and Dog LLC    | Vendor#:<br>12129                       | Dept:<br>Facilities Management             | Division:                                    |
| Attn:                               | Email:                                  | Attn:<br>Jennifer Boyer                    | Email:<br>jennifer.boyer@dupagecounty.gov    |
| Address:<br>25350 W Scott Road      | City:<br>Barrington                     | Address:<br>421 N. County Farm Road        | City:<br>Wheaton                             |
| State:<br>IL                        | Zip:<br>60010                           | State:<br>IL                               | Zip:<br>60187                                |
| Phone:                              | Fax:                                    | Phone:                                     | Fax:   |
| Shipping                            |   | Contract Dates                             |  |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination                     | Contract Start Date (PO25):<br>Mar 1, 2026 | Contract End Date (PO25):<br>Feb 29, 2028    |

| Purchase Requisition Line Details                         |     |     |                            |                        |      |         |      |           |                             |                   |              |
|---|-----|-----|----------------------------|------------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN  | Qty | UOM | Item Detail<br>(Product #) | Description            | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1   | 1   | LO  |                            | Geese Control Services | FY26 | 1000    | 1102 | 53830     |                             | 5,625.00          | 5,625.00     |
| 2   | 1   | LO  |                            | Geese Control Services | FY27 | 1000    | 1102 | 53830     |                             | 7,500.00          | 7,500.00     |
| 3   | 1   | EA  |                            | Geese Control Services | FY28 | 1000    | 1102 | 53830     |                             | 1,875.00          | 1,875.00     |
| <b>FY is required, ensure the correct FY is selected.</b> |     |     |                            |                        |      |         |      |           |                             | Requisition Total | \$ 15,000.00 |

| Comments             |  |
|----------------------|--|
| HEADER COMMENTS      | Provide comments for P020 and P025.<br>Perform daily inspections for Geese Control on County campus.   |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.<br>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.<br>Public Works Committee: 01/06/25                                |
| APPROVALS            | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.   |



THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
GEESE CONTROL 24-018-FM  
BID TABULATION



|             |                        |     |     | Knox Swan and Dog LLC |                |
|-------------|------------------------|-----|-----|-----------------------|----------------|
| NO.         | ITEM                   | UOM | QTY | PRICE                 | EXTENDED PRICE |
| 1           | Geese Control Services | MO  | 24  | \$ 625.00             | \$ 15,000.00   |
| GRAND TOTAL |                        |     |     |                       | \$ 15,000.00   |

NOTES

|                                    |        |
|------------------------------------|--------|
| Bid Opening 1/25/2024 @ 2:30 PM    | VC, BR |
| Invitations Sent                   | 7      |
| Total Vendors Requesting Documents | 0      |
| Total Bid Responses                | 1      |



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

## CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Knox Swan and Dog LLC located at 25350 W. Scott Road, Barrington, IL 60010 hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #24-018-FM which became effective on 3/1/2024 and which will expire 2/28/2026. The contract is subject to the first and final option to renew for a two (2) year period.

The contract renewal shall be effective on the date of last signature and shall terminate on 2/29/2028.

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

### THE COUNTY OF DUPAGE

\_\_\_\_\_  
SIGNATURE

Sara Rogers

\_\_\_\_\_  
PRINTED NAME

Buyer I

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

\_\_\_\_\_  
DATE

### CONTRACTOR

Signature on File

\_\_\_\_\_  
SIGNATURE

Robert Knox

\_\_\_\_\_  
PRINTED NAME

President

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

12/05/2025

\_\_\_\_\_  
DATE

## SECTION 8 - BID FORM PRICING

Pricing shall include travel to and from DuPage County site.

| NO  | ITEM                   | UOM | QTY | PRICE     | EXTENDED PRICE |
|---|------------------------|-----|-----|-----------|----------------|
| 1   | Geese Control Services | MO  | 24  | \$ 625.00 | \$ 625.00      |
| <b>GRAND TOTAL</b>  |                        |     |     |           | \$ \$15,000.00 |
| <b>GRAND TOTAL</b><br>(In words) My bid is \$625.00 per month for the 24 month period. Extended service is also \$625.00 per month. |                        |     |     |           |                |



SECTION 9 - BID FORM SIGNATURE PAGE

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

Signature on File

X \_\_\_\_\_ President  
(Signature and Title)

CORPORATE SEAL  
(If available)

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ AD, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public) My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
SEAL

**SECTION 10 - MANDATORY FORM  
GEESE CONTROL 24-018-FM**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

|                       |                       |               |                               |
|-----------------------|-----------------------|---------------|-------------------------------|
| Full Name of Bidder   | Knox Swan and Dog LLC |               |                               |
| Main Business Address | 25350 W. Scott Road   |               |                               |
| City, State, Zip Code | Barrington, IL 60010  |               |                               |
| Telephone Number      | 847-875-3947          | Email Address | info@canadiangoosecontrol.com |
| Bid Contact Person    | Robert Knox           |               |                               |

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

\_\_\_\_\_  
(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.

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  | <a href="#">Knox Swan and Dog LLC</a>  | NAME   | <a href="#">Knox Swan and Dog LLC</a>  |
| CONTACT   | <a href="#">Robert Knox</a>  | CONTACT  | <a href="#">Lisa Knox</a>  |
| ADDRESS   | <a href="#">25350 W. Scott Road</a>  | ADDRESS  | <a href="#">25350 W. Scott Road</a>  |
| CITY ST ZIP   | <a href="#">Barrington, IL 60010</a>   | CITY ST ZIP  | <a href="#">Barrington, IL 60010</a>   |
| TX  | <a href="#">847-875-3947</a>   | TX   | <a href="#">847-875-3947</a>   |
| FX  |  | FX   |  |
| EMAIL   | <a href="mailto:info@canadiangoosecontrol.com">info@canadiangoosecontrol.com</a> | EMAIL  | <a href="mailto:info@canadiangoosecontrol.com">info@canadiangoosecontrol.com</a> |
|   |  |  |  |
| COUNTY BILL TO INFORMATION:   |  | COUNTY SHIP TO INFORMATION:  |  |
| DuPage County Facilities Management Department<br>421 North County Farm Road<br>Room 2-700<br>Wheaton, IL 60187<br>Email : <a href="mailto:FMAccountsPayable@dupagecounty.gov">FMAccountsPayable@dupagecounty.gov</a> |  | DuPage County Facilities Management Department<br>421 North County Farm Road<br>Wheaton, IL 60187<br>TX: (630) 407-4435<br>EMAIL: <a href="mailto:nicholas.jensen@dupagecounty.gov">nicholas.jensen@dupagecounty.gov</a> |  |

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



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

## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

### Section I: Contact Information

Please complete the contact information below.

|                 |                               |
|-----------------|-------------------------------|
| BID NUMBER:     | 24-018-FM                     |
| COMPANY NAME:   | Knox Swan and Dog LLC         |
| CONTACT PERSON: | Robert Knox                   |
| CONTACT EMAIL:  | info@canadiangoosecontrol.com |

### Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

☐ Yes

☒ No

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

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

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

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

☐ Yes

☒ No

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

| NAME | PHONE | EMAIL |
|------|-------|-------|
|      |       |       |
|      |       |       |
|      |       |       |

### **Section III: Violations**

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

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

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

[Ethics | DuPage Co, IL](#)

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

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

### **Section IV: Certification**

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

Printed Name: Robert Knox

Signature:

**Signature on File**

Title: President

Date: 12/05/2025



## Public Works Change Order with Resolution

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

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**File #:** PW-CO-0001-26

**Agenda Date:** 1/6/2026

**Agenda #:** 9.A.

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AMENDMENT TO COUNTY CONTRACT 6971-0001 SERV  
ISSUED TO AT&T  
FOR ANALOG BUSINESS LINES AND ANALOG CIRCUIT LINES  
FOR PUBLIC WORKS  
(INCREASE ENCUMBRANCE \$15,000)

WHEREAS, County Contract 6971-0001 SERV was approved by the Public Works Committee on March 9, 2024; and

WHEREAS, the Public Works Committee recommends changes as stated in the Change Order Notice to County Contract 6971-0001 SERV, issued to AT&T, for analog business lines and analog circuit lines, for Public Works, to pay current and future outstanding invoices for analog business lines and analog circuit lines and increase the contract by \$15,000 resulting in an amended contract total of \$72,600.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract 6971-0001 SERV, issued to AT&T, for analog business lines and analog circuit lines, for Public Works, to pay current and future outstanding invoices for analog business lines and analog circuit lines and increase the contract by \$15,000 resulting in an amended contract total of \$72,600.

Enacted and approved this 13th day of January, 2026 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



PW 116  
FI+OB 1113



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 23, 2025

MinuteTraq (IQM2) ID #:

|   |   |                          |                                    |
|---|---|--------------------------|------------------------------------|
| <b>Purchase Order #:</b> 6971SERV                         | <b>Original Purchase Order Date:</b> Mar 16, 2024   | <b>Change Order #:</b> 8 | <b>Department:</b> Public Works    |
| <b>Vendor Name:</b> AT&T                                  |   |                          | <b>Dept Contact:</b> Drew Cormican |
| <b>Vendor #:</b> 10008                                    |   |                          |                                    |
| <b>Background and/or Reason for Change Order Request:</b> | Increase contract total by \$15,000. Increase line 7 FY26 2000-2555-53250 \$5,000. Increase line 8 FY26 2000-2665-53250 \$10,000. |                          |                                    |
| <b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>                |   |                          |                                    |

- ☒ (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 \_\_\_\_\_
- ☐ OTHER - explain below:

|   |            |   |                                     |
|---|------------|---|-------------------------------------|
|  | 12/23/25   |  | 12/23/2025                          |
| Prepared By (Initials)  | Phone Ext  | Date  | Recommended for Approval (Initials) |
| <b>REVIEWED BY (Initials Only)</b>  |            |   |                                     |
|  | 12/24/2025 |   |                                     |
| Buyer   | Date       | Procurement Officer   | Date                                |
| Chief Financial Officer<br>(Decision Memos Over \$25,000)                           | Date       | Chairman's Office<br>(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: Dec 23, 2025

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

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

|   |                                   |
|---|-----------------------------------|
| Requesting Department: DuPage County Public Works | Department Contact: Drew Cormican |
| Contact Email: drew.cormican@dupagecounty.gov     | Contact Phone: 630.985.7400       |
| Vendor Name: AT&T                                 | Vendor #: 10008                   |

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

Approve contract increase of \$15,000.00 for AT&T Analog and Circuit lines for various DuPage County Public Works Facilities.

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

A contract increase totaling \$15,000.00 is necessary to pay current and future outstanding invoices for Analog Business Lines and Analog Circuit Lines for various DuPage County Public Works Facilities. The Public Works Department must support the continued requirement for analog circuits.

#### 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.

AT&T Analog Business Lines and Analog Circuit Lines support the department of DuPage County Public Works staff and facilities. These lines maintain operations and inform employees in the instance there is an issue at a site across DuPage County.

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

AT&T analog business lines and analog circuit lines were awarded through bid #21-104-IT. This contract follows the state agreement for analog business lines and analog circuit lines.

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

1. Approve contract increase of \$15,000.00 to pay current and future outstanding invoices for AT&T Analog business lines and analog circuit lines.
2. Do not approve contract increase. Not recommended due to the infrastructure of AT&T throughout the County.

**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.

\$10,000.00 will be removed from 2000-2665-53250. \$5,000.00 will be removed from 2000-2555-53250.





## Facilities Management Requisition Over \$30K

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

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**File #:** FM-P-0002-26

**Agenda Date:** 1/6/2026

**Agenda #:** 10.A.

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AWARDING RESOLUTION  
ISSUED TO MIDWEST APPLIED SOLUTIONS, INC.  
TO PROVIDE IONIZATION TUBE SUPPLIES FOR THE HVAC CLEAN AIR SYSTEMS,  
FOR FACILITIES MANAGEMENT  
(CONTRACT TOTAL NOT TO EXCEED \$45,710.00)

WHEREAS, an agreement has been negotiated according to County Board policy; and

WHEREAS, the sole source has been designated and the Public Works Committee recommends County Board approval for the issuance of a contract to Midwest Applied Solutions, Inc., to provide ionization tube supplies for the HVAC clean air systems for Facilities Management, for the period January 14, 2026 through November 30, 2026, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to provide ionization tube supplies for the HVAC clean air for Facilities Management, for the period January 14, 2026 through November 30, 2026, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Midwest Applied Solutions, Inc., 30 N. Wolf Road, First Floor, Hillside, IL 60162, for a total contract amount not to exceed \$45,710.00, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - authorized parts and service provider for this area.

Enacted and approved this 13<sup>th</sup> day of January, 2026 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



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

### SECTION 1: DESCRIPTION

| General Tracking   |   | Contract Terms                        |  |
|--|---|---------------------------------------|--|
| FILE ID#:<br>26-0067   | RFP, BID, QUOTE OR RENEWAL #:           | INITIAL TERM WITH RENEWALS:           | INITIAL TERM TOTAL COST:<br>\$45,710.00                |
| COMMITTEE:<br>PUBLIC WORKS   | TARGET COMMITTEE DATE:<br>01/06/2025    | PROMPT FOR RENEWAL:                   | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$45,710.00  |
|  | CURRENT TERM TOTAL COST:<br>\$45,710.00 | MAX LENGTH WITH ALL RENEWALS:         | CURRENT TERM PERIOD:<br>INITIAL TERM                   |
| Vendor Information   |   | Department Information                |  |
| VENDOR:<br>Midwest Applied Solutions, Inc.   | VENDOR #:<br>28197                      | DEPT:<br>Facilities Management        | DEPT CONTACT NAME:<br>Mary Ventrella                   |
| VENDOR CONTACT:<br>Tim McKay   | VENDOR CONTACT PHONE:<br>708-540-4555   | DEPT CONTACT PHONE #:<br>630-407-5705 | DEPT CONTACT EMAIL:<br>mary.ventrella@dupagecounty.gov |
| VENDOR CONTACT EMAIL:<br>tmckay@midwestapplied.com   | VENDOR WEBSITE:                         | DEPT REQ #:                           |  |
| <b>Overview</b>  |   |                                       |  |
| 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 Midwest Applied Solutions, Inc., to provide ionization tube supplies for the HVAC clean air systems, for Facilities Management, for the period January 14, 2026 through November 30, 2026 for a total contract amount not to exceed \$45,710.00, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - authorized parts and service provider for this area. Midwest Applied Solutions, Inc. Quote #TM25120309. |   |                                       |  |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>To improve indoor air quality Bipolar ionization systems were installed in the 505, 503, 501, and 400 buildings air handling units. The Bipolar ionization units help clean the air by reducing air borne contaminants, odors, and viruses. The manufacturer recommends replacing the ionization tubes every two years. Failure to maintain the systems by replacing the tubes will result in reduced indoor air quality.  |   |                                       |  |

### SECTION 2: DECISION MEMO REQUIREMENTS

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

### SECTION 3: DECISION MEMO

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

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

|                                      |   |
|--------------------------------------|---|
| <b>JUSTIFICATION</b>                 | Select an item from the following dropdown menu to justify why this is a sole source procurement.<br>SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES   |
| <b>NECESSITY AND UNIQUE FEATURES</b> | Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.<br><br>Midwest Applied Solutions, Inc. is the exclusive manufactures rep and distributor of Clean Air Group's AtmosAir Solutions brand of air purification technology in the State of Illinois..                                    |
| <b>MARKET TESTING</b>                | List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.<br><br>Staff contact the manufacture and was referred to Midwest Applied Solutions for pricing.   |
| <b>AVAILABILITY</b>                  | Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.<br>The clean air systems were installed as part of the HVAC improvements. Ionization tubes must be replaced every two years. AtmosAir Solutions provides clean indoor air technology for commercial buildings. This is a direct part replacement. |

## SECTION 5: Purchase Requisition Information

| <i>Send Purchase Order To:</i>             |                                     | <i>Send Invoices To:</i>                    |  |
|--|-------------------------------------|---|--|
| Vendor:<br>Midwest Applied Solutions, Inc. | Vendor#:<br>28197                   | Dept:<br>Facilities Management              | Division:                                    |
| Attn:<br>Tim McKay                         | Email:<br>tmckay@midwestapplied.com | Attn:                                       | Email:<br>FMAccountsPayable@dupagecounty.gov |
| Address:<br>30 N Wolf Road, First Floor    | City:<br>Hillside                   | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                             |
| State:<br>IL                               | Zip:<br>60162                       | State:<br>IL                                | Zip:<br>60187                                |
| Phone:<br>708-540-4555                     | Fax:<br>630-540-4556                | Phone:<br>630-407-5700                      | Fax:<br>630-407-5701                         |
| <i>Send Payments To:</i>                   |                                     | <i>Ship to:</i>                             |  |
| Vendor:<br>Midwest Applied Solutions, Inc. | Vendor#:<br>28197                   | Dept:<br>Facilities Management              | Division:                                    |
| Attn:                                      | Email:                              | Attn:<br>Gavin Carroll                      | Email:<br>gavin.carroll@dupagecounty.gov     |
| Address:<br>30 N Wolf Road, First Floor    | City:<br>Hillside                   | Address:<br>410 N. County Farm Road         | City:<br>Wheaton                             |
| State:<br>IL                               | Zip:<br>60162                       | State:<br>IL                                | Zip:<br>60187                                |
| Phone:                                     | Fax:                                | Phone:                                      | Fax:   |
| Shipping                                   |                                     | Contract Dates                              |  |
| Payment Terms:<br>PER 50 ILCS 505/1        | FOB:<br>Destination                 | Contract Start Date (PO25):<br>Jan 14, 2026 | Contract End Date (PO25):<br>Nov 30, 2026    |

| Purchase Requisition Line Details                                |     |     |                            |                      |      |         |      |           |                             |                   |              |
|--|-----|-----|----------------------------|----------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN   | Qty | UOM | Item Detail<br>(Product #) | Description          | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1  | 1   | LO  |                            | Maintenance Supplies | FY26 | 1000    | 1100 | 52270     |                             | 45,710.00         | 45,710.00    |
| <b><i>FY is required, ensure the correct FY is selected.</i></b> |     |     |                            |                      |      |         |      |           |                             | Requisition Total | \$ 45,710.00 |

| Comments             |  |
|----------------------|--|
| HEADER COMMENTS      | Provide comments for P020 and P025.<br>Provide ionization tubes supplies for the HVAC clean air systems, for Facilities Management.  |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.<br>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.<br>Public Works Committee: 01/06/26      County Board: 01/13/26      Job #26-01000 |
| APPROVALS            | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.   |



Midwest Applied Solutions, Inc.  
30 N Wolf Road  
First Floor  
Hillside, IL 60162 USA  
+17085404555  
info@midwestapplied.com

## Quote

### ADDRESS

DuPage County Illinois  
Facilities Management  
Attn:  
421 N County Farm Road  
Wheaton, IL 60187-3978

### SHIP TO

Quoted to Gavin Carroll

QUOTE # TM25120309

DATE 12/03/2025

EXPIRATION DATE 01/31/2026

### REFERENCE #

Atmos Air

### FREIGHT TERMS

Prepaid and Add

### ACTIVITY

### QTY

### COST

### AMOUNT

Quote Provided to Gavin Carroll.

### TUBE\_HTS\_F

189

240.00

45,360.00

ATMOS AIR REPLACEMENT F TUBES

### Notes

1

0.00

0.00

Order will ship from Atmos Air in 1-2 weeks.

Please contact me with any questions.

Tim McKay

Midwest Applied Solutions, Inc.

Parts and Distribution Team Lead

30 N Wolf Road

1st Floor

Hillside, IL 60162

Phone: 708-540-4555

Cell: 708-427-6939

### Sales tax - DuPage County

1

0.00

0.00

no sales tax per exemption E99974551, DuPage County of  
Wheaton, IL

### Estimated Shipping

1

350.00

350.00

Estimated cost for shipping

Minimum order \$ 100.00

Restocking fees apply to Merchandise returns. If you would like to  
order, please provide,

~ purchase order #

~ Bill to Address

SUBTOTAL

45,710.00

TAX (9.25%)

0.00

TOTAL

**\$45,710.00**



February 6, 2025

To Whom It May Concern,

Midwest Applied Solutions is the exclusive manufacturers rep and distributor of Clean Air Group's AtmosAir Solutions brand of air purification technology in the State of Illinois.

AtmosAir Solutions ([www.atmosair.com](http://www.atmosair.com)) provides clean indoor air technology for commercial buildings, healthcare & assisted living facilities, hospitals, hotels, casinos, airports, cruise lines, educational institutions, sports facilities, and professional sports teams. AtmosAir is a leader in solutions for healthier indoor air.

Respectfully,

**Signature on File**

Steve Levine  
President and CEO  
Clean Air Group and AtmosAir Solutions





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

## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

### Section I: Contact Information

Please complete the contact information below.

|                 |                           |
|-----------------|---------------------------|
| BID NUMBER:     |                           |
| COMPANY NAME:   | Midwest Applied Solutions |
| CONTACT PERSON: | Tim McKay                 |
| CONTACT EMAIL:  | tmckay@midwestapplied.com |

### Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

☐ Yes

☒ No

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

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

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

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

☐ Yes

☒ No

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

| NAME | PHONE | EMAIL |
|------|-------|-------|
|      |       |       |
|      |       |       |
|      |       |       |

### **Section III: Violations**

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

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

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

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

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

[https://www.dupagecounty.gov/government/departments/finance/procurement/procurement\\_ordinance\\_and\\_guiding\\_principles.php](https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php)

### **Section IV: Certification**

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

Printed Name: Tim McKay

Signature: Signature on File

Title: Parts Leader

Date: 12-04-2025





## Facilities Management Requisition Over \$30K

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

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**File #:** FM-P-0001-26

**Agenda Date:** 1/6/2026

**Agenda #:** 10.B.

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AWARDING RESOLUTION  
ISSUED TO SECURMAR, LLC  
TO FURNISH, DELIVER, AND INSTALL FOUR (4) REPLACEMENT  
SMITHS DETECTION SDX 6040 X-RAY INSPECTION SYSTEM  
FOR THE CIRCUIT COURT AT THE JUDICIAL OFFICE FACILITY  
(CONTRACT TOTAL AMOUNT: \$150,248.00)

WHEREAS, an agreement has been negotiated according to County Board policy; and

WHEREAS, the Public Works Committee recommends County Board Approval for the issuance of a County Contract to SecurMAR, LLC, to furnish, deliver, and install four (4) replacement Smiths Detection SDX 6040 X-ray Inspection System, for the period January 14, 2026 through January 13, 2027, for the Circuit Court at the Judicial Office Facility, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to furnish, deliver, and install four (4) replacement Smiths Detection SDX 6040 X-ray Inspection System, for the period January 14, 2026 through January 13, 2027, for the Circuit court at the Judicial Office Facility, be, and it is hereby approved for issuance of a contract by the Procurement Division, to SecurMAR, LLC, 6732 W Stonegate Dr., Zionsville, IN 46077, for a contract total amount not to exceed \$150,248, per 55 ILCS 5/5-1022(c) not suitable for competitive bids - Sole Source.

Enacted and approved this 13th of January, 2026 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



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

### SECTION 1: DESCRIPTION

| General Tracking   |  | Contract Terms                            |  |
|--|--|---|--|
| FILE ID#:<br>25-2877   | RFP, BID, QUOTE OR RENEWAL #:<br>Sole Source | INITIAL TERM WITH RENEWALS:<br>OTHER      | INITIAL TERM TOTAL COST:<br>\$150,248.00               |
| COMMITTEE:<br>PUBLIC WORKS   | TARGET COMMITTEE DATE:<br>01/06/2026         | PROMPT FOR RENEWAL:                       | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$150,248.00 |
|  | CURRENT TERM TOTAL COST:<br>\$150,248.00     | MAX LENGTH WITH ALL RENEWALS:<br>ONE YEAR | CURRENT TERM PERIOD:<br>INITIAL TERM                   |
| Vendor Information   |  | Department Information                    |  |
| VENDOR:<br>SecurMAR, LLC   | VENDOR #:                                    | DEPT:<br>Facilities Management            | DEPT CONTACT NAME:<br>Mary Ventrella                   |
| VENDOR CONTACT:<br>Kristin Harts   | VENDOR CONTACT PHONE:<br>219-661-8964        | DEPT CONTACT PHONE #:<br>630-407-5705     | DEPT CONTACT EMAIL:<br>mary.ventrella@dupagecounty.gov |
| VENDOR CONTACT EMAIL:<br>kharts@securmar.com   | VENDOR WEBSITE:                              | DEPT REQ #:                               |  |
| <b>Overview</b>  |  |   |  |
| 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 SecurMAR LLC to furnish, deliver, and install four (4) replacement Smiths Detection SDX 6040 X-ray Inspection System equipment, for the Circuit Court at the Judicial Office Facility, for Facilities Management, for the period January 14, 2026 through January 13, 2027, for a total contract amount not to exceed \$150,248.00, per 55 ILCS 5/5-1022(c) not suitable for competitive bids - Sole Source: end of life replacements. |  |   |  |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>This will replace existing units which are at end of life. Furthermore, this equipment has significant improvements in technology allowing for better and faster weapon identification. This allows for greater security and efficiency to the screening process at 503 and 505 buildings.   |  |   |  |

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

### SECTION 3: DECISION MEMO

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

| SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION |   |
|---|---|
| JUSTIFICATION                             | Select an item from the following dropdown menu to justify why this is a sole source procurement.<br>SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES   |
| 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.<br>Sole Source<br>This equipment is only authorized to be distributed by the selected vendor. |
| 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.<br><br>This equipment is used in most airports, government facilities and far outperforms any other equipment.  |
| 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.<br><br>The selected vendor is the only authorized vendor serving our region.                                |

| SECTION 5: Purchase Requisition Information |                               |   |  |
|---|-------------------------------|---|--|
| <i>Send Purchase Order To:</i>              |                               | <i>Send Invoices To:</i>                    |  |
| Vendor:<br>SecurMAR, LLC                    | Vendor#:                      | Dept:<br>Facilities Management              | Division:                                    |
| Attn:<br>Kristin Harts                      | Email:<br>kharts@securmar.com | Attn:                                       | Email:<br>FMAccountsPayable@dupagecounty.gov |
| Address:<br>6732 W Stonegate Dr.            | City:<br>Zionsville           | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                             |
| State:<br>IN                                | Zip:<br>46077                 | State:<br>IL                                | Zip:<br>60187                                |
| Phone:<br>219-661-8964                      | Fax:                          | Phone:<br>630-407-5700                      | Fax:<br>630-407-5701                         |
| <i>Send Payments To:</i>                    |                               | <i>Ship to:</i>                             |  |
| Vendor:<br>SecurMAR, LLC                    | Vendor#:                      | Dept:<br>Facilities Management              | Division:                                    |
| Attn:                                       | Email:                        | Attn:<br>Mark Thomas                        | Email:<br>mark.thomas@dupagecounty.gov       |
| Address:<br>6732 W Stonegate Dr.            | City:<br>Zionsville           | Address:<br>505 N County Farm Road          | City:<br>Wheaton                             |
| State:<br>IN                                | Zip:<br>46077                 | State:<br>IL                                | Zip:<br>60187                                |
| Phone:                                      | Fax:                          | Phone:<br>630-816-2979                      | Fax:   |
| <b>Shipping</b>                             |                               | <b>Contract Dates</b>                       |  |
| Payment Terms:<br>PER 50 ILCS 505/1         | FOB:<br>Destination           | Contract Start Date (PO25):<br>Jan 14, 2026 | Contract End Date (PO25):<br>Jan 13, 2027    |

| Purchase Requisition Line Details                                |     |     |                            |                       |      |         |      |           |                             |                   |               |
|--|-----|-----|----------------------------|-----------------------|------|---------|------|-----------|-----------------------------|-------------------|---------------|
| LN   | Qty | UOM | Item Detail<br>(Product #) | Description           | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension     |
| 1  | 1   | LO  |                            | BUILDING IMPROVEMENTS | FY26 | 6000    | 1220 | 54010     | 2504933                     | 150,248.00        | 150,248.00    |
| <b><i>FY is required, ensure the correct FY is selected.</i></b> |     |     |                            |                       |      |         |      |           |                             | Requisition Total | \$ 150,248.00 |

| Comments             |  |
|----------------------|--|
| HEADER COMMENTS      | Provide comments for P020 and P025.<br>Furnish, deliver, and install four (4) replacement Smiths Detection SDX 6040 X-ray Inspection System equipment, for the Circuit Court at the Judicial Office Facility, for Facilities Management. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.<br>Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Mark Thomas, and Clara Gomez.  |
| INTERNAL NOTES       | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.<br>Public Works Committee: 01/06/26    County Board: 01/13/26    Job #25-04933   |
| APPROVALS            | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.   |



**Kristin Harts**  
**Account Executive**  
**SecurMAR, LLC**  
**6732 W Stonegate Dr**  
**Zionsville, IN 46077**  
**Phone: 219-661-8964**  
**Fax: 219-661-8965**  
**Email: [kharts@securmar.com](mailto:kharts@securmar.com)**

Tax ID#: 04-3733812

*SecurMAR, LLC is a WBENC-Certified Women Business Enterprise*

## Smiths Detection Equipment Proposal

|                      |  |                             |                            |
|----------------------|--|-----------------------------|----------------------------|
| <b>Prepared for</b>  | Mark Thomas  | <b>Date</b>                 | November 19, 2025          |
| <b>Company</b>       | DuPage County  | <b>Quote number</b>         | 08-25-111SDX               |
| <b>Location</b>      | 505 N County Farm Rd<br>Wheaton, IL 60187                              | <b>Delivery Location(s)</b> | Wheaton, IL                |
| <b>Phone</b>         | 630-407-2321   | <b>Delivery Terms</b>       | FOB Origin Freight Allowed |
| <b>Email Address</b> | <a href="mailto:mark.thomas@dupageco.org">mark.thomas@dupageco.org</a> | <b>Expected Delivery</b>    | 24-30 weeks ARO            |
| <b>Payment Terms</b> | Under IL Gov Prompt<br>Payment Act                                     | <b>Validity of Quote</b>    | 60 days                    |

| QTY  | DESCRIPTION  | UNIT PRICE  | EXTENDED PRICE |
|--|--|---|----------------|
| 4  | <b>Smiths Detection SDX 6040 X-ray Inspection System</b><br>Tunnel Dimensions: 24.4"W x 16.5"H, Overall Dims: 68.11"L x 31.37"W x 49.1"H<br>Steel Penetration: 35-37mm, Wire Resolution: 40-41 AWG<br>22" LCD touchscreen monitor<br>Operator Keyboard<br>Software:<br><b>HI-SPOT</b> - Automatic Dense Area Detection<br><b>Super Enhancement</b><br><b>Image Storage System</b><br><b>Optizoom</b><br><b>HI-TRAX</b> Image Enhancement Functions<br>Operator Manual<br>12-month Standard Warranty<br>2-hour Operator Orientation by Field Service Technician | \$33,632.00   | \$134,528.00   |
| <b>Software</b>                              |  |   |                |
|  | <b>Hi-TIP<sup>Plus</sup></b> - Threat Image Projection<br><b>OTS Xtrain</b> - Operator Training<br><b>X-ACT</b> - highlights suspicious materials such as explosives<br><b>Advanced Software Package #2</b> - includes all of the above<br><b>3-year subscription for iCMore Weapons Solution</b> - object recognition algorithm for automatic detection of weapons, includes computer and program for X-ray unit  | \$2,500.00<br>\$2,500.00<br>\$2,500.00<br>\$5,550.00<br>\$15,000.00 |                |
| <b>Roller Tables</b>                         |  |   |                |
|  | <b>1/2-meter Entrance/Exit Roller Table</b><br><b>1-meter Roller Table (entrance/exit)</b><br><b>2-meter Roller Table (entrance/exit)</b>  | \$867.00<br>\$1,244.00<br>\$2,069.00                                |                |
| <b>Shipping, Handling &amp; Installation</b> |  |   |                |
| 4  | <b>Shipping (terms detailed above)</b>   | \$1,800.00  | \$7,200.00     |
| 4  | <b>Installation</b><br>Unit installation<br>Radiation Leak Survey<br>2-hour Operator Orientation   | \$2,130.00  | \$8,520.00     |

| X-ray Service Agreement Options per X-ray Unit |  |   |  |
|--|--|---|--|
|  | <b>Extended Warranty with Preventative Maintenance</b><br>On-site service coverage 8:30 am to 5:00 pm, Monday to Friday<br>All labor, travel time and travel expenses<br>All replacement parts required<br>Unlimited access to 24/7 Technical Support<br>Annual PMI and Radiation Leak Survey<br><br><i>1- year Onsite Service with PMI</i><br><i>2-year Onsite Service with PMI</i><br><i>3-year Onsite Service with PMI</i><br><i>4-year Onsite Service with PMI</i> | <br><br><br><br><br><br><br><br>\$5,550.00<br>\$11,432.00<br>\$17,668.00<br>\$24,277.00 |  |

|                    |  |  |                     |
|--------------------|--|--|---------------------|
| <b>TOTAL PRICE</b> |  |  | <b>\$150,248.00</b> |
|--------------------|--|--|---------------------|

|                              |  |
|------------------------------|--|
| <div>Signature on File</div> |  |
|------------------------------|--|

Regional Sales Manager

Sales Director

2202 Lakeside Blvd.  
Edgewood, MD, 21040  
410.612.4000  
[www.smithsdetection.com](http://www.smithsdetection.com)

Mary Ventrella  
DuPage County Facilities Management  
421 N County Farm Rd  
Wheaton, IL 60187

Thursday, November 20, 2025

**Sole Source Confirmation**

Smiths Detection, Inc. is the sole authorized manufacturer of the SDX 6040 X-ray inspection system, and all Smiths Detection products, services, and software included with the system. Each is protected and cannot be duplicated for any purpose.

These products, services and software are only available through Smiths Detection and our authorized Illinois distributor, SecurMAR LLC.

If you have any questions or require additional information, please feel free to contact me at [Michael.Frunzi@smiths-detection.com](mailto:Michael.Frunzi@smiths-detection.com) or 203-482-9932

Sincerely,

**Signature on File**

Michael Frunzi, Ph.D.  
Director, New Markets and Solution Architecture  
Smiths Detection, Inc.





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

## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

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

Please complete the contact information below.

|                 |                     |
|-----------------|---------------------|
| BID NUMBER:     |                     |
| COMPANY NAME:   | SECURMAR, LLC       |
| CONTACT PERSON: | Kristin Harts       |
| CONTACT EMAIL:  | kharts@securmar.com |

### **Section II: Procurement Ordinance Requirements**

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

Has the Bidder made contributions as described above?

☐ Yes

☒ No

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

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



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

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

☐ Yes

☒ No

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

| NAME | PHONE | EMAIL |
|------|-------|-------|
|      |       |       |
|      |       |       |
|      |       |       |

### **Section III: Violations**

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

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

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

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)


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

[https://www.dupagecounty.gov/government/departments/finance/procurement/procurement\\_ordinance\\_and\\_guiding\\_principles.php](https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php)

### **Section IV: Certification**

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

Printed Name: Kristin Harts

Signature: 

Signature on File

Title: Vice President

Date: November 19, 2025



## Finance Resolution

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

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**File #:** FI-R-0005-26

**Agenda Date:** 1/6/2026

**Agenda #:** 11.A.

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ACCEPTANCE OF AN EXTENSION OF TIME FOR THE  
ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PY24  
INTERGOVERNMENTAL AGREEMENT NO. DE-SE0000181  
COMPANY 5000 - ACCOUNTING UNIT 2704

(Under the administrative direction  
of the Facilities Management Department)

WHEREAS, the County of DuPage heretofore accepted and appropriated the Department of Energy grant the Energy Efficiency and Conservation Block Grant PY24, Inter-Governmental Agreement No. DE-SE0000181, Company 5000 - Accounting Unit 2704, pursuant to Resolution FI-R-0024-24 for the period December 1, 2023 through November 30, 2025; and

WHEREAS, the County of DuPage has been notified by Department of Energy that the grant may be extended to November 30, 2026.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that expiration date of the Energy Efficiency and Conservation Block Grant PY24, Inter-Governmental Agreement No. DE-SE0000181, Company 5000 - Accounting Unit 2704, be extended until November 30, 2026.

Enacted and approved this 13<sup>th</sup> day of January, 2026 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK