



# DU PAGE COUNTY

## Public Works Committee

### Regular Meeting Agenda

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

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Tuesday, November 5, 2024

9:00 AM

Room 3500B

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1. CALL TO ORDER
2. ROLL CALL
3. CHAIRWOMAN'S REMARKS - CHAIR GARCIA
4. PUBLIC COMMENT
5. APPROVAL OF MINUTES
  - 5.A. [24-2917](#)  
Public Works Committee Minutes - Regular Meeting - Tuesday, October 15, 2024
6. CLAIMS REPORT
  - 6.A. [24-2918](#)  
Payment of Claims - Public Works and Facilities Management
7. CONSENT ITEMS
  - 7.A. [24-2919](#)  
Wold Architects and Engineers (5456-0001 SERV) – Contract Extension to November 30, 2025, to provide on-call Professional Architectural and Engineering Services, for Facilities Management. No change in contract total.
  - 7.B. [24-2920](#)  
Robinson Engineering - Contract is being extended to November 30, 2024, to pay the final invoice for tank evaluations, for Public Works. Contract Extension with no change in contract total.
  - 7.C. [24-2921](#)  
Joseph J. Henderson & Sons - Contract time extension to June 30, 2025 due to outstanding disputes between Joseph J. Henderson & Sons and a subcontractor. Contract Extension with no change in contract total.

**8. OTHER PROFESSIONAL SERVICES****8.A. [PW-P-0028-24](#)**

Recommendation for the approval of funding to Caminer Law, LLC, for professional legal services to assist the DuPage County Department of Public Works with Lake Michigan Water Allocation for Unincorporated Itasca, as needed, for the period November 12, 2024 through November 30, 2026, for an amount not to exceed \$65,000. 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).

**8.B. [24-2922](#)**

Recommendation for the approval of an agreement with Luetkehans, Brady, Garner & Armstrong, to provide legal services as a Special Assistant State's Attorney to assist in Phase II rezoning for the DuPage County Campus, for Facilities Management, for the period of November 12, 2024 through November 30, 2026, for an amount not to exceed \$29,500. 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).

**9. SOLE SOURCE****9.A. [PW-P-0029-24](#)**

Recommendation for the approval of a contract to Metro Tank and Pipe Company, to furnish and retrofit the Public Works Fuel Station GasBoy submersible pump for the diesel tank, for Public Works, for the period of November 12, 2024 to June 30, 2025, for a total contract amount not to exceed \$37,115; per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source – Direct replacement of existing suction lift pump system with a submersible pump system for the Woodridge Greene Valley Diesel Fuel Station.)

**9.B. [FM-P-0041-24](#)**

Recommendation for the approval of a contract purchase order to Midwest Applied Solutions, Inc., to provide ionization tube parts for the HVAC clean air systems at the Judicial Office Facility and Annex, for Facilities Management, for the period November 13, 2024 through November 12, 2025, for a total contract amount not to exceed \$45,660; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - authorized parts and service provider for this area. (ARPA ITEM)

**10. ACTION ITEM****10.A. [FM-CO-0002-24](#)**

Amendment to Resolution FM-P-0217-22, (Contract 5972-0001 SERV), issued to the Village of Glendale Heights on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for use as courtroom facilities, for Facilities Management, for a change order to change the contract expiration date of November 30, 2025 to March 12, 2025 and decrease the contract amount by \$75,250, taking the original contract amount of \$245,708, and resulting in an amended contract amount not to exceed \$170,458, a decrease of 30.63%.

**11. INFORMATIONAL****11.A. [DC-CO-0002-24](#)**

Recommendation for the approval of an amendment to Purchase Order #6693-0001 SERV, issued to Accela, Inc., to extend subscription service for Velosimo software integration between Accela on-line permitting software and Bluebeam plan review software through June 22, 2025, and to increase the contract amount for Building & Zoning - \$4,631.71, Division of Transportation - \$4,631.71, Stormwater - \$4,631.71 and Public Works - \$4,631.70, for a total contract increase not to exceed \$18,526.83.

**12. DISCUSSION**

12.A. Heritage Gallery Survey Results

**13. OLD BUSINESS****14. NEW BUSINESS****15. ADJOURNMENT**



# Minutes

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

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**File #:** 24-2917

**Agenda Date:** 11/5/2024

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## Public Works Committee

### Final Summary

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

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**Tuesday, October 15, 2024**

**9:00 AM**

**Room 3500B**

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**1. CALL TO ORDER**

**2. ROLL CALL**

Other board members present: Member Sheila Rutledge, Member Elizabeth Chaplin, Member Lucy Chang Evans, Member Yeena Yoo.

<b>PRESENT</b> Cronin Cahill, DeSart, Galassi, Garcia, Ozog, and Zay
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**3. CHAIRWOMAN'S REMARKS - CHAIR GARCIA**

No remarks were offered.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

5.A. [24-2718](#)

Public Works Committee Minutes - Regular Meeting - Tuesday, October 1, 2024

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

5.B. [24-2720](#)

Public Works Committee Minutes - Special Call Meeting - Tuesday, October 1, 2024

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

**6. BUDGET TRANSFERS**

6.A. [24-2719](#)

Public Works - Transfer of funds from account nos. 2000-2555-50080 (Salary & Wage Adjustments), 2000-2640-50000 (Regular Salaries), 2000-2665-50000 (Regular Salaries) and 2000-2665-50080 (Salary & Wage Adjustments) to account nos. 2000-2555-50000 (Regular Salaries) and 2000-2555-51040 (Employee Medical & Hospital Insurance) in

the amount of \$331,000, to allocate hourly salaries to departments where work was performed and to updated Employee Medical & Hospital Insurance based on employee benefit elections.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi

**7. CLAIMS REPORT**

7.A. [24-2730](#)

Payment of Claims - Public Works and Facilities Management

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

**8. JOINT PURCHASING AGREEMENT**

8.A. [FM-P-0039-24](#)

Recommendation for the approval of a contract to Johnson Controls, Inc., to furnish and deliver Johnson Controls parts as needed, for County campus, for Facilities Management, for the period of December 1, 2023 to August 12, 2026, for a total contract amount not to exceed \$48,000.95. Contract let pursuant to the Intergovernmental Cooperation Act - Sourcewell cooperative contract #070121-JHN.

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

**9. BID RENEWAL**

9.A. [FM-P-0040-24](#)

Recommendation for the approval of a contract to Valdes Supply, to furnish and deliver restroom tissue and paper towels to the Judicial Office Facility, JTK Administration Building and the Jail on a monthly basis, and as needed for the Power Plant, Children’s Center, Office of Emergency Management, and the Coroner’s Office, for Facilities Management, for the period of December 1, 2024 through November 30, 2025, for a total contract amount not to exceed \$112,688.36, per renewal option under bid award #22-112-FM, second of three options to renew.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Mary Ozog

**10. PRESENTATION**

10.A. Utilities Status Update:

Electricity - Drew Cormican  
Natural Gas and Water - Ian Johnstone

Public Works Buyer II Drew Cormican and Facilities Management Capital Project Energy Analyst Ian Johnstone provided updates to the Public Works Committee on Electricity usage and cost at Public Works and Facilities Management Sites, water consumption at the jail, and increases in water rates through the City of Wheaton and natural gas rates through Nicor/Mansfield. Drew and Ian were available to answer any clarification questions from Member Yoo, Member Rutledge, Member Chaplin, Member DeSart, and Member Zay.

**11. OLD BUSINESS**

11.A. Heritage Gallery Survey

Chair Paula Garcia provided the Public Works Committee a quick recap of the special call meeting from Tuesday, October 1, 2024 with Taylor Studios. Facilities Management Project Supervisor Geoffrey Matteson reviewed questions that were submitted by Taylor Studios and answered any questions about the design of the Heritage Gallery.

**12. NEW BUSINESS**

No new business was discussed.

**13. ADJOURNMENT**

With no further business, the meeting was adjourned.



## Payment of Claims

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

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**File #:** 24-2918

**Agenda Date:** 11/5/2024

**Agenda #:** 6.A.

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**Public Works  
Schedule of Claims  
11/5/2024**

<b>Pay Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Amount</b>
ADVANCE AUTO PARTS	Auto parts	10/11/2024	\$209.14
AL WARREN OIL CO INC	Fuel	10/11/2024	\$24,090.70
AMAZON CAPITAL SERVICES	Sterile pipette tips	10/11/2024	\$16.98
AMERICAN WATER	Lights	10/11/2024	\$170.10
ANDERSON PEST SOLUTIONS	Preventive services	10/11/2024	\$315.71
ATLAS BOBCAT LLC	Service	10/11/2024	\$275.39
CLARK DIETZ INC.	Engineering services	10/11/2024	\$904.51
COMED	Electricity	10/11/2024	\$2,668.44
FAVIA INVESTMENTS LTD	Service	10/11/2024	\$1,241.72
GRAYBAR	Electrical supplies	10/11/2024	\$892.71
HINSDALE NURSERIES INC	Plants	10/11/2024	\$224.00
L.A. FASTENERS, INC	Drill bits	10/11/2024	\$80.93
LAI LTD	6" plug valves	10/11/2024	\$3,360.00
LESMAN INSTRUMENT COMPANY	Switches	10/11/2024	\$131.12
MENARDS	Hose clamps	10/11/2024	\$27.36
ODP BUSINESS SOLUTIONS, LLC	Office supplies	10/11/2024	\$155.70
ROBINSON ENGINEERING LTD	Engineering Towers	10/11/2024	\$21,724.75
RUSSO POWER EQUIPMENT	Edging shovel	10/11/2024	\$308.97
STENSTROM PETROLEUM SALES &	Service	10/11/2024	\$885.91
TERRACE SUPPLY CO	Gas cylinder rental	10/11/2024	\$85.50
TROTTER & ASSOCIATES INC	Engineering services	10/11/2024	\$10,872.58
UNIVAR USA INC	Sodium bisulfite	10/11/2024	\$2,651.70
VILLAGE OF LOMBARD	Sewer service fees	10/11/2024	\$5,235.52
WHITE CAP, L.P.	Cut off wheels	10/11/2024	\$59.96
AMAZON CAPITAL SERVICES	Lights	10/18/2024	\$39.41
CORE & MAIN LP	Hydrant tee	10/18/2024	\$8,512.20
DUKANE ASPHALT COMPANY	Asphalt	10/18/2024	\$426.65
DUPAGE WATER COMMISSION	Operations & maintenance	10/18/2024	\$86,406.30
FOX MARKETING GROUP INC	Notice cards	10/18/2024	\$482.34
GRAYBAR	Electrical supplies	10/18/2024	\$2,132.37
INTERSTATE BILLING SVC INC	Service	10/18/2024	\$4,151.07
L.A. FASTENERS, INC	Bolts	10/18/2024	\$103.79
NEUCO INC	Printed circuit board	10/18/2024	\$369.22
NICOR GAS	Gas	10/18/2024	\$3,167.34
NORTHERN SAFETY CO., INC.	Gloves	10/18/2024	\$981.10
POLYDYNE INC	CE1190 polymer	10/18/2024	\$43,894.40
PUCKETT, JAY	Reimbursement	10/18/2024	\$38.53
UNIVAR USA INC	Sodium bisulfite	10/18/2024	\$3,831.70
AUTOZONE INC	Brake cleaner	10/22/2024	\$82.44
BUILDERS CHICAGO CORPORATION	Repair	10/22/2024	\$1,171.87
COMCAST	Internet	10/22/2024	\$1,224.77
DAIGLE, ARTHUR	Reissue refund check	10/22/2024	\$30.24
FAVIA INVESTMENTS LTD	Service	10/22/2024	\$309.29
ILLINOIS TOLLWAY	Loading I-Pass Account	10/22/2024	\$1,800.00
JOSEPH J HENDERSON & SON INC	Phase 1 Improvements	10/22/2024	\$356,302.13
MANSFIELD POWER AND GAS	Gas	10/22/2024	\$4,294.46
MILLER, GERALD	Customer overpaid	10/22/2024	\$130.73
ODP BUSINESS SOLUTIONS, LLC	Office supplies	10/22/2024	\$8.16

**Public Works  
Schedule of Claims  
11/5/2024**

<b>Pay Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Amount</b>
TOSHIBA AMERICA BUSINESS	Copier lease/usage	10/22/2024	\$533.39
UNITED STATES POSTAL SERVICE	Replenish Permit #110	10/22/2024	\$40,000.00
VILLAGE OF GLEN ELLYN	Sewer Fee Reimbursement	10/22/2024	\$100,671.71
ALDRIDGE ELECTRIC INC	Electrical infrastructure	10/25/2024	\$173,611.80
AT&T	Phone service	10/25/2024	\$1,277.83
BAXTER & WOODMAN INC	Pretreatment Ordinance Review	10/25/2024	\$1,958.58
CARL ERIC JOHNSON, INC	Shear plate for grinder	10/25/2024	\$1,362.53
CHICAGO GYPSUM SUPPLY, INC	Drywall, track	10/25/2024	\$803.48
CHRISTOPHER B BURKE ENG LTD	Water allocation	10/25/2024	\$361.20
CITY OF DARIEN	Reimbursement/DuPage Water Costs	10/25/2024	\$1,457,937.33
CITY OF WHEATON	Meter reads	10/25/2024	\$576.00
COM ED	Electricity	10/25/2024	\$109,807.14
COMCAST	Internet	10/25/2024	\$248.85
COMCAST CLAIMS CENTER	Service	10/25/2024	\$6,136.08
DORNER COMPANY	ASCO solenoid valve	10/25/2024	\$210.19
FEDEX	Shipping	10/25/2024	\$396.80
FSS TECHNOLOGIES, LLC	Central station monitoring	10/25/2024	\$468.00
GRAYBAR	Electrical supplies	10/25/2024	\$2,383.79
GROOT, INC	Waste/Recycling Removal	10/25/2024	\$5,504.45
GZA GEOENVIRONMENTAL, INC.	Stockpile Sampling	10/25/2024	\$3,610.28
HD SUPPLY FORMERLY HOME DEPOT	Cleaning supplies	10/25/2024	\$1,886.57
HOME DEPOT CREDIT SERVICES	Supplies	10/25/2024	\$1,438.77
IL ENVIRONMENTAL PROTECTION	Loan Principal/Interest	10/25/2024	\$297,966.41
IWEA	Membership	10/25/2024	\$35.00
JOHNSON CONTROLS SECURITY	Security Services	10/25/2024	\$55.80
KARDON ENTERPRISES INC	Lab testing	10/25/2024	\$1,025.00
L.A. FASTENERS, INC	Bolts	10/25/2024	\$99.21
MIDWEST OFFICE INTERIORS INC	Tables with chairs	10/25/2024	\$6,037.08
NEUCO INC	Booster pump	10/25/2024	\$3,638.65
NICOR GAS	Gas	10/25/2024	\$349.16
PADDOCK PUBLICATIONS INC	Public hearing	10/25/2024	\$784.87
PAYMENTUS GROUP INC	Transaction fees	10/25/2024	\$641.60
PEREGRINE CORPORATION	Utility Billing	10/25/2024	\$2,136.59
PITNEY BOWES INC	Ink cartridges for meter	10/25/2024	\$182.58
REDWING BUSINESS ADVANTAGE	Safety shoes	10/25/2024	\$400.00
RILCO INC	DEF Fluid	10/25/2024	\$620.00
STEWART SPREADING INC	Biosolid disposal	10/25/2024	\$40,081.25
TOSHIBA AMERICA BUSINESS	Copier lease/usage	10/25/2024	\$552.61
VILLAGE OF WILLOWBROOK	Meter reads	10/25/2024	\$380.50
VILLAGE OF WOODRIDGE	Water service	10/25/2024	\$2,225.52
WATER ENVIRONMENT FEDERATION	Membership	10/25/2024	\$630.00
WILLOWBROOK FORD INC	Service	10/25/2024	\$98.44
AL WARREN OIL CO INC	Fuel	10/29/2024	\$43,453.85
ALTORFER INDUSTRIES INC	Caterpillar 910-14	10/29/2024	\$156,130.00
AT&T	Phone service	10/29/2024	\$56.98
AT&T MOBILITY	Cellular service	10/29/2024	\$2,734.06
B&B NETWORKS, INC	Yearly maintenance for Mitel phone system	10/29/2024	\$3,786.27
FEDEX	Shipping	10/29/2024	\$42.44
GZA GEOENVIRONMENTAL, INC.	Stockpile sampling	10/29/2024	\$1,565.22

**Public Works  
Schedule of Claims  
11/5/2024**

Pay Vendor Name	Description	Check Date	Amount
IL ASSN OF WASTEWATER AGENCIES	Membership	10/29/2024	\$7,166.00
NICOR GAS	Gas	10/29/2024	\$120.02
	<b>Total</b>		<b>\$3,080,659.79</b>

	<b>Public Works</b>		
	<b>Schedule of Claims</b>		
	<b>11/5/2024</b>		
<b>Pay Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Amount</b>
Pay Vendor Name		Check Date	Amount



Facilities Management Department

Schedule of Purchases Under \$15,000

November 5, 2024

	VENDOR	DESCRIPTION	FUND	DEPT	ACCOUNT	AMOUNT
24235	DPC Division of Transportation	Fuel & Lubricants and Repair & Maintenance Auto Equipment	1000	1100	52260 53380	\$6,700.95
24412	Mid-American Water, Inc.	Maintenance Supplies	1000	1100	52270	\$1,665.46
24413	Midwest Office Interiors	Furn/Mach/Equip Small Value	1000	1100	52000	\$307.98
24414	Smiths Detection	Repair & Maintenance Other Equipment	1000	1100	53370	\$4,805.56
24415	ILCSWMA - Illinois Counties Solid Waste Management Association	Instruction & Schooling	1000	1100	53610	\$200.00
24416	Water Purification Supplies	Maintenance Supplies	1000	1100	52270	\$1,776.00
24417	Dooley Gasket and Seal Inc.	Auto/Mach/Equip Parts	1000	1100	52250	\$517.47
24418	AramSCO Inc.	Operating Supplies & Materials	1000	1100	52200	\$1,134.05
24419	Ferguson Enterprises LLC	Maintenance Supplies	1000	1100	52270	\$87.48
24420	Applied Industrial Technologies	Auto/Mach/Equip Parts	1000	1100	52250	\$117.76
24421	McMaster-Carr	Maintenance Supplies	1000	1100	52270	\$115.95
24422	Blackhawk Supply LLC	Maintenance Supplies	1000	1100	52270	\$449.24
24423	Sammarco, Antonio	Wearing Apparel	1000	1102	52220	\$182.30
24425	Global Industrial (Global Equipment Co Inc)	Operating Supplies & Materials	1000	1100	52200	\$475.20
24427	AHW LLC (Arends Hogan Walker LLC)	Auto/Mach/Equip Parts	1000	1102	52250	\$1,177.99
24428	Genuine Parts Co. (NAPA Auto Parts)	Operating Supplies & Materials, Auto/Mach/Equip Parts, Fuel & Lubricants and Maintenance Supplies	1000	1102	52200 52250 52260 52270	\$385.65
24430	MSC Industrial Supply Co.	Operating Supplies & Materials	1000	1102	52200	\$285.32
24431	Fastenal	Maintenance Supplies	1000	1100	52270	\$63.28
24433	Interstate All Battery Center	Maintenance Supplies	1000	1100	52270	\$379.00
24434	Airgas USA, LLC	Rental Of Machinery & Equipment	1000	1100	53410	\$438.00
24435	Porter Pipe & Supply	Maintenance Supplies	1000	1100	52270	\$263.78
24436	Wheaton Park District	Other Professional Services	1000	1100	53090	\$728.29
24437	Kramer Tree Specialists, Inc.	Other Contractual Expenses	1000	1102	53830	\$2,250.00
24438	Landscape Material and Firewood Sales, Inc.	Maintenance Supplies	1000	1102	52270	\$776.00
24439	The Sherwin Williams Co.	Maintenance Supplies	1000	1100	52270	\$61.12
24440	Porter Pipe & Supply	Maintenance Supplies	1000	1100	52270	\$776.13
24441	Airgas USA, LLC	Rental Of Machinery & Equipment	1000	1100	53410	\$146.00
24442	Batteries Plus Bulbs (Facil Investments)	Operating Supplies & Materials	1000	1100	52200	\$53.28
24443	Pride Solutions, LLC	Auto/Mach/Equip Parts	1000	1102	52250	\$1,864.33
24444	AHW LLC (Arends Hogan Walker LLC)	Fuel & Lubricants and Maintenance Supplies	1000	1102	52260 52270	\$394.52

Facilities Management Department

**Schedule of Other Payments**

**November 5, 2024**

CONTRACT #	VENDOR	DESCRIPTION	FUND	DEPT	ACCOUNT	AMOUNT
7029-0001 SERV	Advanced Boiler Control Services, Inc.	Auto/Mach/Equip Parts	1000	1100	52250	\$758.97
7197-0001 SERV	Air Filter Solutions, LLC	Maintenance Supplies	1000	1100	52270	\$1,634.88
6778-0001 SERV	Amazon.com LLC	Furn/Mach/Equip Small Value, Operating Supplies & Materials and Maintenance Supplies	1000	1100	52000 52200 52270	\$326.65
7118-0001 SERV	Ashland Door Solutions	Repair & Maintenance Facilities	1000	1100	53300	\$10,329.77
7103-0001 SERV	Ashland Lock & Security Solutions	Operating Supplies & Materials	1000	1100	52200	\$361.50
7104-0001 SERV	Builders Chicago Corporation	Building Improvements	6000	1220	54010	\$21,271.00
6906-0001 SERV	Chem-Wise Ecological Pest Management Services, Inc.	Custodial Services	1000	1100	53810	\$958.00
7088-0001 SERV	City of Wheaton	Repair & Maintenance Facilities	1000	1100	53300	\$4,335.00
6571-0001 SERV	Fox Valley Fire & Safety	Repair & Maintenance Facilities	1000	1100	53300	\$12,977.76
7161-0001 SERV	Fox Valley Fire & Safety	Repair & Maintenance Facilities	1000	1100	53300	\$968.52
6753-0001 SERV	Gehrke Technology Group, Inc.	Other Professional Services	1000	1100	53090	\$2,330.00
6793-0001 SERV	GenServe LLC	Repair & Maintenance Facilities	1000	1100	53300	\$4,249.37
6816-0001 SERV	Grainger	Furn/Mach/Equip Small Value, Operating Supplies & Materials, Auto/Mach/Equip Parts, Maintenance Supplies and Building Improvements	1000 6000	1100 1220	52000 52200 52250 52270 54010	\$3,141.98
6236-0001 SERV	Graybar Electric Company	Maintenance Supplies	1000	1100	52270	\$3,500.68
7036-0001 SERV	Groot, Inc.	Custodial Services and Other Contractual Expenses	1000	1100 1102	53810 53830	\$5,192.49
6978-0001 SERV	Hammer Construction, LLC	Building Improvements	6000	1220	54010	\$275,547.15
7099-0001 SERV	HD Supply, Inc. DBA HD Supply Facilities Maintenance, LTD.	Cleaning Supplies	1000	1100	52280	\$1,879.19
5599-0001 SERV	Home Depot	Furn/Mach/Equip Small Value, Operating Supplies & Materials, Auto/Mach/Equip Parts and Maintenance Supplies	1000	1100	52000 52200 52250 52270	\$1,672.18
6178-0001 SERV	Interstate Power Systems, Inc.	Repair & Maintenance Facilities	1000	1100	53300	\$6,140.51
5900-0001 SERV	Kone, Inc.	Repair & Maintenance Infrastructure and Building Improvements	1000 6000	1100 1220	53310 54010	\$31,895.69
6042-0001 SERV	Lamp Incorporated	Building Improvements	6000	1220	54010	\$20,215.50
5448-0001 SERV	Mansfield Power and Gas LLC	Natural Gas	1000	1100	53200	\$27,939.28
FM24051	Nicor Gas	Natural Gas	1000	1100	53200	\$44.38
5461-0001 SERV	Nicor Gas	Natural Gas	1000	1100	53200	\$1,015.23
6795-0001 SERV	ODP Business Solutions LLC	Operating Supplies & Materials	1000	1100	52200	\$342.16
6883-0001 SERV	Red Wing Brands of America Inc.	Wearing Apparel	1000	1100	52220	\$400.00
6889-0001 SERV	Royal Pipe & Supply Company	Maintenance Supplies	1000	1100	52270	\$1,406.96
7189-0001 SERV	Toshiba America Business Solutions Inc	Copier Usage and IT Equipment - Capital Lease	1000	1100	53800-0001 54100-0700	\$471.35
6191-0001 SERV	V3 Companies, Ltd.	Building Improvements	6000	1220	54010	\$14,895.16
6724-0001 SERV	Valdes Supply	Cleaning Supplies	1000	1100	52280	\$9,941.76

Facilities Management Department

CONTRACT #	VENDOR	DESCRIPTION	FUND	DEPT	ACCOUNT	AMOUNT
FM24029	Wheaton Park District	Matching Funds/Contributions	1000	1100	53700	\$40,900.00
5403-0001 SERV	Wheaton Sanitary	Water & Sewer	1000	1100	53220	\$37,934.58
4715-0001 SERV	Wight Construction Services, Inc.	Engineering & Architectural and Building Improvements	1000 6000	1100 1220	53010 54010	\$114,168.69



## Consent Item

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

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**File #:** 24-2919

**Agenda Date:** 11/5/2024

**Agenda #:** 7.A.

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Consent  
PW 11/5  
OB 11/12



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

Date: Oct 21, 2024  
 MinuteTraq (IQM2) ID #: 24-2824

<b>Purchase Order #:</b> 5456-0001 SERV	<b>Original Purchase Order Date:</b> Sep 28, 2021	<b>Change Order #:</b> 9	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Wold Architects Incorporated DBA Wold Architects and Engineers		<b>Vendor #:</b> 38503	<b>Dept Contact:</b> Cathie Figlewski
<b>Background and/or Reason for Change Order Request:</b>	Contract Extension to November 30, 2025, to provide on-call Professional Architectural and Engineering Services, for Facilities Management. No change in contract total.		
<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	\$250,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$250,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$250,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

- Increase (greater than 29 days) contract expiration from: Nov 30, 2024 to: Nov 30, 2025
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:  
 \_\_\_\_\_  
 \_\_\_\_\_

cf	5665	Oct 21, 2024	<b>Signature on File</b>	Oct 21, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext

**REVIEWED BY (Initials Only)**

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date

*[Signature]*  
10/28/2024



# 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: Oct 22, 2024

File ID #: 24-2824

Purchase Order #: 5456-0001SERV

Requesting Department: Facilities Management	Department Contact: Cathie Figlewski
Contact Email: catherine.figlewski@dupagecounty.gov	Contact Phone: 630-407-5665
Vendor Name: Wold Architects Incorporated DBA Wold Archi	Vendor #: 38503

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

Contract Extension to November 30, 2025, to provide on-call Professional Architectural and Engineering Services, for Facilities Management. No change in contract total.

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

Facilities Management is in need of continuing services related to architectural and engineering for various projects on an on-call basis.

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

A request for Statement of Interest for Architectural, Mechanical, Civil and Structural Services was issued, 19 firms responded. Staff has reviewed the qualifications of these firms and narrowed the selection to four firms to perform this consulting on behalf of the County and has determined that Wold Architects and Engineers possesses the qualified architectural and engineering staff to provide on-call professional architectural and engineering consulting services on behalf of the County.

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

- 1) Extend existing contract with Wold Architects and Engineering for this professional engineering contract. This option is recommended due to their in-depth knowledge of infrastructure improvement projects this upcoming year.
- 2) Select another firm to provide these consulting services. However, staff does not recommend this, and has determined that Wold Architects and Engineers possesses the qualified architectural and engineering staff to provide on-call professional architectural and engineering consulting services on behalf of 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.

Time extension only, no fiscal impact. This expense is currently budgeted under 6000-1220 and 1000-1100 for Facilities Management.



## Consent Item

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

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**File #:** 24-2920

**Agenda Date:** 11/5/2024

**Agenda #:** 7.B.

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

consent  
 PW 11/5  
 OB 11/12  
 24-2874  
 Date: Oct 24, 2024  
 MinuteTraq (IQM2) ID #: N/A

<b>Purchase Order #:</b> 4779SERV	<b>Original Purchase Order Date:</b> Aug 11, 2020	<b>Change Order #:</b> 4	<b>Department:</b> Public Works
<b>Vendor Name:</b> Robinson Engineering		<b>Vendor #:</b> 30232	<b>Dept Contact:</b> Drew Cormican
<b>Background and/or Reason for Change Order Request:</b>	Time extension until 11/30/2024 due to completing current task orders and finalizing invoicing. No change in contract total.		
<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	\$75,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$75,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$75,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

Increase (greater than 29 days) contract expiration from: Aug 10, 2024 to: Nov 30, 2024  
 Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_  
 OTHER - explain below:  
 \_\_\_\_\_

Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
		10/24/24			10/24/24
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
			10/28/2024		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		





# Decision Memo

## Procurement Services Division

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

Date: Oct 24, 2024

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: Robinson Engineering	Vendor #: 30232

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

Approve contract time extension until 11/30/2024 to pay outstanding invoices for services that were completed until September 2024.

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

A time extension until 11/30/2024 is necessary to pay outstanding invoices for services that were rendered through September 2024. Task Order 13 is evaluating the interior and exterior water tower tanks to determine condition, identify areas of corrosion, and ensure that current components meet AWWA, EPA, OSHA, and NFPA requirements.

**Strategic Impact**

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

This task order provided a review of current water tower tanks and gave DuPage County Public Works a clear path for repair and maintenance of our water tower and water tower tanks.

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

A request for a statement of interest from qualified firms was posted and we received multiple responses. Based on project experience and internal staff areas of expertise staff recommended Robinson Engineering for these on-call services.

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

1. Approve time extension until 11/30/2024 to pay outstanding invoices for services completed through September 2024.
2. Do not approve time extension. Not recommended due to the invoices that are outstanding.
3. Pay outstanding invoices on new on-call contract 5956SERV. Not recommended due to the task orders being on contract 4779SERV.

**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.

There is no fiscal impact. Time extension only.



## Consent Item

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

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**File #:** 24-2921

**Agenda Date:** 11/5/2024

**Agenda #:** 7.C.

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# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

24-2877 consent  
PW 11/5  
CB 11/12

Date: Oct 24, 2024

MinuteTraQ (IQM2) ID #: N/A

Purchase Order #: 5150SERV	Original Purchase Order Date: Feb 22, 2021	Change Order #: 3	Department: Public Works
Vendor Name: Joseph J Henderson & Sons		Vendor #: 15050	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Time extension until 6/30/2025. No change in contract total.		
<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	\$9,933,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$9,933,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$9,933,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

**DECISION MEMO NOT REQUIRED**

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

Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_

Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_

Price shows: \_\_\_\_\_ should be: \_\_\_\_\_

Decrease remaining encumbrance and close contract     
  Increase encumbrance and close contract     
  Decrease encumbrance     
  Increase encumbrance

**DECISION MEMO REQUIRED**

Increase (greater than 29 days) contract expiration from: Jun 30, 2024 to: Jun 30, 2025

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount     
  Funding Source \_\_\_\_\_

OTHER - explain below: \_\_\_\_\_

<div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div>	10/24/24	<div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div>	10/24/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
<b>REVIEWED BY (Initials Only)</b>			
Buyer	Date		Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date





# Decision Memo

## Procurement Services Division

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

Date: Oct 24, 2024

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: Joseph J Henderson & Sons Inc	Vendor #: 15050

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

Approve contract time extension until 6/30/2025 due to outstanding disputes between Joseph J. Henderson & Sons and a subcontractor over a lien waver.

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

A time extension until 6/30/2025 is necessary to pay outstanding invoices for services that were rendered throughout the span of the project. Due to an ongoing dispute between JJH and a subcontractor, a time extension is needed to complete all legal needs by both parties.

**Strategic Impact**

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

Joseph J. Henderson & Sons rehabilitated the Nordic Wastewater Treatment Plant due to aging infrastructure. This project increased efficiency of the plant and extended the useful life for decades to come.

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

A request for quote was submitted for the rehabilitation of the Nordic Wastewater Treatment Facility per bid #20-013-PW. There were 5 bidders for the project and Joseph J. Henderson & Sons was the lowest bidder.

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

1. Approve time extension until 6/30/2025 to pay outstanding invoices for services completed throughout the span of the project.
2. Do not approve time extension. Not recommended due to the invoices that are outstanding.
3. Let the contract expire and not pay any future invoices. Not recommended due to a long standing relationship with JJH.

**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.

There is no fiscal impact. Time extension only.



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-0028-24

**Agenda Date:** 11/5/2024

**Agenda #:** 8.A.

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AWARDING RESOLUTION ISSUED TO  
CAMINER LAW, LLC.  
TO PROVIDE LEGAL SERVICES  
FOR PUBLIC WORKS  
(CONTRACT TOTAL AMOUNT \$65,000)

WHEREAS, pursuant to 55 ILCS 5/5-1022(c) and beginning September 13, 2024, and September 19, 2024, certain attorneys from the law firm of Caminer Law, LLC have been appointed as Special Assistant State's Attorneys for the special and limited purpose of providing legal representation for the DuPage County Department of Public Works in regard to Lake Michigan water allocation for unincorporated Itasca; and

WHEREAS, the Finance Committee recommends County Board approval for the issuance of the contract to be issued to Caminer Law, LLC., to provide legal services for the Lake Michigan Water Allocation - Unincorporated Itasca Hearings, for the period of November 12, 2024 through November 30, 2026, for Public Works.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide legal services for the Lake Michigan Water Allocation - Unincorporated Itasca Hearings, for the period of November 12, 2024 through November 30, 2026 for Public Works, be, and it is hereby approved for the issuance of a contract by the Procurement Division to Caminer Law, LLC., 2612 W Sunnyside Ave, Chicago, IL 60625, for a contract total amount not to exceed \$65,000.

Enacted and approved on this 12<sup>th</sup> day of November, 2024 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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$65,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$65,000.00
	CURRENT TERM TOTAL COST: \$65,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Caminer Law, LLC	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Irene Caminer	VENDOR CONTACT PHONE: 773-263-4013	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: irene@caminerlaw.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.). Certain attorneys from the law firm of Caminer Law, LLC. were appointed as Special Assistant State's Attorneys to provide legal representation of DuPage County Department of Public Works in regards to Lake Michigan Water Allocation for Unincorporated Itasca. Attorneys from Caminer Law have specialized knowledge of working with municipalities on Lake Michigan Water Allocation Hearings.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The appointment of a Special Assistant State's Attorney is needed in this matter due the knowledge of working with municipalities on Lake Michigan Water Allocation Hearings.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

<b>SECTION 3: DECISION MEMO</b>	
SOURCE SELECTION	Describe method used to select source. FINANCIAL PLANNING
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). It is necessary for outside counsel to represent DuPage County Department of Public Works as the State's Attorney's Office represents the County due to the knowledge of working with municipalities on Lake Michigan Water Allocation Hearings. 1. Work with internal DuPage County States Attorneys. Not recommended due to Attorneys from Caminer Law having more experience with Lake Michigan Water Allocation Hearings. 2. Do not approve contract to Caminer Law, LLC. and let Lake Michigan Water Allocation for unincorporated Itasca expire. Not recommended due to the need for the Lake Michigan Water Allocation for Unincorporated Itasca residents.

### 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: Caminer Law, LLC	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Irene Caminer	Email: irene@caminerlaw.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 2612 W Sunnyside Ave	City: Chicago	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60625	State: IL	Zip: 60517
Phone: 773-263-4013	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#: SAME AS ABOVE	Dept: SAME AS ABOVE	Division: SAME AS ABOVE
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 12, 2024	Contract End Date (PO25): Nov 30, 2026

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Special Assistant State's Attorneys	FY25	2000	2555	53030		60,000.00	60,000.00
2	1	EA		Special Assistant State's Attorneys	FY26	2000	2555	53030		5,000.00	5,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 65,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
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.





ROBERT B. BERLIN  
STATE'S ATTORNEY  
DUPAGE COUNTY, ILLINOIS

September 19, 2024

Brian Caminer  
[Brian@Caminerlaw.com](mailto:Brian@Caminerlaw.com)

Re: **Appointment as Special Assistant State's Attorney**  
*Itasca (unincorporated) – Lake Michigan Water Allocation Matter*

Dear Mr. Caminer:

This letter confirms your appointment by State's Attorney Robert B. Berlin to serve as an Assistant State's Attorney for the special and limited purpose of providing legal representation for the DuPage County Department of Public Works in regard to Lake Michigan water allocation for unincorporated Itasca. You will perform your duties under my direction and supervision.

Your appointment will be upon the terms and conditions included in the attached statement of outside counsel billing and case progress procedures and is contingent on confirmation by the DuPage County Board. Payment of fees will be paid for and processed through the DuPage County Finance Department.

Please do not hesitate to contact me if you have any questions regarding this appointment or the scope of your duties. To confirm this assignment, kindly the copy of this letter and return it to my attention.

Sincerely,

[Redacted Signature]

Robert B. Berlin  
DuPage County State's Attorney

Agreed:

[Redacted Signature]

Brian Caminer

Date: 9-19-24



ROBERT B. BERLIN  
STATE'S ATTORNEY  
DU PAGE COUNTY, ILLINOIS

September 13, 2024

Irene Caminer  
[Irene@CaminerLaw.com](mailto:Irene@CaminerLaw.com)

Re: **Appointment as Special Assistant State's Attorney**  
***Itasca (unincorporated) – Lake Michigan Water Allocation Matter***

Dear Ms. Caminer:

This letter confirms your appointment by State's Attorney Robert B. Berlin to serve as an Assistant State's Attorney for the special and limited purpose of providing legal representation for the DuPage County Department of Public Works in regard to Lake Michigan water allocation for unincorporated Itasca. You will perform your duties under my direction and supervision.

Your appointment will be upon the terms and conditions included in the attached statement of outside counsel billing and case progress procedures and is contingent on confirmation by the DuPage County Board. Payment of fees will be paid for and processed through the DuPage County Finance Department.

Please do not hesitate to contact me if you have any questions regarding this appointment or the scope of your duties. To confirm this assignment, kindly the copy of this letter and return it to my attention.

Sincerely,

[Redacted Signature]

Robert B. Berlin  
DuPage County State's Attorney

Agreed: [Redacted Signature]  
Irene Caminer

Date: 9/13/2024



# Required Vendor Ethics Disclosure Statement

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

Date: Oct 29, 2024

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

Company Name: Caminer Law, LLC	Company Contact: Irene Schild Caminer
Contact Phone: 773-263-4013	Contact Email: irene@caminerlaw.com

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature \_\_\_\_\_

Printed Name Irene Schild Caminer

Title Owner

Date Oct 29, 2024

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





## 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 #:** 24-2922

**Agenda Date:** 11/5/2024

**Agenda #:** 8.B.

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

**SECTION 1: DESCRIPTION**

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-2868	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$29,500.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,500.00
	CURRENT TERM TOTAL COST: \$29,500.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Luetkehans, Brady, Garner & Armstrong	VENDOR #: 37793	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT: Phillip Luetkehans	VENDOR CONTACT PHONE: 630-773-8500	DEPT CONTACT PHONE #: X5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL: pal@lbgalaw.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for approval of an agreement with Luetkehans, Brady, Garner & Armstrong, to provide legal services as a Special Assistant State's Attorney to assist in Phase II rezoning for the DuPage County Campus, for Facilities Management, for the period November 12, 2024 through November 30, 2026, for an amount not to exceed \$29,500.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Facilities Management requires specialized legal expertise and services to accomplish rezoning of the County Campus in Wheaton, IL.			

**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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

**SECTION 3: DECISION MEMO**

SOURCE SELECTION	Describe method used to select source. The State's Attorney is familiar with this firm's expertise in these matters and has been satisfied with the firm's performance.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1) Approve a Special Assistant State's Attorney to assist in Phase II rezoning of the County Campus in Wheaton, IL. 2) The only alternative would be to take no action. Because without a Special ASA rezoning will not be feasible.

### 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: Luetkehans, Brady, Garner & Armstrong	Vendor#: 37793	Dept: Facilities Management	Division:
Attn: Phillip Luetkehans	Email: pal@lbgalaw.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 2700 International Dr. Ste 305	City: West Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60185	State: IL	Zip: 60187
Phone: 630-773-8500	Fax: 630-773-1006	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Luetkehans, Brady, Garner & Armstrong	Vendor#: 37793	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: 2700 International Dr. Ste 305	City: West Chicago	Address:	City:
State: IL	Zip: 600185	State:	Zip:
Phone: 630-773-8500	Fax: 630-773-1006	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 12, 2024	Contract End Date (PO25): Nov 30, 2026

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	LO		Special Assistant State's Attorney	FY24	1000	1100	53030		1,000.00	1,000.00
2	1	LO		Special Assistant State's Attorney	FY25	1000	1100	53030		10,000.00	10,000.00
3	1	LO		Special Assistant State's Attorney	FY26	1000	1100	53030		18,500.00	18,500.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 29,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Special Assistant State's Attorney for Rezoning of County Campus
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Katie Boffa and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 11/5/24 CB: 11/12/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



**ROBERT B. BERLIN**  
**STATE'S ATTORNEY**  
DU PAGE COUNTY, ILLINOIS

January 18, 2023

Phillip A. Luetkehans  
Luetkehans, Brady, Garner & Armstrong, LLC  
105 E Irving Park Road  
Itasca, IL 60143

**Re: Appointment as an Assistant State's Attorney**

Dear Mr. Luetkehans:

This letter confirms your appointment by State's Attorney Robert B. Berlin to serve as an Assistant State's Attorney for the special and limited purpose of representing the County as an applicant to the City of Wheaton and City of Winfield in rezoning the entire DuPage County campus, including but not limited to the Fairgrounds property.

Payment of fees will be paid for and processed through the DuPage County Department of Public Works; the DuPage County State's Attorney's Office is not responsible for any of your fees or costs. To confirm this agreement, please sign a copy of this letter and return it to my office in care of Lisa Smith, Chief of the Civil Bureau.

Please contact Ms. Smith for any further information you may need. Ms. Smith will serve as your contact within my office. She may be reached at (630) 407-8206.

Sincerely,

Robert B. Berlin  
DuPage County State's Attorney

Agreed: \_\_\_\_\_  
Phillip A. Luetkehans

Date: 1/18/23



**ROBERT BERLIN**  
**DuPAGE COUNTY STATE'S ATTORNEY**

**OUTSIDE COUNSEL BILLING PROCEDURES**

1. The office of the DuPage County State's Attorney is supported by public funds. Likewise, payment for outside services including those of special assistant state's attorneys is funded by tax dollars appropriated by the DuPage County Board. It is the policy of the DuPage County State's Attorney to insure that during the term of this appointment, special assistant state's attorneys will not continue with nor accept cases on matters in which he/she represents a plaintiff(s) and the County of DuPage or County officials are actual or potential defendants. Exceptions to this policy are only made under circumstances wherein the County's or the Official's interests are nominal, or where such matters or cases seek no affirmative relief against such defendants.
2. Billing for your services should be done on a monthly basis. All bills will be reviewed and approved by a Civil Division Supervisor.
3. The hourly rate shall not exceed the rate of \$200 for services.
4. Billed time should be shown in **1/10 hour** increments.
5. Expenses and time charges should be shown separately. In this regard, it is the policy of the office to reject expenses and/or charges for the following:
  - a. Car rentals or taxi fares for traveling;
  - b. Separate word processing or secretarial charges;
  - c. Fax services;
  - d. Personal delivery services;
  - e. U.S. Mail and postage services;
  - f. Internal Photocopy charges;
  - g. Multiple attorney attendance in court or depositions;
  - h. Charging separately for each attorney's time at intra-office meetings; and
  - i. Charging for attorney's time in responding to Auditor's letters of inquiry.

Exception to the foregoing can be made, but only in extraordinary circumstances and with the prior approval or request of the State's Attorney's Office.

6. Billing statements should include identification of matters worked on, the dates that services were rendered and identification of attorneys who rendered such services. A description of the services rendered is required for each date entry.
7. All statements should be sent to Lisa A. Smith, Chief Civil Bureau, for processing. A **voucher must accompany each statement and must only show the current charges.**



**LUETKEHANS, BRADY,  
GARNER & ARMSTRONG, LLC**

2700 INTERNATIONAL DRIVE, STE. 305  
WEST CHICAGO, ILLINOIS 60185  
TELEPHONE (630) 773-8500  
FAX (630) 773-1006

BRIAN J. ARMSTRONG  
PATRICK M. BRADY  
BRUCE E. GARNER  
NICOLE GIULIETTA GONZALES  
PHILLIP A. LUETKEHANS

October 23, 2024

**Scope of Services: Phase 2**

Luetkehans, Brady, Garner & Armstrong, LLC (“LBGA”) will provide services to the County of DuPage (the “County”) related to zoning and any other regulations imposed on it by any municipalities related to the County’s governmental campus located near the intersection of County Farm and Manchester Roads (the “County Campus Project”). LBGA will provide negotiation and legal services as necessary related to the County Campus Project with the assistance of County staff members. LBGA will also attend meetings with the County Board, its committees and County staff and any hearings related to the County Campus Project being held by any municipality. Any necessary title, engineering and/or surveying services are not included in this Scope of Services.



# Required Vendor Ethics Disclosure Statement

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

Date: Oct 24, 2024

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

Company Name: Luetkehans, Brady, Garner & Armstrong, LLC	Company Contact: Phillip A. Luetkehans
Contact Phone: 630-760-4601	Contact Email: pal@lbgalaw.com

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

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

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

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made
Friends of Deb Conroy	Luetkehans, Brady, Garner & Armstrong, LLC	Cash	\$1,000.00	Mar 21, 2023
Citizens for Brian J. Krajewski	Luetkehans, Brady, Garner & Armstrong, LLC	Cash	\$250.00	Aug 7, 2023
Friends of Sam Tornatore	Luetkehans, Brady, Garner & Armstrong, LLC	Cash	\$500.00	Aug 29, 2023
Friends of Deb Conroy	Luetkehans, Brady, Garner & Armstrong, LLC	Cash	\$250.00	Sep 7, 2024
Friends of Cindy Cronin Cahill	Luetkehans, Brady, Garner & Armstrong, LLC	Cash	\$150.00	Sep 26, 2023
Citizens to Elect Jim Zay	Luetkehans, Brady, Garner & Armstrong, LLC	Cash	\$2,500.00	Jan 11, 2024
Friends of Cindy Cronin Cahill	Luetkehans, Brady, Garner & Armstrong, LLC	Cash	\$500.00	Apr 24, 2024
Friends of Deborah Conroy	Luetkehans, Brady, Garner & Armstrong, LLC	Cash	\$1,000.00	Jun 17, 2024
Citizens for Brian J. Krajewski	Luetkehans, Brady, Garner & Armstrong, LLC	Cash	\$250.00	Jul 9, 2024
Friends of Sam Tornatore	Luetkehans, Brady, Garner & Armstrong, LLC	Cash	\$1,000.00	Jul 12, 2024

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

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

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

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

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

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

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

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

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

Authorized Signature	<u>Signature on File</u>
Printed Name	<u>Phillip A. Luetkehans</u>
Title	<u>Manager</u>
Date	<u>Oct 24, 2024</u>

**Attach additional sheets if necessary. Sign each sheet and number each page. Page 2 of 2 (total number of pages)**



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-0029-24

**Agenda Date:** 11/5/2024

**Agenda #:** 9.A.

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AWARDING RESOLUTION ISSUED TO  
METRO TANK AND PIPE COMPANY,  
TO FURNISH AND RETROFIT THE PUBLIC WORKS FUEL STATION GASBOY SUBMERSIBLE PUMP  
FOR THE DIESEL TANK  
(CONTRACT TOTAL: \$37,115)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Public Works Committee recommends County Board approval for issuance of a contract to Metro Tank and Pipe Company, to furnish and retrofit the Public Works fuel station Gasboy submersible pump for the diesel tank, for the period of November 12, 2024, to June 30, 2025 for Public Works.

NOW, THEREFORE, BE IT RESOLVED, that the contract, issued to Metro Tank and Pipe Company, for to furnish and retrofit the Public Works fuel station Gasboy submersible pump for the diesel tank, for Public Works, for the period of November 12, 2024, to June 30, 2025, be, and it is hereby approved for issuance of a County Contract by the Procurement Division to Metro Tank and Pipe Company, 111 West Dundee Road, Wheeling., Illinois 60090, for a total contract amount not to exceed \$37,115. Exempt from bidding per DuPage County Procurement Ordinance 2-350 - Sole Source.

Enacted and approved this 12<sup>th</sup> of November, 2024 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$37,115.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$37,115.00
	CURRENT TERM TOTAL COST: \$37,115.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Metro Tank and Pipe Company	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Warren Cherner	VENDOR CONTACT PHONE: 847-465-4000	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: info@metrotank.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.). This project is to remove and retro fit the Public Works fuel station pump and dispenser at the Woodridge Greene Valley Wastewater Treatment Facility for a total contract cost of \$37,115.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This project will replace the existing suction lift pump with a submersible pump system. The existing pump is a suction lift pump that failed last year due to hotter temperatures. The dispenser will also be retro fitted to accommodate the upgraded submersible system. DuPage County Public Works replaced one submersible system in 2023 and has seen no issues. It is recommended to change the other system to limit any issues in the future. This fueling station is critical to supplying fuel to multiple municipal agencies in the southern portion of the County including Public Works, Stormwater, DuDOT, DPC Sheriff, & Lisle Woodridge Fire.			

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

<b>SECTION 3: DECISION MEMO</b>	
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
<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. Metro Tank is the original supplier of the pump and dispenser system. They have specific knowledge and expertise to make the upgrades and repairs to the existing system effectively and efficiently. Metro Tank successfully completed the repair of the first tank last year. Multiple agencies depend on this station to fuel emergency fleets such as Police, Fire, DuDOT, and Public Works.
<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. The scope of work for the new submersible system in the second fuel tank is slightly larger. We have budget pricing for submersible pumps at the time of construction. The cost estimate Metro provided is consistent with that 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. Metro Tank is a supplier of Gasboy pumps and has many of the items in stock and ready for install. The Gasboy dispenser and pump is compatible with our existing system. The Gasboy pump is currently in use in our unleaded fuel tank and the Public Works team has not seen any issues with the equipment or install at this time.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Metro Tank and Pipe Company	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Warren Cherner	Email:	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 111 West Dundee Road	City: Wheeling	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60090	State: IL	Zip: 60517
Phone: 847-465-4000	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#: Same as Above	Dept: Same as Above	Division: Same as Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 12, 2024	Contract End Date (PO25): Jun 30, 2025

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Replacement of suction lift system with a submersible pump system at the WGV Fuel Station	FY25	2000	2555	54030		37,115.00	37,115.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 37,115.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
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.





# TANK AND PUMP COMPANY

1111 West Dundee Road Wheeling, IL 60090-3936

Phone: (847) 465-4000 Fax: (847) 465-1864

WEBSITE: [WWW.METROTANK.COM](http://WWW.METROTANK.COM) EMAIL: [INFO@METROTANK.COM](mailto:INFO@METROTANK.COM)

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Mr. Sean Reese  
DuPage County Public Works  
7900 S. Route 53  
Woodridge, IL 60517

October 25, 2024

Dear Mr. Reese:

**METRO** Tank & Pump Company is pleased to provide our proposal pertaining to the underground storage tank fuel system at your **DuPage WWTP, Woodridge, IL** location.

All work will be performed in compliance with the most current guidelines of the **Office of the Illinois State Fire Marshal, OSHA, and the I.E.P.A.**

**Dispenser and Submersible Pump Installation:**

- ◆ Disconnect existing product piping from the gasoline tank and (1) gasoline suction pump.
- ◆ Remove (1) gasoline suction pump and set aside.
- ◆ Furnish and install (1) new ¾ HP submersible pump.
- ◆ Provide power for new submersible pump. All electric work to be performed by DuPage County.
- ◆ Supply crane to set new submersible pump.
- ◆ Furnish and install (1) new Gasboy, dual hose, single product dispenser.
- ◆ Make final product connections.
- ◆ Perform start-up of submersible pump and dispenser.

**Price: \$37,115**

Respectfully,  
**METRO** Tank & Pump Company

Warren Cherner  
President

**Payment Terms:** ½ Deposit with Signed Contract/Purchase Order;  
Net 30 Days.

The following Terms and Conditions between **METRO** Tank and Pump Company (hereafter Contractor) and **DuPage County Public Works** (hereafter Purchaser) are affixed and made a part hereof. Please sign in the appropriate place to indicate.

# TERMS AND CONDITIONS

## PAYMENT TERMS

Upon Completion Of Work. All quotes are valid for thirty (30) days. After (30) days, Contractor reserves the right to adjust all prices according to current costs or conditions. All sums to be paid to Contractor under the terms of this contract, unless otherwise specified, in writing, shall be due upon completion of services, delivery of equipment, or installation work to be performed. Any accounts not fully paid within thirty (30) days of date of invoice shall be charged an additional sum of 1 - 1/2 percent per month on balance remaining unpaid. In the event of any liens, suits, or other collection actions of any type, Purchaser shall pay to Contractor, in addition to the principal balance and interest as aforesaid, all reasonable attorney's fees, court costs and other costs of collection. Contractor may suspend the Services under this Agreement, with no penalty and other provisions of this Agreement notwithstanding, at any time until Contractor has been paid in full for all amounts due, including interest charges. Notwithstanding any other provision of this contract, at any time when payment owed to Contractor is not paid within (30) days of date of invoice, Contractor may, without notice, suspend the services under this agreement with no penalty, until Contractor has been paid in full.

## WARRANTY

a. Warranty. Contractor provides no warranty for any equipment or material. Purchaser recognizes that the only warranty provided with respect to material and equipment is the manufacturers warranty. Contractor warrants that all labor shall be performed in a good workmanship like manner. All claims for defective workmanship must be made within (90) days.

b. Standard of Care Contractor will perform the Services in a professional manner in accordance with sound consulting practices and procedures. **CONTRACTOR MAKES NO OTHER WARRANTY EITHER EXPRESS OR IMPLIED. Specifically, Contractor makes no warranty that material and equipment purchased by Purchaser is either merchantable or fit for the use intended by Purchaser.**

## TANK REMOVALS

a. Assumptions. Tank removal prices are based upon the following conditions: (a) concrete slab over tank not to exceed 8"; (b) no rebar in concrete; (c) no concrete vaults, removal of underground hold-down slab, saddles or straps; (d) tank to be empty of water, product, sludge, sand or other materials or liquids; (e) no contaminated material or remedial action; (f) no scrap value of tanks; (g) all excavated material to be returned to tank hole; (h) price is based on size of tank specified in quote: if tank is larger, additional costs will be added, if quantity of tanks is less than quoted, no credits; (i) no tank cars; (j) Contractor shall not be held liable for disturbance or damage to nearby tanks or piping; (k) no fiberglass-lined tanks; (l) no double wall tanks; (m) no hazardous material in tank or excavation; (n) above and below ground concrete slab to be put back into excavation; (o) Minimum one day charge for equipment and labor on location, if unable to perform contract job due to unforeseen conditions; (p) E.P.A. regulations require that residue, sediment, and sludge from the tank and sludge generated from the tank cleaning process must be properly disposed of: the charge for sludge handling and disposal, if required, is not included; and (q) no restoration to concrete, asphalt or landscape; sludge or #6 heavy oil.

b. Special Waste. Purchaser agrees that in the event special waste contaminated material is discovered, Contractor shall perform remedial action work, reports, forms and documentation, and Contractor agrees to perform said work in compliance with E.P.A. regulations, as per the attached environmental schedule. Purchaser recognizes and agrees that at no time will Contractor assume title or control of said materials. All payments to Contractor must be made in full prior to the release of any reports.

c. Quantity of Waste. Contractor and the Purchaser agree that the quantity of cubic yards/tons indicated on the waste manifests are subject to verification and acceptance by the landfill and that both parties agree to accept landfill's verification of cubic yards/tons as actual and final amount for purposes of billing. The quantity of cubic yards/tons removed will be determined by the measurement size of the backhoe bucket and/or truck load volume and not by in-ground measurement of excavation. Purchaser agrees to pay Contractor for the quantity of cubic yards/tons billed from the landfill at which the contaminated soil was disposed.

d. Escrow Account. Contaminated soil remediation payment terms will be handled on an escrow basis. Contractor will establish the escrow account. An estimated project cost will be funded by the Purchaser to the account from which Contractor will draw payments. Contractor will proceed with remediation based on monies available in escrow.

## TESTING

The price specified in this contract, does not include any soil, liquid, tank, line testing or soil borings which may be required by state, local, and E.P.A. authorities or Purchaser, unless otherwise specified in writing. At Purchaser's request Contractor will obtain tests from an independent testing laboratory or service. The total cost of the test procedure will be billed to Purchaser. Contractor makes no claims as to any tests or results, shall not be held liable for the accuracy of the testing procedures or results, and shall not be held liable or responsible for any action taken due to any test results. All liquid test prices are based upon the accessibility of tank, no excavation is included. Should for any reason the testing is unable to be performed due to customer information inaccuracies or unpreparedness, Purchaser shall be liable for the fee of (1) test.

## INDEMNIFICATION

Excepting only such liability as may arise out of the gross negligence of Contractor, the Purchaser agrees to hold harmless, indemnify, and defend Contractor and its officers, directors, agents, employees, contractors, and sub-contractors from and against any and all claims, losses, damages, liability, causes of action (including causes of action for personal injury or death), and costs, including, but not limited to, attorney's fees for counsel of Contractor's choice and other costs of defense, arising out of or in any way connected with:

the existence of contaminated materials on or near the project site. This includes, but is not limited to, the cost of clean-up, removal, hauling, disposal, pumping, reimbursement, reports and any other remedial actions that may be required.

the presence, discharge, release, exposure, or escape of petroleum impacted materials, asbestos or other hazardous substances or contaminants of any kind;

Purchaser's acts, operations, or responsibilities under this Agreement;

or the work of any third party hired by Purchaser to perform work at this site;

Purchaser agrees to hold Contractor harmless for damage to utilities or subterranean structures which are not correctly located by Purchaser;

## UTILITIES

Purchaser shall be responsible for designating the location and depth of all utility lines, piping, conduits and subterranean structures within the property lines of the Work Order scope. Contractor will request responsible utilities to locate on and off-site utility lines when necessary and applicable.

## CHANGE ORDERS

Additional work requested by Purchaser, other than unit work, will require signed change orders. All other changes in work scope will be billed and/or credited at negotiated prices.

## PROJECT DELAYS

Should work be held up and/or delayed by Purchaser, his employees, agents, consultants or other parties under the guidance of Purchaser, Contractor shall receive a minimum of (1) day charge as compensation for said delays. If such delays, Acts of God, or unforeseen delays from suppliers occur, then Contractor shall receive an extension on completion time.

**EXCAVATION CLAUSE**

All excavation is based upon normal soil and sub-soil conditions. In the event that rocks, vaults, cables, lines, frozen ground, sand, water, contaminated materials, etc. are found, and cause a delay in the progress of the project, and/or an expense is incurred, to repair and/or relocate utilities or lines. Contractor shall not be held responsible or liable, and such costs shall be billed to Purchaser as an extra to this project. Shoring of tank holes or any other structure is not included in contract.

**TANK INSTALLATION, REPAIRS AND UPGRADES**

Purchaser acknowledges that the signing and acceptance by Contractor and Purchaser does not guarantee work will be completed prior to E.P.A. compliance deadlines.

New tank installations are based upon normal excavation conditions pertaining to weather conditions, concrete, and backfilling. Installation prices are also based upon excavation size being 2 feet greater than the tank in all directions and a 3 foot burial. If, due to unforeseen conditions the tank hole is larger, Purchaser will be billed an extra.

Except only as shall arise through gross negligence of contractor, contractor shall have no responsibility for unforeseen existing equipment malfunctions, piping or conduits.

All fuel for tanks is the responsibility of the Purchaser. Water for tank ballast shall be provided by owner. In the event that any tank shall float, Contractor shall have no liability or responsibility. It shall be the Purchasers obligation to restore or repair any damage due to tank floating and/or other causes of a release. Contractor shall have no responsibility or obligation due to spills that may occur by fuel suppliers, from accidents, releases and/or negligence.

**PERMITS & TAXES**

All fees and penalties for permits, registration, or licensing is the responsibility solely of Purchaser. Contractor will assist Purchaser in obtaining permits and will bill Purchaser for all fees and time spent in obtaining permits, unless specifically stated otherwise. Where applicable, sales tax will be billed as a line item unless specifically stated otherwise.

**LIABILITIES**

Any claims pursuant to this agreement must be in writing, must be within (1) year of work, and may not be for more than the value of the work contracted. No claims may be made in excess of contract work performed.

**ATTACHMENTS** The attached Contractor proposal/contract, consisting of 3 printed pages and dated 10/25/2024 is hereby incorporated into this agreement.

IN WITNESS WHEREOF, Purchaser and Contractor acknowledge having read and reviewed the above and all pages of this Agreement and agree to be bound by it.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CONTRACTOR:**  
**METRO Tank And Pump Company**  
(Company Name)

**PURCHASER:**  
**DuPage County Public Works**  
(Company Name)

\_\_\_\_\_  
(Print Name)

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

By: \_\_\_\_\_  
  
Purchase Order #, if applicable

If your company/firm is Tax Exempt, provide you Tax Exemption identification #: \_\_\_\_\_, and attach a copy of your exemption certificate to ensure accurate invoicing.

An updated Vendor Ethics Disclosure form has been requested.



## Facilities Management Requisition Over \$30K

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

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**File #:** FM-P-0041-24

**Agenda Date:** 11/5/2024

**Agenda #:** 9.B.

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AWARDING RESOLUTION  
ISSUED TO MIDWEST APPLIED SOLUTIONS, INC.  
TO PROVIDE IONIZATION TUBE PARTS FOR THE HVAC CLEAN AIR SYSTEMS AT THE JUDICIAL  
OFFICE FACILITY AND ANNEX, FOR FACILITIES MANAGEMENT  
(CONTRACT TOTAL NOT TO EXCEED \$45,660.00)

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 parts for the HVAC clean air systems at the Judicial Office Facility and Annex, for the period November 13, 2024 through November 12, 2025, for Facilities Management.

WHEREAS, the County Board has determined that the ionized tube parts for the HVAC clean air system is consistent with the specifications and guidance offered for which American Rescue Plan Act funds can be expended; and

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to provide ionization tube parts for the HVAC clean air systems at the Judicial Office Facility and Annex, for the period November 13, 2024 through November 12, 2025, 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 \$45,660.00, 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 12<sup>th</sup> day of November, 2024 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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-2818	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$45,660.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$45,660.00
	CURRENT TERM TOTAL COST: \$45,660.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Midwest Applied Solutions, Inc.	VENDOR #: 28197	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Tim McKay	VENDOR CONTACT PHONE: 708-540-4555	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: tmckay@midwestapplied.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract purchase order to Midwest Applied Solutions, Inc., to provide ionization tube parts for the HVAC clean air systems at the Judicial Office Facility and Annex, for Facilities Management, for the period November 13, 2024 through November 12, 2025, for a total contract amount not to exceed \$45,660.00, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - authorized parts and service provider for this area. ARPA ITEM			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To improve indoor air quality Bipolar ionization systems were installed in the 505 and 503 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.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (C) NOT SUITABLE FOR COMPETITIVE BIDDING
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

### SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement. 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. 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.  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. The clean air systems were installed as part of the Judicial Office Facility/Annex HVAC improvements for COVID mitigation. 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: Midwest Applied Solutions, Inc.	Vendor#: 28197	Dept: Facilities Management	Division:
Attn: Tim McKay	Email: tmckay@midwestapplied.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 30 N Wolf Road, First Floor	City: Hillside	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60162	State: IL	Zip: 60187
Phone: 708-540-4555	Fax: 630-540-4556	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Midwest Applied Solutions, Inc.	Vendor#: 28197	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: 30 N Wolf Road, First Floor	City: Hillside	Address: 410 N. County Farm Road	City: Wheaton
State: IL	Zip: 60162	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 13, 2024	Contract End Date (PO25): Nov 12, 2025



**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	LO		Equipment Parts	FY24	1100	1215	52270	COVID-19_ FM	45,660.00	45,660.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 45,660.00

*Comments*

HEADER COMMENTS	Provide comments for P020 and P025. Provide ionization tubes parts for the HVAC clean air systems at the Judicial Office Facility and Annex, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 11/05/24      County Board: 11/12/24      Job #24-05100 - ARPA
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  
 7085404555  
 dcraggs@midwestapplied.com

## Quote

**ADDRESS**

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

**SHIP TO**

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

**QUOTE #** TM24100802

**DATE** 10/08/2024

**EXPIRATION DATE** 12/08/2024

**REFERENCE #**

Atmos Air

ACTIVITY	QTY	COST	AMOUNT
Quote Provided to Gavin Carroll.			
<b>TUBE_HTS_F</b> ATMOS AIR REPLACEMENT F TUBES	189	240.00	45,360.00
<b>Notes</b> Order will ship from Atmos Air in 1-2 weeks.	1	0.00	0.00
<b>Shipping Estimate</b> Estimated shipping costs. Please contact me with any questions.	1	300.00	300.00
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			
<b>Sales tax - DuPage County</b> no sales tax per exemption E99974551, DuPage County of Wheaton, IL	1	0.00	0.00

Minimum order \$ 100.00  
 Restocking fees apply to Merchandise returns. If you would like to  
 order, please provide,  
 ~ purchase order #  
 ~ Bill to Address

SUBTOTAL 45,660.00  
 TAX (9.25%) 0.00  
**TOTAL \$45,660.00**

~Ship to Address

~Provide Sales tax exemption letter or resale #

Accepted By

Accepted Date



December 7, 2022

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,



Steve Levine  
President and CEO  
Clean Air Group and AtmosAir Solutions

Clean Air Group, Inc.  
Fairfield, CT | Shanghai | Tempe, AZ | Dubai | London  
[www.AtmosAir.com](http://www.AtmosAir.com)



# Required Vendor Ethics Disclosure Statement

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

Date: 10.21.2024

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

Company Name: <u>MIDWEST APPLIED SOLUTIONS</u>	Company Contact: <u>TIM MCKAY</u>
Contact Phone: <u>708-540-4555</u>	Contact Email: <u>tmckay@midwestapplied.com</u>

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature: \_\_\_\_\_  
 Printed Name: DAN WALTERS  
 Title: PRESIDENT  
 Date: 10.21.2024

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



## Facilities Management Change Order with Resolution

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

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**File #:** FM-CO-0002-24

**Agenda Date:** 11/5/2024

**Agenda #:** 10.A.

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RESOLUTION TO PROVIDE NOTICE OF INTENT TO TERMINATE  
AN AGREEMENT FOR LEASE OF A SATELLITE COURT FACILITY  
BETWEEN THE VILLAGE OF GLENDALE HEIGHTS  
AND THE COUNTY OF DU PAGE

WHEREAS, the County of DuPage (“COUNTY”) previously entered into an Agreement with the Village of Glendale Heights on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for use as courtroom facilities; pursuant to Resolution FM-P-0217-22 approved and adopted by the County Board on August 9, 2022 (hereinafter “the Agreement”); and

WHEREAS, based on the September 24, 2024, written recommendation of the Court Administrator, the County has determined that it is not in the best interest of the County of DuPage to continue the Agreement with the Village of Glendale Heights; and

WHEREAS, Paragraph 10 of the Agreement provides that the satellite court lease may be cancelled by either party upon one hundred and twenty (120) days written notice, or by mutual agreement of the parties, at any time; and

WHEREAS, the Public Works Committee recommends adopting the Change Order Notice, dated November 5, 2024, to County Contract #5972-0001 SERV, issued to the Village of Glendale Heights, which brings forward the contract expiration date (currently November 30, 2025) to March 12, 2025, and decreases the contract amount by \$75,250.00, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that the County Board Chair, or her designated representative, be hereby directed to transmit to the Village of Glendale Heights one hundred and twenty (120) days written notice of the County’s intent to terminate the lease and Agreement; and

BE IT FURTHER RESOLVED, the County Board Chair, or her designated representative, is hereby authorized to execute such additional documents and instruments as are necessary to carryout said cancellation of the lease and Agreement; and

BE IT FURTHER RESOLVED, that the County Board hereby adopts the Change Order Notice, dated November 5, 2024, to County Contract #5972-0001 SERV, issued to the Village of Glendale Heights on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for the use as courtroom facilities, for Facilities Management, to change the contract expiration date of November 30, 2025 to March 12, 2025, and decrease the contract amount by \$75,250.00, taking the original contract amount of \$245,708.00, and resulting in an amended contract amount not to exceed \$170,458.00, a decrease of 30.63%.

Enacted and approved this 12<sup>th</sup> day of November, 2024 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



PW 11/5  
FI + CB 11/12



**Request for Change Order**

**Procurement Services Division**

Attach copies of all prior Change Orders

Date: Nov 5, 2024

MinuteTraq (IQM2) ID #: 24-2714

<b>Purchase Order #:</b> 5972-0001 SERV	<b>Original Purchase Order Date:</b> Dec 1, 2022	<b>Change Order #:</b> 2	<b>Department:</b> Facilities Mangement
<b>Vendor Name:</b> Village of Glendale Heights	<b>Vendor #:</b> 10228	<b>Dept Contact:</b> Cathie Figlewski	
<b>Background and/or Reason for Change Order Request:</b>	AMENDMENT to Resolution FM-P-0217-22, (Contract 5972-0001 SERV), issued to the Village of Glendale Heights on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for use as courtroom facilities, for Facilities Management, for a change order to change the contract expiration date of November 30, 2025 to March 12, 2025 and decrease the contract amount by \$75,250, taking the original contract amount of \$245,708.00, and resulting in an amended contract amount not to exceed \$170,458.00, a decrease of 30.63%.		
<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	\$245,708.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$245,708.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$75,250.00)
E	New contract amount (C + D)	\$170,458.00
F	Percent of current contract value this Change Order represents (D / C)	-30.63%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-30.63%
<b>DECISION MEMO NOT REQUIRED</b>		

- 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 ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

Decrease contract and change the expiration date of the contract from 11/30/25 to 12/31/24.

cf	5665	Oct 8, 2024	<i>H</i>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date

**REVIEWED BY (Initials Only)**

		<i>8</i>	
Buyer	Date	Procurement Officer	Date
			<i>10/24/2024</i>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date



# Decision Memo

## Procurement Services Division

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

Date: Nov 5, 2024

File ID #: 24-2714

Purchase Order #: 5972-0001SERV

Requesting Department: Facilities Management	Department Contact: Cathie Figlewski
Contact Email: catherine.figlewski@dupagecounty.gov	Contact Phone: x5665
Vendor Name: Village of Glendale Heights	Vendor #: 10228

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

AMENDMENT to Resolution FM-P-0217-22, (Contract 5972-0001 SERV), issued to the Village of Glendale Heights on behalf of the Eighteenth Judicial Court Circuit, for the lease of property for use as courtroom facilities, for Facilities Management, for a change order to change the contract expiration date of November 30, 2025 to March 12, 2025 and decrease the contract amount by \$75,250, taking the original contract amount of \$245,708.00, and resulting in an amended contract amount not to exceed \$170,458.00, a decrease of 30.63%.

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

Based on the September 24, 2024 written recommendation of the Court Administrator, the County has determined that it is not in the best interest of the County of DuPage to continue the Agreement with the Village of Glendale Heights.

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

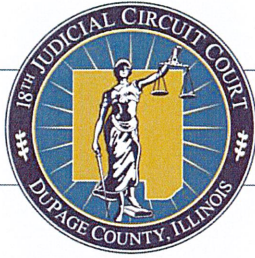
The Judiciary staff and County operate a satellite traffic court located in the Village of Glendale Heights since 1996. The Village of Glendale Heights agreed to a new lease agreement for thirty-six (36) month period December 1, 2022 through November 30, 2025

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

The Public Works Committee recommends changing the term of the contract as stated in the Change Order dated November 5, 2024 to County Contract #5972-0001 SERV, issued to the Village of Glendale Heights, to change the contract expiration date of November 30, 2025 to March 12, 2025 and decrease the contract amount by \$75,250.00.

**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.

We have requested that Finance reduce budget line 1000-1100-54000-0700 in the amount of \$75,000 for fiscal year 2025.



BONNIE M. WHEATON  
Chief Judge

SUZANNE H. ARMSTRONG  
Court Administrator

## MEMORANDUM

To: Chiefs of Police  
DuPage County State's Attorney Bob Berlin  
Municipal Prosecutors  
DuPage County Bar Association

From: Suzanne Armstrong, Court Administrator

Re: Changes to Traffic Court Schedules

Date: September 24, 2024

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After careful consideration and consultation with all stakeholders, the Chief Judge has directed that Glendale Heights Field Court be closed effective January 1, 2025. The agencies and cases assigned to Glendale Heights will be disbursed to the three traffic courtrooms at 505 N. County Farm Road, Wheaton, Illinois.

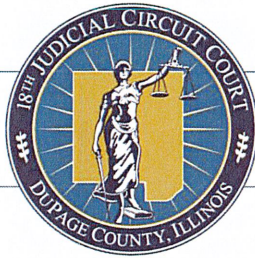
Every effort has been made to ensure a smooth transition and minimize the impact of this change. A plan that considered courtroom caseloads and municipal attorney assignments was formulated by the Clerk of the Circuit Court. We are pleased to report that the new schedule keeps all agencies assigned to the same court days and times.

Additionally, please note that effective January 1, 2025, all morning traffic court sessions will begin at 8:00 a.m. in each of the three traffic courtrooms.

The agency assignments, effective January 1, 2025, are detailed on the attached schedule.

If you have any questions, please feel free to contact me at [Suzanne.Armstrong@18thjudicial.org](mailto:Suzanne.Armstrong@18thjudicial.org) or call me at (630) 407-8901.





**Glendale Hts. Field Court Agency assignments effective January 1, 2025**

**Note: Days/times remain the same, only the location has changed.**

Code	Description	Move To	Sessions
AD	ADDISON POLICE DEPARTMENT	1003	Wed 1pm, Fri 8am
AT	ADDISON TOWNSHIP HIGHWAY DEPT	1003	none
BE	BENSENVILLE POLICE DEPT	1002	Mon 8am, Mon 1pm, Tue 8am
BF	BENSENVILLE FIRE DEPT	1002	none
DG	DOWNERS GROVE POLICE DEPT	1002	Mon 8am, Mon 1pm, Tue 1pm
EL	ELMHURST POLICE DEPT	1001	Thu 8am, Thu 1pm
EP	ELMHURST PARK DISTRICT	1001	none
GL	GLENDALE HEIGHTS POLICE DEPT	1001	Fri 8am, Fri 1pm
IC	ILLINOIS COMMERCE COMMISSION	1002	Fri 8am
IT	ITASCA POLICE DEPT	1002	Tue 8am, Tue 1pm
MP	MEDINAH PARK DISTRICT	1002	none
NR	ISP NARCINT TASK FORCE	1002	none
OB	OAK BROOK POLICE DEPT	1003	Wed 8am
OH	CHICAGO PD - OHARE	1002	Mon 8am
RO	ROSELLE POLICE DEPT	1002	Mon 1pm, Wed 1pm
VP	VILLA PARK POLICE DEPT	1001	Fri 8am, Fri 1pm
WD	WOOD DALE POLICE DEPT	1001	Tue 8am, Tue 1pm



# Development Change Order with Resolution

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

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**File #:** DC-CO-0002-24

**Agenda Date:** 11/5/2024

**Agenda #:** 10.A.

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AMENDMENT TO COUNTY CONTRACT 6693-0001 SERV  
ISSUED TO ACCELA, INC.  
FOR THE EXTENSION OF SUBSCRIPTION OF VELOSIMO SOFTWARE INTEGRATION AND  
INCREASE OF ENCUMBRANCE  
FOR BUILDING & ZONING, STORMWATER MANAGEMENT, DIVISION OF TRANSPORTATION AND  
PUBLIC WORKS  
(EXTEND TO JUNE 22, 2025 AND INCREASE ENCUMBRANCE \$18,526.83, 60.51%)

WHEREAS, County Contract 6693-0001-SERV was approved by the DuPage County Board on December 1, 2023; and

WHEREAS, the Development Committee recommends changes as stated in the Change Order Request to County Contract 6693-0001 SERV, issued to Accela, Inc., for Building & Zoning, Stormwater Management, Division of Transportation and Public Works, to extend the contract to June 22, 2025 and increase the contract in the amount of \$18,526.83, resulting in an amended contract total of \$49,144.83, an increase of 60.51%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract 6693-0001 SERV, issued to Accela, Inc., to extend the contract for the subscription to the Velosimo software to June 22, 2025 and increase the contract in the amount of \$18,526.83, resulting in an amended contract total of \$49,144.83, an increase of 60.51%.

Enacted and approved this 12th day of November, 2024 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



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

Date: Oct 29, 2024

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

<b>Purchase Order #:</b> 6693-0001 SERV	<b>Original Purchase Order Date:</b> Dec 1, 2023	<b>Change Order #:</b> 1	<b>Department:</b> Building & Zoning
<b>Vendor Name:</b> Accela Inc		<b>Vendor #:</b> 23818	<b>Dept Contact:</b> Marla Flynn
<b>Background and/or Reason for Change Order Request:</b>	To extend the contract expiration date to 6/22/2025 so that it will coincide with all renewals per Vendor's terms and increase the contract in the amount of \$18,526.83 to cover the extension.		
<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	\$30,618.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$30,618.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$18,526.83
E	New contract amount (C + D)	\$49,144.83
F	Percent of current contract value this Change Order represents (D / C)	60.51%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	60.51%

**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: Nov 30, 2024 to: Jun 22, 2025

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount       Funding Source See "Other" below

OTHER - explain below:  
 1100-2810-53806 - \$4,631.71, 1600-3000-53806 - \$4,631.71, 1500-3500-53806 - \$4,631.71, 2000-2665-53806 - \$4,631.70

<u>mat</u>	X6789	Oct 29, 2024	<u>DRB</u>	x6193	10/31/24
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
_____ Buyer	_____ Date	_____ Procurement Officer	_____ Date		
_____ Chief Financial Officer (Decision Memos Over \$25,000)	_____ Date	_____ Chairman's Office (Decision Memos Over \$25,000)	_____ Date		



# Decision Memo

## Procurement Services Division

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

Date: Oct 29, 2024

File ID #: \_\_\_\_\_

Purchase Order #: 6693-0001SERV

Requesting Department: Building & Zoning	Department Contact: Marla Flynn
Contact Email: Marla.Flynn@dupagecounty.gov	Contact Phone: X6789
Vendor Name: Accela Inc	Vendor #: 23818

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

To extend current contract expiration date from 11/30/24 to 6/22/25 and increase the amount \$18,526.83 to cover extension of contract.

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

Vendor is requesting all contracts be co-termed with other annual agreements. This change order would put this contract in line with other agreement terms.

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

Subscription is necessary for software integration between Accela on-line permitting software and Bluebeam plan review software.

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

- 1) Approve change order so that the permitting software and the plan review software can be integrated.
- 2) Don't approve and software cannot be used as an integrated program.

**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.

FY2025:  
 1100-2810-53806 - \$4,631.71  
 1600-3000-53806 - \$4,631.71  
 1500-3500-53806 - \$4,631.71  
 2000-2665-53806 - \$4,631.70