



DU PAGE COUNTY

Human Services

Final Regular Meeting Agenda

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

Tuesday, May 20, 2025

9:30 AM

Room 3500A

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. CHAIR REMARKS - CHAIR SCHWARZE

5. APPROVAL OF MINUTES

5.A. [25-1329](#)

Human Services Committee - Regular Meeting - Tuesday, May 6, 2025

6. COMMUNITY SERVICES - MARY KEATING

6.A. [25-1330](#)

HS-P-0040A-24 - Amendment to Resolution HS-P-0040-24, issued to Healthy Air Heating & Air, Inc., for Weatherization Services, to provide mechanical (HVAC) and architectural weatherization labor and materials, to increase encumbrance in the amount of \$50,000, resulting in an amended contract total not to exceed \$916,434. an increase of 5.77%. Grant funded. (Community Services)

6.B. [25-1340](#)

Recommendation for the approval of funding to the agencies listed in Exhibit B, per the terms listed in Exhibit A, under the Small Agency Grant Program (Round 2), in the amount of \$711,336. (ARPA Interest)

7. DUPAGE CARE CENTER - JANELLE CHADWICK

7.A. [HS-P-0023-25](#)

Recommendation for the approval of a contract purchase order to Keurig Dr. Pepper/The American Bottling Company, for beverages and fountain drinks, for the DuPage Care Center and Cafes on County Campus, for the period July 30, 2025 through July 29, 2026, for a contract total not to exceed \$30,600; under bid renewal #22-056-DCC, third and final optional renewal.

8. CONSENT ITEMS**8.A. [25-1331](#)**

Amendment to County Contract 7470-0001 SERV, issued to My Green House HVAC, LLC, through Community Services' Weatherization Program, to reduce the contract in the amount of \$50,000, to offset the increase to Healthy Air Heating & Air, Inc., to provide heating and air (HVAC) services, resulting in an amended contract total of \$816,434, a decrease of 5.77%. Grant funded. (Community Services)

9. RESIDENCY WAIVERS - JANELLE CHADWICK**10. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK****11. COMMUNITY SERVICES UPDATE - MARY KEATING****12. OLD BUSINESS****13. NEW BUSINESS****14. ADJOURNMENT**



Minutes

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

File #: 25-1329

Agenda Date: 5/20/2025

Agenda #: 5.A.



DU PAGE COUNTY

Human Services

Final Summary

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

Tuesday, May 6, 2025

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:30 AM.

2. ROLL CALL

Other Board members present: Member Lucy Evans, Member Saba Haider, Member Andrew Honig, and Member Yeena Yoo

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Conor McCarthy and Renee Zerante (State's Attorney Office), Tim Harbaugh and Catherine Figlewski (Facilities Management), Mary Catherine Wells, Keith Jorstad, Katrina Holman (Finance), Donna Weidman (Procurement), Mary Keating, Natasha Belli, and Julie Hamlin (Community Services), and Janelle Chadwick (Administrator of the DuPage Care Center)

PRESENT	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze
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3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Schwarze welcomed the visiting county board members, Member Lucy Evans, Member Saba Haider, Member Andrew Honig, and Member Yeena Yoo.

He added that Mary Catherine Wells, the Deputy Chief Financial Officer, will speak regarding the small human services grant fund during 'Old Business'.

On May 14, Loaves & Fishes will be giving a tour of their updated facility at 1:00 p.m. There will be an opportunity to volunteer. Chair Schwarze encouraged all to attend. The staff will also be discussing the expansion plan for Loaves & Fishes.

Member LaPlante arrived at 9:32 a.m.

5. APPROVAL OF MINUTES

5.A. [25-1211](#)

Human Services Committee - Regular Meeting - Tuesday, April 15, 2025

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

6. COMMUNITY SERVICES - MARY KEATING**6.A. [FI-R-0070-25](#)**

Acceptance and appropriation of the Illinois Department of Healthcare and Family Services Access and Visitation Grant PY26 Intergovernmental Agreement No. 2026-55-024-IGA-B, Company 5000 - Accounting Unit 1670, in the amount of \$102,000. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

6.B. [FI-R-0072-25](#)

Revision to Personnel Budget. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

7. DUPAGE CARE CENTER - JANELLE CHADWICK**7.A. [FI-R-0079-25](#)**

Acceptance and appropriation of additional funding for the DuPage Care Center Fund, Company 1200 - Accounting Unit 2040, in the amount of \$724,500. (DuPage Care Center)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

7.B. [HS-P-0021-25](#)

Recommendation for the approval of a contract purchase order to AirGas USA, LLC, for liquid medical oxygen central supply system, for the DuPage Care Center, for the period June 1, 2025 through May 31, 2029, for a total contract amount not to exceed \$125,661.21; per bid #25-031-DCC.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

7.C. [HS-P-0022-25](#)

Recommendation for the approval of a contract to Wight & Company, to provide Professional Architectural and Engineering Design, for modernization and upgrades to the DuPage Care Center East Building, for the period May 13, 2025 through May 31, 2026, for a contract total not to exceed \$724,500. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Lynn LaPlante
SECONDER:	Paula Garcia

7.D. [25-1212](#)

Recommendation for the approval of a contract purchase order to Medline Industries, for replacement recliners for the residents at the DuPage Care Center, for the period May 7, 2025 through November 30, 2025, for a contract total amount not to exceed \$27,949.45. Contract pursuant to the Intergovernmental Cooperation Act (OMNIA Contract #2021003157).

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

8. BUDGET TRANSFERS

8.A. [25-1213](#)

Transfer of funds from account no's 5000-1765-50000 (regular salaries), 5000-1765-51010 (employer share I.M.R.F.), 5000-1765-51030 (employer share social security), 5000-1765-51040 (employee medical & hospital insurance), 5000-1765-53260 (wireless communication service), 5000-1765-53510 (travel expense), 5000-1765-53610 (instruction & schooling), and 5000-1765-52200 (operating supplies & materials), to account no's 5000-1765-52220 (wearing apparel) and 5000-1765-52240 (promotion materials) in the amount of \$21,176 to cover the purchase of uniform and promotional items for the 211 Illinois Program Grant. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

9. TRAVEL**9.A. [25-1214](#)**

Community Services Director to attend the NACo Annual Conference in Philadelphia, Pennsylvania from July 9, 2025 through July 15, 2025. Expenses to include registration, transportation, lodging, and per diems for an approximate total of \$3,720.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Lynn LaPlante
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

10. CONSENT ITEMS**Motion to Combine Items**

Member Cahill moved and Member Galassi seconded a motion to combine items 10.A. through 10.D. The motion was approved on voice vote, all "ayes".

10.A. [25-1215](#)

Advacare Systems, Contract 6922-0001 SERV - This Purchase Order is decreasing in the amount of \$30,392.16 and closing due to purchase order has expired.

10.B. [25-1216](#)

KCI USA, Inc, Contract 6905-0001 SERV - This Purchase Order is decreasing in the amount of \$22,449.76 and closing due to purchase order has expired.

10.C. [25-1217](#)

McKesson Medical-Surgical Government Solutions, Contract 5328-0001 SERV - This Purchase Order is decreasing in the amount of \$453,494.87 and closing due to Purchase Order has expired.

10.D. [25-1218](#)

Performance Foodservice, Contract 6921-0001 SERV - This Purchase Order is decreasing in the amount of \$17,476.14 and closing due to Purchase Order has expired.

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Cynthia Cronin Cahill
SECONDER:	Kari Galassi
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

11. RESIDENCY WAIVERS - JANELLE CHADWICK

No residency waivers were offered.

12. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Janelle Chadwick, Administrator of the DuPage Care Center, stated the dementia unit, 3 center, was approved by the Illinois Department of Public Health (IDPH) for occupancy yesterday. Three units have been completed, each experiencing a different process with the state. Variations occurred between different departments and/or staff such as licensure, certification, and healthcare regulation.

The Care Center has numerous people waiting to be admitted into the dementia unit in addition to their current residents.

The Care Center does not have any covid cases and is mask free.

Chair Schwarze asked about the residents moving from floor two to floor three. Ms. Chadwick replied that having been completed, the dementia unit moved with floor two to floor three. Technically, the Care Center is currently down three units. Ms. Chadwick expects to move the residents to 3center by Monday, which she anticipates will open some more space on floor three. Construction has already started on 2north and 2south, already completing the mitigation, with demolition expected to convene in some areas this week.

13. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, gave an update on the Northern Illinois Food Bank's (NIFB) new registrants since January. NIFB has an online database that 21 agencies use but does not include the People's Resource Center and Loaves & Fishes. The numbers remain steady monthly between the 21 agencies tallied: January - 1569, February - 1494, March - 1514, and April - 1479. NIFB will be providing this data on an ongoing basis as requested.

Ms. Keating spoke regarding the president's proposed 2026 budget, which may affect all the services provided within Community Services.

In President Trump's first administration, he proposed the elimination of the same programs. Congress reinstated all of them. Staff will be keeping a close eye on the various committees and appropriations as they see the mark-ups. There are several coalitions from NACo to NACCED, such as coalitions for aging and coalitions for community action agencies that are reaching out to members of Congress. The legislative committee and/or Finance may want to engage their concerns to the Illinois members of Congress.

Member Cahill Cronin requested Ms. Keating report any updates from the NACo conference in July. Ms. Keating replied that NACo offers frequent webinars. They just completed 'the First 100 Days', providing updates on what is happening with executive orders, immigration, budgets, et al.

14. OLD BUSINESS

Mary Catherine gave an update on the small human services grant program, stating each of the six districts will receive \$175,000 for their constituents for food insecurity. There were 34 eligible applications, district 4 being the only district surpassing the \$175,000 allocation with agencies' requests totaling \$226,000.

Ms. Wells stated the members will receive the packet of applications by the close of business on May 6. The packet will include four things:

1. Directions
2. Summary spreadsheet showing the eligible projects
3. Staff review showing all the steps and contributors in the process, a more concise explanation of the project
4. The agencies' applications

The Finance team has established a return date of May 14 to submit recommendations, allowing for the members' selections to be on the May 20 Human Services agenda.

Member LaPlante felt the May 14 deadline will not be enough time for district 4 as they have a large amount of information to sift through. Member Galassi suggested that all other districts submit their findings before May 14 to ease the burden on the Finance Department and to allow district 4 to extend their review through May 15.

Chair Schwarze requested the members communicate with the rest of the members of their districts and be sure that they all agree on how they will fund their agencies. The chair asked for all questions to be directed at him, and he will attempt to answer what he can and be a buffer between the Finance Department, the Assistant State's Attorney, and the county board members. Chair Schwarze explained that any unspent dollars within each district under \$175,000 will remain in the food insecurity bank. There will be no sharing of funds between districts, which has been previously discussed and voted upon by the committee.

15. NEW BUSINESS

No new business was discussed.

16. ADJOURNMENT

With no further business, the meeting was adjourned at 9:56 AM.



Change Order

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

File #: 25-1330

Agenda Date: 5/20/2025

Agenda #: 6.A.

HS-P-0040A-24
AMENDMENT TO COUNTY CONTRACT HS-P-0040-24
ISSUED TO HEALTHY AIR HEATING & AIR, INC.
TO PROVIDE MECHANICAL (HVAC) AND ARCHITECTURAL
WEATHERIZATION LABOR AND MATERIALS
(INCREASE ENCUMBRANCE \$50,000)

WHEREAS, HS-P-0040-24, was approved by the County Board October 22, 2024; and

WHEREAS, the Human Services Committee recommends changes as stated in the Change Order Notice to County Contract 7431-0001 SERV, issued to Healthy Air Heating & Air, Inc., to provide mechanical (HVAC) and architectural weatherization labor and materials, to the Weatherization Department, to increase the contract by \$50,000, resulting in an amended contract total of \$916,434, an increase of 5.77%.

NOW, THEREFORE, BE IT RESOLVED that the County Board adopt the Change Order Notice to County Contract 7431-0001 SERV, issued to Healthy Air Heating & Air, Inc., to provide mechanical (HVAC) and architectural weatherization labor and materials, to the Weatherization Department, to increase the contract by \$50,000, resulting in an amended contract total of \$916,434, an increase of 5.77%.

Enacted and approved this 27th day of May, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

HS 5/20
E1+ CB 5/27

Date: May 9, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 7431	Original Purchase Order Date: Oct 22, 2024	Change Order #: 2	Department: WEX
Vendor Name: HEALTHY AIR HEATING & AIR INC.		Vendor #: 14166	Dept Contact: GINA STRAFFORD
Background and/or Reason for Change Order Request:	Increase purchase order by \$50,000.00. Increase line 4 by \$50,000.00 from \$104,494.00 to \$154,494.00 New contract total \$916,434.00		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

INCREASE/DECREASE		
A	Starting contract value	\$866,434.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$866,434.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$50,000.00
E	New contract amount (C + D)	\$916,434.00
F	Percent of current contract value this Change Order represents (D / C)	5.77%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	5.77%
DECISION MEMO NOT REQUIRED		

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

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

VC	6184	May 9, 2025	X	6444	5/9/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
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



Decision Memo

Procurement Services Division

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

Date: May 9, 2025

File ID #:

Purchase Order #: 7431

Requesting Department: WEX	Department Contact: GINA STRAFFORD
Contact Email: gina.strafford@dupagecounty.gov	Contact Phone: 6444
Vendor Name: HEALTHY AIR HEATING & AIR INC.	Vendor #: 14166

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

Increase contract by \$50,000 to cover expenses for services occurred during the contract time period.

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

Increase contract for service already occurred. This will result a decrease of PO# 7470 My Green House HVAC, LLC.

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

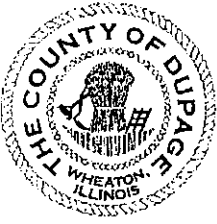
Request for Proposal 24-099-WEX

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

- 1) Approve the increase to Healthy Air Heating & Air to continue servicing.
- 2) Do not approve and risk not bring able to service customers.
- 3) With work completed or in-progress is it not advisable to select a different provider.

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

No fiscal impact.



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	24-099-WEX
COMPANY NAME:	HEALTHY AIR HEATING & AIR, INC.
CONTACT PERSON:	PIOTR BLASZCZYK
CONTACT EMAIL:	healthyairheatingandair@gmail.com

Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

☐ Yes

☒ No

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

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

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

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

☐ Yes

☒ No

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

NAME	PHONE	EMAIL

Section III: Violations

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

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

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

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

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

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

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

Printed Name: Piotr Blaszczyk Signature: _____

Title: PRESIDENT Date: 5/9/2025



Action Item

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

File #: 25-1340

Agenda Date: 5/20/2025

Agenda #: 6.B.

EXHIBIT A

GRANT AGREEMENT BETWEEN THE COUNTY OF DUPAGE
AND [INSERT AGENCY]
FOR "ROUND 2" OF THE SMALL AGENCY GRANT PROGRAM (ARPA INTEREST)

WHEREAS, the County of DuPage ("County") is a body corporate and politic; and

WHEREAS, [INSERT AGENCY] ("Agency") is a 501(c)(3) organization which meets the required eligibility criteria as set forth in Resolution FI-R-0017-25; and

WHEREAS, the County appropriated \$1,050,000 (ONE MILLION FIFTY AND 00/100 DOLLARS) to fund "Round 1" of the Small Agency Grant Program in fiscal year 2023; and

WHEREAS, the County appropriated an additional \$1,050,000 (ONE MILLION FIFTY AND 00/100 DOLLARS) to fund "Round 2" of the Small Agency Grant Program in Fiscal Year 2025; and

WHEREAS, the County shall fund "Round 2" of the Small Agency Grant Program ("Program") with investment earnings from the American Rescue Plan Act of 2021 ("ARPA") (P.L. 117-2); and

WHEREAS, County funding for each grant award shall be greater than or equal to \$5,000 and less than or equal to \$30,000; and

WHEREAS, the County's funding for each Agency is not a donation and must be used to support a specific economic development or human services program and/or service as set forth in Resolution FI-R-0017-25; and

WHEREAS, the County and the Agency are hereafter sometimes referred to as the "Party" and collectively referred to herein as "the Parties"; and

WHEREAS, the Parties have prepared this Agreement to govern the distribution of the grant funds identified above.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

1. **Purpose of the Agreement.** The Purpose of this Agreement is to define eligibility, describe the selection process, establish reporting requirements, and provide funding for eligible expenses.

2. **Eligibility.** To be eligible for the Small Agency Grant Program, an Agency must:
- i. Be a 501(c)(3) organization.
 - ii. Have a 501(c)(3) status that has not been revoked by the Internal Revenue Service (IRS).
 - iii. Be in good standing with the Illinois Secretary of State.
 - iv. Be located in DuPage County based on the address reflected on the Illinois Secretary of State Good Standing Certificate and on the AG990-IL form.
 - v. Have either:
 - a. An annual revenue under \$300,000 based on its most recently filed AG990-IL tax form; or
 - b. An average annual revenue under \$300,000 based on its past three years of filed historical AG990-IL tax forms.
 - vi. Provide a specific program and/or service in an area of human services or economic development including:
 - a. Economic development including job readiness and literacy,
 - b. Education and mentoring,
 - c. Housing and shelter,
 - d. Behavioral health services,
 - e. Substance use disorder treatment, or
 - f. Food assistance.
 - vii. Complete an application detailing the specific activities and outcomes of the program and/or service to be supported by County funds.
 - viii. Have eligible program and/or service expenses from the time period of June 1, 2025 through May 31, 2026.
 - ix. If applicable, have successfully completed the reporting requirements for the fiscal year 2023 "Round 1" Small Agency Grant Program; and
3. **Eligible Uses.** Funds appropriated by the DuPage County Board for disbursement under this Agreement shall be used for eligible expenses incurred from June 1, 2025 through May 31, 2026. Funds must be used support programs and/or services which address an area of economic development or human services including: (1) economic development including job readiness and literacy; (2) education and mentoring; (3) housing and shelter; (4) behavioral health services; (5) substance use disorder treatment; or (6) food assistance.
4. **Selection Process.** Eligible applicants must submit their application(s) through the County's Small Agency Grant Program on-line portal. The portal will be open from January

29, 2025 through April 4, 2025. County staff will review the applications for completeness. Staff will also determine the County Board district based on the Agency's address provided on the AG990-IL form. The three County Board members from each district will review the applications from their respective districts. As a team, the three district County Board members will make recommendations to the Human Services Committee on selected agencies. Each district team shall recommend awards not to exceed a total of \$175,000 such that the total for all six districts does not exceed \$1,050,000.

5. **Recitals.** The recitals to this Agreement are incorporated as though set forth fully herein.
6. **Term.** This Agreement shall remain in effect through June 30, 2026. Sections 7 through 18 of this Agreement shall remain in effect indefinitely and shall survive the termination of this Agreement.
7. **Termination, Breach.** This Agreement may be terminated upon thirty (30) days' notice to the other Party with the written consent of the other Party. All terms of this Agreement shall be considered material terms and therefore all breaches shall be deemed material breaches. In the event of a breach of this Agreement by any Party, the non-breaching Party shall provide the breaching Party with written notice of the breach and shall provide a period of not less than thirty (30) days to cure said breach.
8. **Venue, Applicable Law.** The exclusive venue for disputes arising from this Agreement shall be the 18th Judicial Circuit Court, sitting in Wheaton, Illinois. This Agreement shall be governed by the laws of the State of Illinois.
9. **Payment.** The County agrees to pay the Agency an amount not to exceed the amount awarded in Exhibit B. Payment is contingent upon: (1) compliance with County rules and regulations; (2) County Board Member district review and recommendation; (3) follow-up responses to all County staff inquiries; (4) Accounts Payable review by Finance Staff and County Audit Staff; and (5) completion of a fully executed Agreement with terms specific to the Agency's grant application, if needed. Payment for eligible expenses authorized under this Agreement shall be in the form of a check. Checks will be presented to the awarded agencies at a grant reception ceremony held at the DuPage County Wheaton campus.
10. **Report to the County.** The Agency shall submit one final report to the County no later than June 30, 2026 via the County's on-line portal. Said report shall include total cumulative expenditures and supporting documentation or invoices that verify these expenses. In addition, the Agency shall submit

with the final report a performance measure or measures which demonstrates the service(s) provided (e.g., number of total households served).

11. **Audit.** The use of these funds may be audited and reviewed. The Agency agrees to retain and provide access to all financial records and documents related to the grant for a period of seven (7) years for audit purposes.
12. **Review of Operations.** The County may monitor and conduct an evaluation of operations funded. An evaluation may include a visit from County personnel to observe and review the Agency's financial reports and materials relating to the activities financed.
13. **Clawback, Liquidated damages.** Should the Agency fail to use all of the funds distributed prior to May 31, 2026, the Agency shall return all unused funds to the County. Further, in the event that an entity authorized by law audits the County's disbursement of funds and determines that the funds disbursed to the Agency were used for purposes other than those permitted under this Agreement, the Agency agrees to indemnify the County and hold the County harmless against any and all liabilities, including judgments, costs and reasonable counsel fees, related to the disbursement of funds to the Agency.
14. **Assignment.** Neither Party shall assign performance under this Agreement, nor shall either Party transfer any right or obligation under this Agreement without the express written approval of the County.
15. **Amendment.** Any amendment to the terms of this Agreement must be in writing and will not be effective until it has been executed and approved by the same Parties who approved and executed the original Agreement or their successors in office.
16. **Waiver.** If the County fails to enforce any provision of this Agreement, that failure does not waive said provision or the County's right to enforce it.
17. **Sole Agreement.** This Agreement contains all negotiations between the County and Agency. No other understanding regarding this grant Agreement, whether written or oral, may be used to bind either Party.
18. **Liability.** The Agency agrees to indemnify, save, and hold the County, its officers, agents and employees, harmless from any claims or causes of action, including attorney's fees incurred by the County, arising from the performance of this Agreement by the Agency, its officers, agents or employees. This clause will not be construed to bar any legal remedies the Agency may have for the County's failure to fulfill any

of the County's obligations under this Agreement. Notwithstanding any provisions of this Agreement to the contrary, indemnification under Section 13 of this Agreement shall be limited to the Agency's allocation, less any amount unspent pursuant to Section 9 of this Agreement.

THUS, in witness thereof, the Parties have executed this Agreement on the date first written below.

The County of DuPage

By: _____
Print Name: _____
Title: _____
Date: _____

[INSERT AGENCY]

By: _____
Print Name: _____
Title: _____
Date: _____

EXHIBIT B

SMALL AGENCY GRANT PROGRAM (ROUND #2)

Applications Recommended for Approval

DISTRICT 1

District	Agency Name	Amount	Total
1	The Center Coracles	\$ 26,880	
1	United Community Concerns Association	\$ 29,000	
1	Elmhurst Walk-In Assistance Network	\$ 30,000	
1	Paws For Kids For Paws (DBA Paws 4 Kids 4 Paws)	\$ 30,000	
			\$ 115,880

DISTRICT 2

District	Agency Name	Amount	Total
2	Guardian Corps of America	\$ 5,000	
2	You Matter Inc. NFP	\$ 30,000	
2	The Harambee Initiative, Inc. (THI)	\$ 29,800	
			\$ 64,800

DISTRICT 3

District	Agency Name	Amount	Total
3	Westmont Lions Foundation	\$ 30,000	
3	Youth 4 Excellence Inc.	\$ 30,000	
3	Burr Ridge Community Park Foundation	\$ 10,000	
3	Darien Lions Club Foundation	\$ 30,000	
			\$ 100,000

DISTRICT 4

District	Agency Name	Amount	Total
4	D41 Kids Foundation	\$ 7,500	
4	DoodleBug Workshop Vocational Training Center	\$ 30,000	
4	My Half	\$ 25,000	
4	CREO DuPage Ltd.	\$ 15,000	
4	Serenade Love Your Neighbor, nfp	\$ 10,000	
4	The GardenWorks Project	\$ 5,000	
4	Restorative Resources Foundation of DuPage County	\$ 5,000	
4	St. Sophia's Forgotten Felines	\$ 17,500	
4	The Baton Pass	\$ 30,000	
4	Glen Ellyn Youth and Family Counseling Services	\$ 30,000	
			\$ 175,000

DISTRICT 5

District	Agency Name	Amount	Total
5	Orchestra Parents/Patrons' United Support (OPUS)	\$ 17,450	
5	Chinese American Women in Action (CAWA)	\$ 26,500	
5	Community Access Naperville Inc	\$ 15,000	
5	Accelerate Climate Solutions	\$ 30,000	
5	Naperville Neighbors United (NNU)	\$ 30,000	
5	Naperville Seniors in Action (d/b/a Ride Assist Naperville)	\$ 15,000	
5	O.L.I. Gardens, Inc.	\$ 25,356	
			\$ 159,306

DISTRICT 6

District	Agency Name	Amount	Total
6	The Awakenings Project	\$ 6,350	
6	Repeat Boutique	\$ 30,000	
6	My Child's Life Matters Inc.	\$ 30,000	
6	Kids Against Hunger - Illinois	\$ 30,000	
			\$ 96,350

Small Agency Grant Program ("Round 2") Total:	\$ 711,336	\$ 711,336
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Care Center Requisition \$30,000 and Over

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

File #: HS-P-0023-25

Agenda Date: 5/20/2025

Agenda #: 7.A.

AWARDING RESOLUTION ISSUED TO
KEURIG DR. PEPPER/THE AMERICAN BOTTLING COMPANY
TO PROVIDE BEVERAGES AND FOUNTAIN DRINKS
FOR THE DUPAGE CARE CENTER AND CAFÉ'S ON COUNTY CAMPUS
(CONTRACT TOTAL AMOUNT \$30,600.00)

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

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract to Keurig Dr. Pepper/The American Bottling Company, to provide beverages and fountain drinks, for the period of July 30, 2025 through July 29, 2026, for the DuPage Care Center and Café's on County Campus.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide beverages and fountain drinks, for the period of July 30, 2025 through July 29, 2026 for the DuPage Care Center and Café's on County Campus under bid renewal #22-056-DCC, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Keurig Dr. Pepper/The American Bottling Company, 400 North Wolf Road, Suite A, Northlake, Illinois 60164, for a contract total amount of \$30,600.00.

Enacted and approved this 27th day of May, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1266	RFP, BID, QUOTE OR RENEWAL #: 22-056-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$50,900.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 05/20/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$115,500.00
	CURRENT TERM TOTAL COST: \$30,600.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
Vendor Information		Department Information	
VENDOR: Keurig Dr. Pepper/The American Bottling Company	VENDOR #: 29088	DEPT: DuPage Care Center	DEPT CONTACT NAME: Mario Plata
VENDOR CONTACT: Susan Milbratz	VENDOR CONTACT PHONE: 708-990-0492	DEPT CONTACT PHONE #: 630-784-4416	DEPT CONTACT EMAIL: mario.plata@dupagecounty.gov
VENDOR CONTACT EMAIL: susan.milbratz@kdrp.com	VENDOR WEBSITE:	DEPT REQ #: 7509	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Beverages & fountain drinks, for the DuPage Care Center and Cafes' on County Campus, for the period July 30, 2025 through July 29, 2026, for a contract total not to exceed \$30,600.00, under bid renewal #22-056-DCC, third and final optional renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To enhance menu variety with the County Cares as well as catering needs for scheduled various County meetings, seminars & gatherings.			

SECTION 2: DECISION MEMO REQUIREMENTS

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

SECTION 3: DECISION MEMO

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

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Keurig Dr. Pepper/The American Bottling Company	Vendor#: 29088	Dept: DuPage Care Center	Division: Dining Services
Attn: Susan Milbratz	Email: susan.milbratz@kdrp.com	Attn: Mario Plata	Email: Mario.plata@dupagecounty.gov
Address: 400 N. Wolf Road, Ste A	City: Northlake	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60164	State: IL	Zip: 60187
Phone: 708-990-0492	Fax:	Phone: 630-784-4416	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Keurig Dr. Pepper/The American Bottling Company	Vendor#:	Dept: DuPage Care Center	Division:
Attn: Accts Payables	Email: AP.invoicing@dpsg.com	Attn: Mario Plata	Email: Mario.plata@dupagecounty.gov
Address: 21431 Network Place	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60673-1214	State: IL	Zip: 60187
Phone: 972-673-7000 #6	Fax:	Phone: 630-784-4416	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): July 30, 2025	Contract End Date (PO25): July 29, 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		Beverages & Fountain Drinks	FY25	1200	2025	52210		2,400.00	2,400.00
2	1	EA		Beverages & Fountain Drinks	FY25	1200	2100	52210		7,800.00	7,800.00
3	1	EA		Beverages & Fountain Drinks	FY26	1200	2025	52210		5,800.00	5,800.00
4	1	EA		Beverages & Fountain Drinks	FY26	1200	2100	52210		14,600.00	14,600.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 30,600.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Beverages & fountain drinks, for the DuPage Care Center and Cafes' on County Campus, for the period July 30, 2025 through July 29, 2026, for a contract total not to exceed \$30,600.00, under bid renewal #22-056-DCC, third and final optional renewal.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. May 20, 2025 Human Services Committee May 27, 2025 County Board Meeting
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



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

CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Keurig Dr. Pepper dba The American Bottling Company, located at 400 N Wolf Road, Suite A, Northlake, IL 60164, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #22-056-DCC which became effective on 7/30/2022 and which will expire 7/29/2025. The contract is subject to the third of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 7/29/2026.

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

THE COUNTY OF DUPAGE

Signature on File

SIGNATURE

SIGNATURE

Brian Rovik

PRINTED NAME

James Hall

PRINTED NAME

Buyer I

PRINTED TITLE

Supervisor, Immediate Consumption

PRINTED TITLE

4/29/25

DATE

DATE



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
CANNED & BOTTLED BEVERAGES 22-056-DCC
BID TABULATION



				The American Bottling Company	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Soda - 20 oz. Bottle (Case of 24)	CS	1,990	\$ 18.50	\$ 36,815.00
2	Soda - 12 oz. Can (Case of 24)	CS	30	\$ 8.25	\$ 247.50
3	Sport Drink - 20 oz. Bottle (Case of 24)	CS	360	\$ 18.00	\$ 6,480.00
4	Water - 20 oz. Bottle (Case of 24)	CS	260	\$ 12.00	\$ 3,120.00
5	MIX BOX (BIB) 2.5 Gallon Standard	GAL	30	\$ 47.80	\$ 1,434.00
6	MIX BOX (BIB) 5 Gallon Standard	GAL	45	\$ 91.70	\$ 4,126.50
GRAND TOTAL					\$ 52,223.00

NOTES

Bid Opening 6/9/2022 @ 2:30 PM	VC, SJ
Invitations Sent	5
Total Vendors Requesting Documents	0
Total Bid Responses	1

Contractor shall provide a general history, description, and status of their Company.

SECTION 7 - BID FORM PRICING

Any quantities shown are estimated and are provided for bid canvassing purposes.

NO	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Soda - 20 oz. Bottle (Case of 24)	CS	1,990	\$ 18.50	\$ 36,815
2	Soda - 12 oz. Can (Case of 24)	CS	30	\$ 8.25	\$ 247.50
3	Soda Drink - 20 oz. Bottle (Case of 24) Snapple 16oz	CS	360	\$ 18.00	\$ 6480
4	Water - 20 oz. Bottle (Case of 24)	CS	260	\$ 12.00	\$ 3120
5	MIX BOX (BIB) 2.5 Gallon Standard	GAL	30	\$ 47.80	\$ 1434
6	MIX BOX (BIB) 5 Gallon Standard	GAL	45	\$ 91.70	\$ 4126.50
GRAND TOTAL					\$ 52,223
GRAND TOTAL (In words)					

PRODUCT DONATION

Keurig Dr Pepper will provide an annual 30 case product donation (12oz cans/15.9oz bottled water) to be used as mutually agreed upon for special events

SECTION 8 - BID FORM SIGNATURE PAGE

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

Signature on File

X _____
(Signature and Title)
Susan Milbratz-Business Development Representative

CORPORATE SEAL
(If available)

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

Subscribed and sworn to before me this 3 day of JUNE AD, 2023

Signature on File

MARCIA ANN BLACKBURN My Commission Expires: 3-16-2024
(Notary Public)



**SECTION 9 - MANDATORY FORM
CANNED & BOTTLED BEVERAGES 22-056-DCC**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	KEURIG DR PEPPER		
Main Business Address	400 N Wolf Road - Suite A		
City, State, Zip Code	Northlake, IL 60164		
Telephone Number	708-990-0492	Email Address	susan.milbratz@kdrp.com
Bid Contact Person	Susan Milbratz		

The undersigned certifies that he is:

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

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

Paul Bartone-Director, Immediate Consumption

James Hall, Supervisor, Immediate Consumption

~~(XXXXXX XXXX)~~

~~(XXXXXX XXXX)~~

Sijifredo Diaz, Manager, Immediate Consumption

~~(XXXXXX XXXX)~~

~~(XXXXXX XXXX)~~

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

Addenda No. __, ____, ____, and ____ issued thereto.

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

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

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

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

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

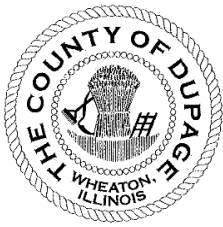
Further, the Bidder certifies that he has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

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

CONTRACT ADMINISTRATION INFORMATION:

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	Keurig Dr Pepper	NAME	The American Bottling Company DBA Keurig Dr Pepper
CONTACT	Susan Milbratz	CONTACT	Accounts Payable
ADDRESS	400 N Wolf Road - Suite A	ADDRESS	21431 Network Place
CITY ST ZIP	Northlake, IL 60164	CITY ST ZIP	Chicago, IL 60673-1214
TX	708-990-0492	TX	972-673-7000 #6
FX	708-947-5113	FX	
EMAIL	susan.milbratz@kdrp.com	EMAIL	AP.Invoicing@dpsg.com
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Finance Department 421 North County Farm Road Wheaton, IL 60187 TX: (630) 407-6193		DuPage County Care Center Attn: Mario Plata 400 North County Farm Road Wheaton, IL 60187 TX: (630) 407-4416	
		DuPage County JTK Administration Building Attn: Rafael Lopez 421 North County Farm Road Wheaton, IL 60187 TX : (630) 407-5760	
		DuPage County Judicial Office Facility Attn: Tom Fiala 505 North County Farm Road Wheaton, IL 60187 TX : (630) 407-8293	

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



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	22-056-DCC
COMPANY NAME:	Keurig Dr Pepper
CONTACT PERSON:	Susan Milbratz
CONTACT EMAIL:	susan.milbratz@kdrp.com

Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

☐ Yes

☒ No

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

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

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

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

☐ Yes

☒ No

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

NAME	PHONE	EMAIL

Section III: Violations

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

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

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

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

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

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

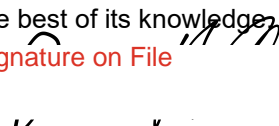
Section IV: Certification

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

Signature on File

Printed Name: James Hall

Signature



Title: Supervisor, Immediate Consumption

Date:

4/29/25



Consent Item

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

File #: 25-1331

Agenda Date: 5/20/2025

Agenda #: 8.A.



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

Date: May 9, 2025

MinuteTraq (IQM2) ID #:

Consent
HS 5/20
CB 5/27

Purchase Order #: 7470	Original Purchase Order Date: Oct 22, 2024	Change Order #: 2	Department: WEX
Vendor Name: MY GREEN HOUSE HVAC, LLC.		Vendor #: 45320	Dept Contact: GINA STRAFFORD
Background and/or Reason for Change Order Request:	Decrease purchase order by \$50,000.00. Decrease line 4 by \$50,000.00 from \$104,494.00 to \$54,494.00 New contract total \$816,434.00		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

INCREASE/DECREASE		
A	Starting contract value	\$866,434.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$866,434.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$50,000.00)
E	New contract amount (C + D)	\$816,434.00
F	Percent of current contract value this Change Order represents (D / C)	-5.77%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-5.77%
DECISION MEMO NOT REQUIRED		

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

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

VC	6184	May 9, 2025	X	1444	5/9/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	5-125-2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		