



DU PAGE COUNTY

Finance Committee

Final Regular Meeting Agenda

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

Tuesday, November 26, 2024

8:00 AM

County Board Room

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. CHAIRWOMAN'S REMARKS - CHAIR CHAPLIN

5. APPROVAL OF MINUTES

5.A. [24-3064](#)

Finance Committee - Regular Meeting - Tuesday, November 12, 2024

6. BUDGET TRANSFERS

6.A. [24-3148](#)

Transfer of funds from 1100-4320-53090 (other professional services) to 1100-4320-51040 (employee medical & hospital insurance), in the amount of \$1,000, to cover employee insurance expenses that are over the budgeted amount for FY2024. (Recorder G.I.S.)

6.B. [24-3149](#)

Transfer of funds from 1100-4310-53090 (other professional services) to 1100-4310-51000 (benefit payments), in the amount of \$35,000, to cover employee retention and vacation payouts. (Recorder Document Storage)

6.C. [24-3150](#)

Transfer of funds from 1000-5000-50000 (regular salaries) to 1000-5000-50050 (temporary salaries), in the amount of \$28,000, to cover temporary salaries that were higher than budgeted. (County Treasurer)

6.D. [24-3153](#)

Transfer of funds from 1000-1180-53828 (contingencies) to 1000-1180-57060-100 (transfer out county infrastructure), in the amount of \$250,000, to cover security improvements at the Circuit Court Clerk's office. (General Fund Special Accounts)

6.E. [24-3190](#)

Transfer of funds from 1100-1215-53820 (grant services) to 1100-1215-54100 (I.T. equipment), in the amount of \$865,000, to align the FY24 ARPA budget to account for I.T. laptop purchases. (ARPA)

- 6.F. [24-3146](#)
Budget Transfers 11-26-2024 - Various Companies and Accounting Units

7. **PROCUREMENT REQUISITIONS**

A. **Finance - Chaplin**

- 7.A.1. [24-3136](#)
Recommendation for the approval of a contract purchase order issued to Federal Express, to provide express mail service, for various County departments, for the period of December 1, 2024 through November 30, 2025, for a contract total amount not to exceed \$24,800; per NASPO ValuePoint Agreement #MA454.
- 7.A.2. [FI-P-0029-24](#)
Recommendation for the approval of a contract purchase order issued to Amazon Capital Services, for the purchase of office supplies and miscellaneous items, for various County Departments, for the period of December 1, 2024 through November 30, 2025, for a contract total amount not to exceed \$851,985; per OMNIA Partners Contract #MA3457.
- 7.A.3. [FI-P-0030-24](#)
Recommendation for the approval of a contract purchase order issued to ODP Business Solutions, LLC, for the purchase of office supplies, for various County departments, for the period of December 1, 2024 through November 30, 2025, for a contract total amount not to exceed \$225,450; per Omnia Partners Contract #R190303.
- 7.A.4. [FI-P-0028-24](#)
Recommendation for the approval of funding to Bond, Dickson & Associates, P.C., to provide legal services as conflict counsel as Special Assistant State's Attorneys, for the time period of December 1, 2024 through November 30, 2025, for the State's Attorney's Office, for an amount not to exceed \$150,000. Professional Services not subject to competitive bidding per 55 ILCS 5/5-1022(c); appointed as a Special Assistant State's Attorney by the State's Attorney's Office pursuant to DuPage County Procurement Ordinance 353(1)(b).

B. **Animal Services - Krajewski**

- 7.B.1. [AS-O-0002-24](#)
AS-O-0002-24 ORDINANCE -- Ordinance amending Chapter 5, Section 5-71, of the DuPage County Code of Ordinances to amend the Animal and Rabies Control Ordinance.

7.B.2. [AS-P-0002-24](#)

Recommendation for the approval of a purchase order to Spay Illinois Pet Well Clinics, to provide no-cost spay/neuter for eligible DuPage County residents and backup veterinary medical services, for Animal Services, for the period December 1, 2024 through November 30, 2025, for a contract total not to exceed \$31,000; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids, as citizen determines the veterinarian used. Total contract amount is established from FY2024 PPF program expense and will vary based on FY2025 program utilization by DuPage County residents.

7.B.3. [AS-P-0003-24](#)

Recommendation for the approval of a contract to MAVRON, Inc., to provide vehicle upfit of two Ford Transit vans, for Animal Services, for the period of November 27, 2024 through November 26, 2026, for a contract total amount not to exceed \$87,745.20; per lowest responsible bid #24-115-ANS.

C. Human Services - Schwarze**7.C.1. [HS-CO-0004-24](#)**

Amendment to Resolution HHS-P-0306-22, issued to Wight Construction Services, Inc., to provide Construction Manager at Risk/Guaranteed Maximum Price method of delivery, for the modernization and upgrades of the Kenneth Moy DuPage Care Center Facility, to eliminate the East wing from scope and various changes in scope and to decrease the funding in the amount of \$530,327, resulting in a final County cost of \$29,163,373, a decrease of 1.79%. (PARTIAL ARPA ITEM)

7.C.2. [HS-CO-0005-24](#)

Amendment to Resolution HHS-P-0305-22, issued to WSP USA Design, Inc., for Professional Architectural and Engineering Design Services for the modernization and upgrade of the Kenneth Moy DuPage Care Center Facility, to remove the East wing from scope and decrease the funding in the amount of \$269,673, resulting in a final County cost of \$1,536,627, a decrease of 14.93%. (PARTIAL ARPA ITEM)

7.C.3. [HS-P-0053-24](#)

Awarding resolution issued to WellSky Corporation, for renewal of the Annual Homeless Management Information System Software and Cloud services contract, renewal of licenses, training, support, and custom programming, for the period of November 1, 2024 through October 31, 2025, for a contract total not to exceed \$52,948.90. (Community Services)

D. Judicial and Public Safety - Evans**7.D.1. [24-3191](#)**

Transfer of funds from 1000-4100-50040 (part-time help), 1000-4100-53070 (medical services), and 1000-4100-53090 (other professional services) to 1000-4100-50010 (overtime), 1000-4100-50050 (temporary salaries), and 1000-4100-54100-0700 (I.T. equipment - capital lease), in the amount of \$66,291, to cover the expenses of overtime, temporary salaries, and I.T. equipment - capital lease. (County Coroner)

7.D.2. [24-3192](#)

Transfer of funds from 1300-4130-54120 (automotive equipment) to 1300-4130-57000 (transfer out General Fund), in the amount of \$102,377, to assist and provide relief to the Coroner's General Fund for shortages due to staffing issues. (County Coroner)

7.D.3. [24-3193](#)

Transfer of funds from 1000-1180-53828 (contingencies) to 1000-4100-50010 (overtime), in the amount of \$43,954, to cover anticipated overtime shortage due to short staffing while an employee was out for an extended period of time. (County Coroner)

7.D.4. [JPS-CO-0012-24](#)

Amendment to Purchase Order 2846-0001 SERV, issued to Journal Technologies, Inc., for a case management system, to increase funds in the amount of \$14,600 for additional monthly storage, for a new contract total amount of \$897,325.76, a 1.65% increase. (Public Defender's Office)

7.D.5. [JPS-CO-0013-24](#)

Recommendation for the approval of an amendment to contract purchase order #6966-0001 SERV, issued to Conference Technologies, Inc., for additional labor costs incurred due to our request for after-hours service in the amount of \$4,840, for a new total contract amount of \$140,530.65, an increase of 3.57%. (18th Judicial Circuit Court)

7.D.6. [JPS-P-0036-24](#)

Recommendation for the approval of a contract purchase order to William G. Worobec, of the Law Office of William G. Worobec, to provide professional services as a conflict attorney in the Sexually Violent Person Act or Sexually Dangerous Person Act, including appeals in these matters, for the period of December 1, 2024 through November 30, 2025, for a contract total amount not to exceed \$48,000. Other professional services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b). (18th Judicial Circuit Court)

7.D.7. [JPS-P-0037-24](#)

Recommendation for the approval of a contract purchase order to William G. Worobec, of the Law Office of William G. Worobec, to provide professional services as a Child Protection GAL Attorney assigned to juvenile cases, representing abused, neglected, dependent or delinquent minors or family members, where the DuPage County Public Defender may not represent a party, including appeals in these matters, for the period of December 1, 2024 through November 30, 2025, for a contract total amount not to exceed \$42,000. Other professional services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b). (18th Judicial Circuit Court)

7.D.8. [JPS-P-0038-24](#)

Recommendation for the approval of a contract purchase order to Megan Elsner, of Lafata Law LLC, to provide professional services as a Child Protection GAL Attorney assigned to juvenile cases, representing abused, neglected, dependent or delinquent minors or family members, where the DuPage County Public Defender may not represent a party, including appeals in these matters, for the period of December 1, 2024 through November 30, 2025, for the contract total amount not to exceed \$42,000. Other professional services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b). (18th Judicial Circuit Court)

7.D.9. [JPS-P-0039-24](#)

Recommendation for the approval of a contract purchase order issued to Video and Sound Service, Inc., for maintenance and repair of security systems, repair and replace cameras, I-Stars, DVR's and access control systems around the County campus, for the period of December 1, 2024 through November 30, 2026, for a contract total amount not to exceed \$301,582; per bid #24-105-OHSEM. (Office of Homeland Security and Emergency Management/Campus Security)

7.D.10. [JPS-P-0040-24](#)

Recommendation for the approval of a contract purchase order to Conscisys Corporation, for Professional Software Services, for the period December 1, 2024 through November 30, 2026, for a total contract amount not to exceed \$4,400,000; per renewal of RFP #21-070-CRCT. (Clerk of the Circuit Court)

7.D.11. [JPS-P-0041-24](#)

Recommendation for the approval of a contract purchase order to DuPage County Health Department, to provide mental health case management services to mentally ill clients, for Probation & Court Services, for the period of December 1, 2024 through November 30, 2025, for a contract total amount not to exceed \$208,000, per Intergovernmental Agreement. (Probation & Court Services)

7.D.12. [JPS-P-0042-24](#)

Awarding resolution issued to Journal Technologies, Inc., for a case management system and monthly storage costs, for the Public Defender's Office, for the period of December 1, 2024 through November 30, 2025, for a contract total amount of \$245,240; per RFP #17-143-BF. (Public Defender's Office)

7.D.13. [JPS-R-0014-24](#)

Authorization to participate as a member in the Illinois Emergency Management Mutual Aid System Response pursuant to an Intergovernmental Agreement for the establishment of a Mutual Aid Intergovernmental Service Agreement (Office of Homeland Security and Emergency Management)

E. Public Works - Garcia7.E.1. [FM-P-0042-24](#)

Recommendation for the approval of a contract to Kluber, Inc., to provide on-call Professional Architectural and Engineering Services, as needed, for Facilities Management, for the period December 1, 2024 through May 31, 2028, for a total contract amount not to exceed \$200,000. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.

7.E.2. [PW-P-0030-24](#)

Recommendation for the approval of a contract purchase order to Olsson Roofing Company, Inc., for preparing, removing, and replacing the roof of the Marionbrook Administration Building, for the period of November 26, 2024 to June 30, 2025, for a total contract amount not to exceed \$189,755. Contract pursuant to the Intergovernmental Cooperation Act, per the TIPS Contract #23010402.

F. Technology - Yoo7.F.1. [TE-P-0022-24](#)

Recommendation for the approval of a contract purchase order to Carahsoft Technology Corporation, to provide E-Server support/diagnostic/resolve software licensing, for Information Technology, for the period of December 1, 2024 through November 30, 2025, for a contract total amount of \$81,766.44. Per 55 ILCS 5/5-1022 (c) "Competitive Bids" not suitable for competitive bidding - Sole Source. This is proprietary software.

7.F.2. [TE-P-0023-24](#)

Recommendation for the approval of a contract purchase order to SHI International Corp, for an Enterprise Term Lease Agreement with Adobe Systems Inc., for Adobe software licensing for use by DuPage County and the Forest Preserve District of DuPage County. This contract covers the period of December 10, 2024 through December 9, 2025, for Information Technology, for a contract total of \$142,076.84. Contract pricing pursuant to the National Joint Powers Alliance / Sourcewell Contract #121923-SHI cooperative purchasing agreement, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act". The Forest Preserve will be charged back for their portion of this purchase.

7.F.3. [TE-P-0024-24](#)

Recommendation for the approval of a contract purchase order to Imaging Systems, Inc. d/b/a Integrated Document Technologies (IDT), for the annual Hyland and CAPSYS Software Assurance maintenance of imaging systems for Supervisor of Assessments, Treasurer, Family Center, Coroner, and County Clerk, paid for by Information Technology, for the period of January 1, 2025 through December 31, 2027, for a contract total amount of \$327,930.81. Per 55 ILCS 5/5-1022 (c) "Competitive Bids" not suitable for competitive bids – Sole Source. IDT is the OnBase approved provider for their products.

7.F.4. [TE-P-0025-24](#)

Recommendation for the approval of a contract purchase order to CDW-G, for the procurement of new Palo-Alto Firewall devices for the DuPage County Network, for Information Technology, for the period of one year upon approval, for a total contract amount of \$78,847.27, per Cooperative Purchasing Agreement Pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" - Sourcewell Contract #121923-CDW. (ARPA ITEM)

G. Transportation - Ozog**7.G.1. [24-3016](#)**

DT-P-0019A-24 - Amendment to DT-P-0019-24, issued to Peterbilt Illinois-Joliet Inc. dba JX Truck Center, to furnish and deliver Cummins engine repair and parts, as needed for the Division of Transportation, to increase the encumbrance in the amount of \$25,000, resulting in an amended contract total amount of \$85,000, an increase of 41.67%.

7.G.2. [DT-P-0052-24](#)

Recommendation for the approval of a contract purchase order to Lightle Enterprises of Ohio, LLC, to furnish and deliver roll-up signs, as needed for the Division of Transportation, for the period December 1, 2024 through November 30, 2025, for a contract total not to exceed \$40,020. Per lowest responsible bid #23-058-DOT, first of three renewals.

7.G.3. [DT-P-0053-24](#)

Recommendation for the approval of a contract to Mandel Metals, Inc., d/b/a US Standard Sign Company, to furnish and deliver aluminum sign blanks, as needed for the Division of Transportation, for the period December 1, 2024 through November 30, 2025, for a contract total not to exceed \$49,667.88. Per lowest responsible bid #23-058-DOT, first of three renewals.

7.G.4. [DT-P-0054-24](#)

Recommendation for the approval of a contract to Imperial Lubes and Supply, to furnish and deliver automotive lubricants, as needed for the Division of Transportation, for the period December 1, 2024 through November 30, 2025, for a contract total not to exceed \$50,000; per lowest responsible bid #24-101-DOT.

7.G.5. [DT-P-0055-24](#)

Recommendation for the approval of a contract purchase order to Lightle Enterprises of Ohio, LLC, to furnish and deliver sign faces, as needed for the Division of Transportation, for the period December 1, 2024 through November 30, 2025, for a contract total not to exceed \$65,107.67. Per lowest responsible bid #23-058-DOT, first of three renewals.

7.G.6. [DT-P-0056-24](#)

Recommendation for the approval of a contract purchase order to MDSolutions, to furnish and deliver sign posts, as needed for the Division of Transportation, for the period December 1, 2024 through November 30, 2025, for a contract total not to exceed \$75,461.20. Per lowest responsible bid #23-058-DOT, first of three renewals.

7.G.7. [DT-P-0057-24](#)

Recommendation for the approval of a contract purchase order to Lightle Enterprises of Ohio, LLC, to furnish and deliver reflective sheeting rolled goods, as needed for the Division of Transportation, for the period December 1, 2024 through November 30, 2025, for a contract total not to exceed \$90,000. Per lowest responsible bid #23-058-DOT, first of three renewals.

8. FINANCE RESOLUTIONS

8.A. [FI-R-0220-24](#)

Acceptance and appropriation of the Illinois Association of Community Action Agencies (IACAA) Employment Barrier Reduction Pilot Program PY25 Agreement No. FCSDG05509, Company 5000 - Accounting Unit 1675, in the amount of \$46,000. (Community Services)

8.B. [FI-R-0221-24](#)

Acceptance and appropriation of the Illinois Department of Commerce & Economic Opportunity PY25 State Supplemental Funds, Inter-Governmental Agreement # 25-071006, Company 5000 - Accounting Unit 2841, \$183,635. (Workforce Development Division)

8.C. [FI-R-0224-24](#)

Acceptance and appropriation of the Community Project Funding Environmental Review Records Program PY25, Company 5000 - Accounting Unit 1560, \$19,000. (Community Services)

8.D. [FI-R-0223-24](#)

Acceptance of an Extension of Time for the Community Project Funding Environmental Review Records Program PY24, Company 5000 - Accounting Unit 1560, from November 30, 2024 to November 30, 2025. (Community Services)

8.E. [FI-R-0225-24](#)

Correction of a Scrivener's Error in Resolution FI-R-0203-24. (Facilities Management)

8.F. [FI-R-0227-24](#)

Approval of Employee Compensation and Job Classification Adjustments. (Human Resources)

8.G. [FI-R-0216-24](#)

Revision to Personnel Budget. (Community Services)

- 8.H. [FI-R-0236-24](#)
Resolution Rescinding FI-0027-97 Disposition of Surplus and Personal Property.
- 8.I. [FI-O-0016-24](#)
Amendment to the DuPage County Procurement Ordinance.
- 8.J. [FI-R-0228-24](#)
Revision to Personnel Policy Manual - Certification of Employment. (Human Resources)
- 8.K. [FI-R-0229-24](#)
Revision to Personnel Policy Manual - Recruitment Procedures. (Human Resources)
- 8.L. [FI-R-0230-24](#)
Revision to Personnel Policy Manual - Employment Application. (Human Resources)
- 8.M. [FI-R-0231-24](#)
Revision to Personnel Policy Manual - Pre-Employment Testing. (Human Resources)
- 8.N. [FI-R-0232-24](#)
Revision to Personnel Policy Manual - Bereavement/Funeral Time. (Human Resources)
- 8.O. [FI-R-0233-24](#)
Revision to Personnel Policy Manual - Victims' Economic Security and Safety Leave. (Human Resources)
- 8.P. [FI-R-0234-24](#)
Revision to Personnel Policy Manual - Family Bereavement Leave. (Human Resources)
- 8.Q. [FI-R-0213-24](#)
Revision to Personnel Policy Manual - Family Medical Leave. (Human Resources)
- 8.R. [FI-R-0214-24](#)
Revision to Personnel Policy Manual - Parental Time Policy. (Human Resources)

9. INFORMATIONAL

A. Payment of Claims

- 9.A.1. [24-3032](#)
11-07-2024 Public Works Refunds Paylist
- 9.A.2. [24-3040](#)
11-08-2024 Paylist
- 9.A.3. [24-3092](#)
11-14-2024 Auto Debit Paylist

9.A.4. [24-3112](#)
11-15-2024 Paylist

9.A.5. [24-3140](#)
11-19-2024 Paylist

B. Wire Transfers

9.B.1. [24-3041](#)
11-08-2024 Corvel Wire Transfer

9.B.2. [24-3047](#)
11-12-2024 IDOR Wire Transfer

C. County Board Ordinances

9.C.1. [CB-O-0002-24](#)
Amending Section 20-40 of the DuPage County Code pertaining to the Emergency Telephone System Board.

D. Grant Proposal Notifications

9.D.1. [24-3088](#)
GPN 042-24 DHS Employment Barrier Reduction Program PY25, Illinois Association of Community Action Agencies (IACAA), US Department of Health and Human Services - \$46,000 (Community Services)

9.D.2. [24-3089](#)
GPN 043-24 DuPage Care Center Foundation - Recreation Therapy Grant PY25, \$29,435.00 (DuPage Care Center)

9.D.3. [24-3090](#)
GPN 044-24 DuPage Care Center Foundation Music Therapy Grant PY25, \$ 60,462.00. (DuPage Care Center)

9.D.4. [24-3091](#)
GPN 045-24 DuPage Care Center Foundation Coordinator Grant PY25, \$31,192.00 (DuPage Care Center)

9.D.5. [24-3142](#)
GPN 046-24: Polling Place Accessibility Federal Grant PY25, Illinois State Board of Elections, U.S. Election Assistance Commission - \$675,233.88. (County Clerk - Election Division)

9.D.6. [24-3143](#)
GPN 047-24: Illinois State Board of Elections Voter Registration Grant PY25, Illinois State Board of Elections - \$922,830.20. (County Clerk - Election Division)

10. DISCUSSION

10.A. [24-3204](#)

Safe Harbor Funding Discussion

10.B. Member Initiative Discussion

11. OLD BUSINESS

12. NEW BUSINESS

13. ADJOURNMENT