



DU PAGE COUNTY

Environmental Committee

Summary

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

Tuesday, November 5, 2024

8:30 AM

Room 3500A

1. CALL TO ORDER

8:30 A.M. meeting was called to order by Chair Sheila Rutledge at 8:30 A.M.

2. ROLL CALL

PRESENT	Evans, Garcia, LaPlante, and Rutledge
ABSENT	Covert, and Cronin Cahill

3. CHAIRWOMAN'S REMARKS - CHAIR RUTLEDGE

3.A. DuPage Pollinator Mapping

Chair Rutledge thanked Member Evans for her leadership and collaboration with the GIS division and environmental organizations to map out pollinator deficits within the county. Member Evans explained that this is an effort to see where pollinators are, what can be changed to the habitat, and give people the opportunity to see how they can contribute to a healthy pollinator habitat on their own properties.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [24-2938](#)

Environmental Committee Minutes - Regular Meeting - Tuesday, October 1, 2024

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Paula Garcia

6. PARENT COMMITTEE APPROVAL

6.A. [FI-R-0203-24](#)

Acceptance and appropriation of the Metropolitan Mayors Caucus Recycling, Education, & Outreach Grant PY24, Company 5000 - Accounting Unit 1006, \$83,338. (Facilities Management)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Lucy Evans

7. STAFF REPORTS

7.A. [24-2939](#)

America Recycles Day

Joy Hinz, Environmental and Sustainability Programs Manager, shared that America Recycles Day is November 15. It is an initiative of Keep America Beautiful and a nationally recognized day dedicated to and celebrating recycling. The U.S. EPA is observing the day and will be promoting recycling in support of the National Recycling Goal to increase the recycling rate 50% by 2030. Staff will be sharing resources on the Cool DuPage social media platforms.

Hinz informed members that the U.S. EPA has awarded CMAP (Chicago Metropolitan Agency for Planning) a grant to do a comprehensive climate action plan with 13 counties along with Wisconsin and Indiana. The data CMAP gathered and calculated from 2020 includes emissions by a variety of sectors. The climate action plan will be finalized by December 1, 2025 and submitted to the U.S. EPA. This plan will come to Environmental Committee for discussion and possible approval at that time. Joy Hinz and Ian Johnstone (Facilities Management Capital Project Energy Analyst) answered questions from Member Evans and Member LaPlante, clarifying and elaborating on the breakdown of the action plan at the county level and timeline.

8. INFORMATIONAL

8.A. [SM-P-0029-24](#)

Recommendation for the approval of a contract issued to School and Community Assistance for Recycling and Composting Education (SCARCE), for Professional Education Services, for Stormwater Management, for the period of December 1, 2024 through November 30, 2025, for a contract total not to exceed \$235,000 (\$85,000 Stormwater and \$150,000 Environmental). Per RFP #23-114-SWM, first of three optional renewals.

RESULT:	ACCEPTED AND PLACED ON FILE
MOVER:	Paula Garcia
SECONDER:	Lucy Evans

9. PRESENTATIONS

9.A. SCARCE

Kay McKeen, Executive Director of SCARCE, presented an overview of Earth Flag awards, composting partnership with The Morton Arboretum, past and present recycling events hosted in various townships, the increased awareness of Green Your Gig dishes, the impact of the Reuse Center, the success of the Repair Fairs, and provided details for the pumpkin smash, cooking oil recycling pop-ups, and holiday light recycling.

McKeen shared her collaboration with the Garden Clubs in an effort to discourage the uplighting of trees to protect wildlife.

Chair Rutledge and McKeen discussed the fee for recycling electronics at some township locations.

10. OLD BUSINESS

Member LaPlante inquired about increasing the budget for Environmental in order to do more in comparison to the size of the county in addition to conversations about climate change. Nick Kottmeyer, Chief Administrative Officer & Director of Public Works, and Tim Harbaugh, Deputy Director of Facilities Management, discussed the adjustments that have been made thus far to substantially impact Environmental and the resources that have become available. Chair Rutledge shared she would like to see the conversation about home rule move forward in order to have the jurisdiction to do more environmentally.

Member Evans and Nick Kottmeyer, discussed the quantification of the county's efforts in environmental sustainability.

Vice Chair Garcia shared a reminder for sign recycling taking place on campus November 15th and 16th.

11. NEW BUSINESS

No new business was discussed.

12. ADJOURNMENT

With no further business, the meeting was adjourned at 8:57 A.M.



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: 24-2938

Agenda Date: 11/5/2024

Agenda #: 5.A.



DU PAGE COUNTY

Environmental Committee

Summary

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

Tuesday, October 1, 2024 **8:30 AM** **Room 3500A**

1. CALL TO ORDER

8:30 A.M. meeting was called to order by Chair Sheila Rutledge at 8:34 A.M.

2. ROLL CALL

PRESENT	Cronin Cahill, Garcia, LaPlante, and Rutledge
ABSENT	Covert, and Evans

3. CHAIRWOMAN'S REMARKS - CHAIR RUTLEDGE

3.A. [24-2612](#)
2024 Fall Sign Recycling Event

Chair Rutledge clarifies that the sign recycling event is for collection of political signs as well as any corrugated plastic and cardboard signs. Joy Hinz, Environmental and Sustainability Programs Manager, shared that the recycling event is Friday, November 15th and Saturday, November 16th.

4. PUBLIC COMMENT

Kay McKeen, Executive Director of SCARCE, stated that October is energy awareness month and shared upcoming events such as the Repair Fair and the Pumpkin Smash.

5. APPROVAL OF MINUTES

5.A. [24-2613](#)
Environmental Committee Minutes - Regular Meeting - Tuesday, September 3, 2024

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Paula Garcia

6. CONSENT ITEMS

6.A. [24-2614](#)
Environmental Division - Aptim Corp. DBA Aptim Environmental & Infrastructure LLC, PO 6304-0001 SERV. This contract is decreasing in the amount of \$16,810.47 and closing due to the contract expiring.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Cynthia Cronin Cahill

7. GRANT PROPOSAL NOTIFICATIONS

7.A. [24-2615](#)

GPN 037-24: Metropolitan Mayors' Caucus, U.S. Environmental Protection Agency, Recycling Education & Outreach, \$83,338.00 (Facilities Management).

Joy Hinz, Environmental and Sustainability Programs Manager, explained the Metropolitan Mayors' Caucus regional application for funding through the U.S. EPA Recycling Education and Outreach was the recipient of \$2 million and the local counties are all sub awards and the amount shown is a three year sub award. The decision for the recycling education and outreach has not been finalized and committee members were encouraged to offer suggestions. Member LaPlante suggested digital marketing.

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

8. OLD BUSINESS

No old business was discussed.

9. NEW BUSINESS

Member LaPlante and Chair Rutledge discussed the tragedy Hurricane Helene brought to the people of the southeastern states. Member LaPlante suggested finding the best organizations for donations and communicating the extent of the hurricane's devastation.

10. ADJOURNMENT

With no further business, the meeting was adjourned at 8:44 A.M.



Finance Resolution

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

File #: FI-R-0203-24

Agenda Date: 11/5/2024

Agenda #: 10.A.

ACCEPTANCE AND APPROPRIATION OF THE
METROPOLITAN MAYORS CAUCUS
RECYCLING, EDUCATION, & OUTREACH GRANT PY24
COMPANY 5000 - ACCOUNTING UNIT 1006
\$83,338

(Under the administrative direction of the Facilities Management Department)

WHEREAS, the County of DuPage has been notified by the Metropolitan Mayors Caucus that grant funds in the amount of \$83,338 (EIGHTY-THREE THOUSAND THREE HUNDRED THIRTY-EIGHT AND NO/100 DOLLARS) are available to be used to increase waste prevention activities, collection of recyclable materials, decrease contamination of recycling stream, and fund projects that focus on commonly recycled materials; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into the attached Grant Agreement with the Metropolitan Mayors Caucus, a copy of which is attached to and incorporated as a part of this resolution by reference (ATTACHMENT II); and

WHEREAS, the period of the Grant Agreement is from June 1, 2024 through May 31, 2027; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this funding does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said grant funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the attached Grant Agreement (ATTACHMENT II) between DuPage County and Metropolitan Mayors Caucus is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$83,338 (EIGHTY-THREE THOUSAND THREE HUNDRED THIRTY-EIGHT AND NO/100 DOLLARS) be made to establish the Metropolitan Mayors Caucus Recycling, Education, & Outreach Grant PY24, Company 5000 - Accounting Unit 1006, for the period June 1, 2024 through May 31, 2027; and

BE IT FURTHER RESOLVED by the DuPage County Board that the County Board Chair is approved as the County's Authorized Representative; and

BE IT FURTHER RESOLVED that should local and/or federal funding cease for this grant, the Environmental Services Committee shall review the need for continuing the specified program and related head count; and

BE IT FURTHER RESOLVED that should the Environmental Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

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

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION TO ESTABLISH THE
METROPOLITAN MAYORS CAUCUS
RECYCLING, EDUCATION, & OUTREACH GRANT PY24
COMPANY 5000 – ACCOUNTING UNIT 1006
\$83,338

REVENUE

41000-0006 - Federal Operating Grant - EPA \$ 83,338

TOTAL ANTICIPATED REVENUE \$ 83,338

EXPENDITURES

CONTRACTUAL

53801-0000 - Advertising \$ 83,338

TOTAL CONTRACTUAL \$ 83,338

TOTAL ADDITIONAL APPROPRIATION \$ 83,338

ATTACHMENT II

GRANT AGREEMENT BETWEEN DUPAGE COUNTY AND THE METROPOLITAN MAYORS CAUCUS FOR RECYCLING EDUCATION AND OUTREACH

This AGREEMENT is entered into on the date set forth below between DuPage County (“SUBRECIPIENT”), a body politic and corporate, with offices at 421 N. County Farm Rd., Wheaton, IL and the Metropolitan Mayors Caucus (Caucus), an organization existing under the laws of the State of Illinois, with its principal offices located at 433 W. Van Buren Street, Suite 450, Chicago, IL 60607.

RECITALS

WHEREAS, the Caucus has received an award of \$2,000,000 for the Consumer Recycling Education and Outreach (REO) Grant Program from the United States Environmental Protection Agency (USEPA), for which funding has been appropriated through the Infrastructure Investment and Jobs Act (IIJA); and

WHEREAS, the parties acknowledge that Caucus desires to award SUBRECIPIENT certain REO program funds in exchange for SUBRECIPIENT providing the services set forth in Section 3 below, and SUBRECIPIENT is willing to provide such services upon the terms and conditions set forth herein; and

WHEREAS, the parties recognize that this AGREEMENT represents a subaward of federal dollars between Caucus and SUBRECIPIENT; and

WHEREAS, to satisfy USEPA requirements governing such relationships, the parties represent as follows:

- Awarding Agency: United States Environmental Protection Agency (USEPA)
- Recipient/Pass-Through Entity’s name: Metropolitan Mayors Caucus
 - Recipient Awarding Official Contact Information:
 - Neil James, Executive Director
 - Edith Makra, Director of Environmental Initiatives
433 W. Van Buren Street, Suite 450
Chicago, IL 60607
312 201 4505
- Project Name: Metropolitan Mayors Caucus Application (Chicago Metro Recycling Education and Outreach)
- Subrecipient: DuPage County
- Subrecipient’s Unique Entity Identifying Number: W7KRN7E54898
- Federal Award Identification Number: 84079901
- Catalog of Federal Domestic Assistance Number and Name for Award:
 - 66.921 - Recycling Education and Outreach
- USEPA Award Date: 06/01/2024
- Subaward Period of Performance Start and End Date: This AGREEMENT commences upon date of signature and will terminate on 05/31/2027.
- Amount of funds obligated under this subaward AGREEMENT: \$83,338.00
- Total USEPA award to the Caucus: \$2,000,000.00; and

WHEREAS, this AGREEMENT provides funding from the Infrastructure Investment and Jobs Act (IIJA); and

WHEREAS, the REO Grant Program will fund a range of projects that will increase waste prevention activities, increase the collection of recyclable materials and program participation rates, and

decrease contamination of the recycling stream, and will fund projects that focus on commonly recycled materials such as municipal solid waste (e.g., plastics, aluminum, paper, glass, etc.), food waste, and organics, and/or will fund projects (and provide other assistance) that will lead to long-term, sustained change, benefits, and support beyond the life of the grant; and

WHEREAS, the purpose of this subaward is to facilitate the Metropolitan Mayors Caucus' efforts to meet the REO Grant elements.

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual covenants and promises contained herein, the parties agree as set forth below.

1. INCORPORATION AND CONSTRUCTION

All recitals set forth above are incorporated herein and made a part hereof, the same constituting the factual basis for this AGREEMENT. The headings of the paragraphs and subparagraphs of this AGREEMENT are inserted for convenience of reference only and shall not be deemed to constitute part of this AGREEMENT or to affect the construction hereof.

2. TERM

This AGREEMENT shall remain in full force and effect until May 31, 2027, or terminated in accordance with Section 12.

3. SCOPE OF SERVICES

Subject to the other terms and conditions set forth in this AGREEMENT, SUBRECIPIENT shall perform in a diligent, competent, and reasonably timely manner those items set forth in Exhibit A (attached) and incorporated by this reference herein (the work). The Caucus shall support SUBRECIPIENT's work in the manner stated in Exhibit A.

Caucus affirms that the Scope of Services set forth in Exhibit A is in accordance with the terms and conditions set forth in the executed Grant Agreement between the Caucus and the USEPA. SUBRECIPIENT agrees to perform in accordance with the terms and conditions set forth in the Grant Agreement between the Caucus and the USEPA, incorporated herein.

4. COMPENSATION

The Caucus agrees to pay SUBRECIPIENT in a timely manner in accordance with the Disbursement of Grant Proceeds set forth in Section 7. The total of all compensation for services and direct expenses incurred by SUBRECIPIENT for execution of subaward work items shall not exceed \$83,338.00. The Indirect Cost Rate for Federal Award for this AGREEMENT shall be 0.00%.

The schedule of compensation for this subaward shall not exceed the following amounts:

Year 1: \$33,338.00

Year 2: \$25,000.00

Year 3: \$25,000.00

5. REPORTING

SUBRECIPIENT shall track and report applicable performance metrics for its subaward activities consistent with the metrics for the REO Grant Program in total as outlined in Exhibit A.

Metrics shall be reported by SUBRECIPIENT to Caucus no later than the 1st day of the months of September, December, March, and June and any other month in which performance reports from the Caucus are due to USEPA.

6. FEDERAL, STATE, AND LOCAL LAWS

SUBRECIPIENT warrants that in the performance of this AGREEMENT it shall comply with all applicable federal, state, and local laws, statutes and ordinances and all lawful orders, rules and regulations promulgated thereunder, specifically:

1. Title VI of the Civil Rights Act of 1964 and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs.
2. Reporting Subawards and Executive Compensation under the Federal Funding Accountability and Transparency Act (FFATA) as set forth in The Caucus's Project agreement with the USEPA entitled "Reporting Subawards and Executive Compensation."
3. Limitations on individual consultant fees as set forth in General Condition 2 CFR 1500.9 and the General Condition of The Caucus's agreement with USEPA entitled "Consultant Fee Cap".
4. USEPA's prohibition on paying management fees as set forth in the General Condition of The Caucus's agreement with USEPA entitled "Management Fees."
5. The Procurement Standards in 2 CFR Part 200 including those requiring competition when SUBRECIPIENT acquires goods and services from contractors (including consultants).

7. TERMS OF PAYMENT

SUBRECIPIENT will invoice MMC quarterly for work performed on subaward tasks for this project. Labor, materials, expenses, and contractor charges invoiced shall include documentation of actual costs incurred. SUBRECIPIENT shall have a method to identify, track, and report subaward expenses and make such records available to Caucus or USEPA in accordance with Section 12 of this AGREEMENT.

Invoice payments from the Caucus shall be due 60-days from date of invoice. SUBRECIPIENT should remit invoices for payment to emakra@mayorscaucus.org. Total amount invoiced shall not exceed \$83,333.33.

8. DELAYS AND EXTENSIONS

Except as expressly provided in this contract, time of performance by each party is of the essence of this AGREEMENT. In the event either party reasonably anticipates any previously unforeseen delay in the progress of work required by this AGREEMENT, written notification of such delay shall be promptly given to the other. Such notification shall constitute a request for an extension of time to perform the work. The Caucus may grant such extension by written notice to SUBRECIPIENT, upon such terms and conditions as may be allowed or permitted by this contract or by the Caucus. A grant of an extension upon proper written notification shall not be unreasonably withheld.

9. WORK PRODUCT

SUBRECIPIENT may create original materials and deliverables related to the work performed for subaward activities in this AGREEMENT and all such materials shall be owned by the SUBRECIPIENT. SUBRECIPIENT grants to the Caucus a non-exclusive license to use such materials within the jurisdiction of the SUBRECIPIENT unless otherwise authorized by the SUBRECIPIENT.

10. CONFIDENTIALITY

Except as provided by law, SUBRECIPIENT agrees not to divulge or release any information, reports, results of research or analysis, or recommendations developed or obtained in connection with the performance of this contract, except to authorized personnel upon the prior written approval of the Caucus, unless required by the Illinois Freedom of Information Act or ordered by the Public Access Counselor or a court of law.

11. ACCESS TO RECORDS

SUBRECIPIENT agrees to provide MMC and/or USEPA with reasonable access to records related to receipt and management of subaward funds related to Metropolitan Mayors Caucus Application (Chicago Metro Recycling Education and Outreach) award #84079901.

12. TERMINATION

This AGREEMENT may be terminated in whole or in part in writing by either party in the event of substantial failure (hereinafter termed "Termination by Default") by the other party to fulfill its obligations under this AGREEMENT through no fault of the terminating party, provided that no such termination may be affected unless the other party is given (i) not less than thirty (30) calendar days written notice (delivered by certified mail, return receipt requested) of intent to Termination by Default, (ii) an opportunity for consultation with the terminating party prior to Termination by Default; and (iii) a reasonable opportunity to cure the deficiency.

This AGREEMENT may be terminated, in whole or in part, for convenience by either the Caucus or Subrecipient by setting forth in writing the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if in the case of partial termination, the Caucus determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Caucus may terminate the remaining award in its entirety.

13. AMENDMENT OR MODIFICATION

Except as otherwise provided herein, no modification or amendment to this AGREEMENT shall be effective until approved by the parties in writing.

14. NON-ASSIGNMENT

Neither party shall assign this AGREEMENT without the written consent of the other party, which consent shall not be unreasonably withheld.

15. GOVERNING LAW

This AGREEMENT shall be deemed to be negotiated, made, and executed in Cook County, Illinois, and the laws of the State of Illinois, without reference to its conflict-of-laws provisions, shall exclusively govern the interpretation, validity, and enforcement of this AGREEMENT.

16. NOTICES

Any notice required or permitted under this contract shall be in writing and shall be effective when actually delivered in person, received via facsimile transmission, electronic mail, or when received in the U.S. mail, certified with return receipt requested, postage prepaid and addressed to the party at the address stated in Section 1 of this contract or such other address as either party may designate by written notice to the other.

17. LEGAL AUTHORITY

The Parties represent that all necessary acts have been taken to authorize and approve this agreement in accordance with applicable law, and this AGREEMENT, when executed by the Parties hereto, shall constitute a binding obligation of the Parties, legally and enforceable at law and equity against each.

18. COMPLETE AGREEMENT

This contract is the entire, final, and complete AGREEMENT of the parties pertaining to the subject matter hereof and supersedes and replaces any and all prior or contemporaneous written and oral AGREEMENTs between the parties relating to the subject matter of this contract.

19. NO THIRD-PARTY BENEFICIARY

The Parties expressly agree that enforcement of the terms and conditions of this AGREEMENT, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this AGREEMENT shall give or allow any such claim or right of action by any other or third person on such AGREEMENT, including, but not limited to, subcontractors, subconsultants, and suppliers. The Parties expressly intend that any person other than the Parties who receives services or benefits under this AGREEMENT shall be deemed to be an incidental beneficiary only.

20. WAIVER

Failure or delay on the part of either party hereto to exercise any right, power or privilege hereunder, shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or of any other right, power or privilege. All waivers hereunder must be in writing.

21. COUNTERPARTS

This AGREEMENT may be executed in as many counterparts as may be deemed necessary or convenient, each of which when so executed shall be deemed an original, but all such counterparts shall constitute one in the same instrument.

22. SCANNED ELECTRONIC COPIES

The parties agree that scanned electronic copies of this signed contract shall be regarded and accepted as if they bore original signatures. Promptly after such electronic mail transmission, a counterpart of the original contract bearing the original signatures shall be provided to the other party.

Dated and effective this 12th day of November 2024.

SUBRECIPIENT

By: _____

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

METROPOLITAN MAYORS CAUCUS

By: _____

NEIL C. JAMES
EXECUTIVE DIRECTOR

Exhibit A

Scope of Work

Overview: The Metropolitan Mayors Caucus (Caucus) has received an award of \$2,000,000 for the Consumer Recycling Education and Outreach (REO) Grant Program from the United States Environmental Protection Agency (USEPA), for which funding has been appropriated through the Infrastructure Investment and Jobs Act (IIJA). USEPA's REO Grant Program will fund a range of projects that will increase waste prevention activities, increase the collection of recyclable materials and program participation rates, and decrease contamination of the recycling stream, fund projects that focus on commonly recycled materials such as municipal solid waste (e.g., plastics, aluminum, paper, glass, etc.), including food waste and organics, and/or fund projects and provide tools and technical assistance that will lead to long-term, sustained change, benefits, and support beyond the life of the grant. The purpose of this subaward scope of work is to enhance the Caucus's efforts to meet the REO Grant elements.

Specifically, the Metropolitan Mayors Caucus will lead a broadly collaborative recycling outreach and education campaign for northeastern Illinois to serve 275 municipalities and 7 counties. The campaign will leverage expertise and knowledge of solid waste agencies, counties, and recycling organizations to effectively educate and engage residents to increase collection and reduce contamination in the recycled materials stream.

The Caucus is the Grant Administrator and will be responsible for overall grant performance, with support from the following local governments (hereafter referred to as "Coalition of Agencies"):

1. Solid Waste Agency of Northern Cook County
2. Solid Waste Agency for Lake County
3. McHenry County
4. DuPage County
5. Will County
6. Kane County

Grant Tasks: The Caucus's grant tasks include the following as specified in the REO Grant proposal supported by the Coalition of Agencies:

1. Engage project advisory committee to oversee brand development and campaign implementation; the project advisory committee will include, but may not be limited to, representatives of the county governments and solid waste management districts that have provided letters of support.
2. Engage contractor assistance to develop baseline recycling and contamination rates
3. Engage MMC Environment Committee community leaders around REO needs
4. Hire and annually train an outreach manager to work across the region
5. Develop and release RFP (Request for Proposal) for comprehensive marketing services
6. Assess proposals and select marketing contractor
7. Draft potential brand logos, taglines/short-form messaging

8. Solicit community feedback on drafts
9. Finalize brand logo and taglines
10. Deploy outreach coordinator to community events
11. Develop longer-form messaging to appear on regional/project website
12. Design website with access to downloads of social media messages, explanations for products that cause confusion that offer alternative reuse and composting when applicable
13. Prepare branded assets for various ad formats (billboards, transit, social media ad buys, cart tags, movie theater pre-shows, church bulletins and publications in other languages)
14. Launch website and begin ads
15. Run ads
16. Solicit/synthesize public feedback from around the region
17. Monitor and report key data metrics, including recycling rates and contamination

Staff at the agencies and counties comprising the Coalition of Agencies frequently engage in work tasks in their typical course of employment that align with the Grant Tasks to be completed by the Caucus. Furthermore, the Grant Tasks and the REO Grant objectives align with the mission of the members of the Coalition of Agencies and will benefit residents throughout their regions. Therefore, the Coalition of Agencies collectively, and SUBRECIPIENT specifically, commit to support the Caucus in its completion of the Grant Tasks by providing the following in-kind services:

1. Participating as a member of the project advisory committee, including assigning at least one staff person to regularly attend scheduled meetings virtually and in-person. Meetings will be scheduled monthly or more frequently as necessary to meet project timelines and based on the work scope then in progress;
2. Assisting in the drafting of the technical work scope for the solid waste consultant and marketing services RFPs;
3. Reviewing consultant and marketing services proposals and providing feedback to the Caucus to assist in selection of contractors;
4. Providing technical guidance and support to facilitate consultant data collection documenting waste and recycling stream characteristics;
5. Reviewing and commenting on deliverables from the marketing services contractor, including brand logo, website design and content, branded outreach assets, and ad placement and strategy;
6. Disseminating outreach messaging through platforms and methods typically used by each agency, including websites, newsletters, social media, and community events (fairs, expos, public meetings, etc.);
7. Assisting in identifying and interviewing candidates for the Caucus's outreach manager and training the outreach manager if needed in content areas around waste reduction and recycling;
8. Participating as available in outreach events to promote education in the agencies' region; and

9. Participate in events, conferences, meetings and other opportunities to advance the objectives of this project and strengthen the Coalition of Agencies.

The Coalition of Agencies will cooperatively distribute responsibilities to the Caucus based on individual staff availability and expertise throughout the project, recognizing that resource availability may vary from time to time.

Deliverables and Performance Metrics: The anticipated deliverables and performance metrics for the REO Grant include:

1) Outreach campaigns and projects implemented

- Number of feedback responses received during brand development
- Number of website visits and page views
- Number of social media ads/promoted posts run
- Number and duration of transit ads run
- Number and duration of billboard ads
- Number of community events attended by outreach coordinator and project partners
- Number of print ads placed in community sources (newspapers, event brochures, etc.)
- Number and duration of entertainment venue ads run
- Number of feedback responses received during campaign implementation

2) Community Reach

- Total number of communities and number of disadvantaged communities served by transit routes where ads are run and estimated ridership during ad-runs
- Total number of communities and number of disadvantaged communities receiving community event participation by outreach coordinator and trained partners
- Number of direct resident interactions during community events
- Number and population size of communities targeted by community source ad-buys
- Number and population size of communities targeted by entertainment venue ad-buys
- Number and population size of communities represented by feedback received during brand development and campaign implementation
- Number of resulting social media impressions, interactions, and follows
- Number and location of unique website visitors via analytics

3) Jobs created using grant funding

- Number of FTE paid using grant funding

Outcomes: The expected outcomes of REO Grant tasks include:

1) Increase in recycling tonnage across the Chicago metro region

- Goal of 15% increase in recycling tonnage and reduction in GHG emissions associated with increased recycling

2) Jobs Created

Increases in Material Recycling Facility (MRF) staffing hours associated with recycling tonnage increase

3) Participation Rate

Increase in number of communities with curbside recycling (goal of 5 starting, restarting, or expanding service) and increase in per-capita recycling tonnage (goal of 15% increase)

4) Contamination Reduction

Reduction in percent contamination (i.e., % of the total volume delivered to MRFs that is contaminated) from residential streams reported by MRF operators from facilities serving the metro region (goal of reaching 10% contamination from a baseline of ~20-25%)

Beneficiaries: The intended beneficiaries of REO Grant tasks include:

Metropolitan Mayors Caucus members

275 municipalities and 7 Illinois counties

Coalition of Agencies

Solid Waste Agency of Northern Cook County (SWANCC)
Solid Waste Agency of Lake County (SWALCO)
DuPage Kane, Will, and McHenry Counties

Environmental justice communities

741 disadvantaged census tracts in 143 municipalities
Human health and the environment

Subawards: Subawards will be granted by the Caucus to members of the Coalition of Agencies to expand REO Grant outreach at a subregional level, with subawards to provide funding for expenses related to the following activities:

Solid Waste Agency Northern Cook County

Perform localized outreach to an individual and small group level utilizing the collaborative produced materials in addition to direct feedback on cart contents and mentor program.

Solid Waste Agency of Lake County

Outreach targeting disadvantaged census tracts and drive traffic to website to enhance community knowledge of what is recyclable.

DuPage County

Focus multi-lingual outreach in low performing communities in partnership with local non-profits. Support use of cart-stickers

Kane County

Perform localized outreach to residents with a focus on low performing communities and disadvantaged census tracts; will provide direct feedback to residents and conduct multifamily outreach

McHenry County

Education focused on commercial and multifamily entities and low participation areas.

Will County

Distribute collaboratively produced materials to targeted local partners and 37 municipalities targeting disadvantaged communities.



Informational

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

File #: 24-2939

Agenda Date: 11/5/2024

Agenda #: 7.A.



**DUPAGE
COUNTY**

FACILITIES MANAGEMENT

630-407-5700
Fax: 630-407-5701

www.dupageco.org/facilities

MEMORANDUM

TO: Environmental Committee Members

FROM: Joy Hinz, Environmental & Sustainability Programs Manager

DATE: October 22, 2024

RE: America Recycles Day - Campaign

America Recycles Day is November 15th. It is an initiative of Keep America Beautiful and a nationally recognized day dedicated to and celebrating recycling. The U.S. EPA is observing the day and will be promoting recycling in support of the National Recycling Goal to increase the recycling rate to 50 percent by 2030.

Staff will be sharing resources on the Cool DuPage social media platforms from the ARD categories including litter, beautification, recycling and restoration. Some of the themes promoted by the U.S. EPA which will also be shared are “Benefits of Recycling”; “What You Can Do To Reduce Waste”; “Recycling Saves Resources and Creates Jobs”; “Recycle More, Recycle Right” and “Save Energy By Recycling”.

EPA save energy by recycling

Glass Bottle 60W Equiv CFL Bulb

recycling **10** glass bottles saves enough energy
 to power **80.2** hours of a 60W CFL lightbulb

Slide the button or type in a number to change the number of recyclables.

Share your results Learn more

WHAT CAN I RECYCLE?

TOP 10 IN THE BIN

- CARDBOARD
- PAPER
- FOOD BOXES
- WAX
- BEVERAGE CANS
- FOOD CANS
- GLASS BOTTLES
- TABS (GLASS & PLASTIC)
- JUICES
- PLASTIC BOTTLES AND CANS

ALSO RECYCLABLE BUT NOT IN CURBSIDE BIN

- PLASTIC BAGS AND WRAPS
- ELECTRONICS
- TEXTILES

Find out about your local recycling options: www.assortofrecycling.org

EPA KEEP AMERICA BEAUTIFUL National Waste & Recycling Association SWANA

WHAT YOU CAN DO TO IMPROVE THE RECYCLING RATE

- Check with your local recycling program to know what goes in your recycling bin.
- Keep recyclables clean and dry.
- Keep food and liquids out of the recycling bins.
- Place your recycling bin and trash bin together so it's easy to recycle.
- Consider composting your food waste.
- Keep plastic bags and wraps out of your recycling bin.
- Empty and flatten cardboard boxes before you recycle them.
- Pizza boxes are recyclable; pizza is not!
- Spread the word about the benefits of recycling and recycling right.
- When in doubt, throw it out.

Recycle Right

Learn more at: www.epa.gov/americarecycles

#AmericaRecycles #Recycle50by30



Stormwater Requisition \$30,000 and Over

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

File #: SM-P-0029-24

Agenda Date: 11/5/2024

Agenda #: 7.F.4.

AGREEMENT BETWEEN THE COUNTY OF DUPAGE, ILLINOIS AND SCHOOL AND COMMUNITY ASSISTANCE FOR RECYCLING AND COMPOSTING EDUCATION (SCARCE) FOR PROFESSIONAL EDUCATION SERVICES
(CONTRACT TOTAL NOT TO EXCEED \$235,000.00)

WHEREAS, the Illinois General Assembly has granted the COUNTY authority to take action to control flooding, manage stormwater and prevent water pollution and to enter into agreements for the purposes of stormwater management, flood control and preventing water pollution (Illinois Compiled Statutes, Chapter 55, paragraphs 5/5-1062.3 and 5/5-15001, et. seq.); and

WHEREAS, the Illinois General Assembly has granted the COUNTY authority to plan for the management of the COUNTY's waste and recycling stream pursuant to the Solid Waste Planning and Recycling Act (415 ILCS 15/1, et seq.); and

WHEREAS, the COUNTY has adopted the DuPage County Stormwater Management Plan which recognizes stream maintenance, erosion control, and enhancing water quality as an integral part of the proper management of storm and flood waters and has adopted the DuPage County Solid Waste Management Plan that emphasizes the importance of waste reduction, recycling, and education; and

WHEREAS, the COUNTY has adopted Appendix J into the DuPage County Stormwater Management Plan, of which countywide water quality public education is a significant component; and

WHEREAS, the COUNTY and its municipalities are required to establish a water quality public education program for the National Pollutant Discharge Elimination System (NPDES) Phase II permit, effective March 2003; and

WHEREAS, the COUNTY has developed a Water Quality Improvement Program that provides for, among other things, public education; and

WHEREAS, the COUNTY requires professional educational services to supplement and complement existing water quality education and waste reduction, waste reuse and recycling education programs and provide integrated water quality education to certain segments of the population; and

WHEREAS, the COUNTY has adopted the DuPage County Stormwater Management Plan which recognized stream maintenance, erosion control, and enhancing water quality as an integral part of the proper management of storm and flood waters and has adopted the DuPage County Solid Waste Management Plan that emphasizes the importance of waste reduction, recycling, and education; and

WHEREAS, the CONSULTANT has experience and expertise in this area and is in the business of providing such professional water quality education services and is willing to perform the required services for an amount not to exceed two hundred thirty-five thousand dollars and 0/100 (\$235,000.00), first of three renewals.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the attached AGREEMENT between the COUNTY and SCARCE is hereby accepted and approved, and that the Chair of the DuPage County Board is hereby authorized and directed to execute the AGREEMENT on behalf of the COUNTY.

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to transmit certified copies of this Resolution and the attached AGREEMENT, by and through the Stormwater Management Department, to SCARCE, 800 S. Rohlwing Rd, Addison, Illinois 60101; and Nicholas Alfonso, DuPage County State's Attorney's Office.

Enacted and approved this 12th 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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: SM-P-0029-24	RFP, BID, QUOTE OR RENEWAL #: 23-114-SWM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$235,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$940,000.00
	CURRENT TERM TOTAL COST: \$235,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: SCARCE	VENDOR #: 10922	DEPT: Stormwater Management	DEPT CONTACT NAME: Raul Galvan
VENDOR CONTACT: Kay McKeen	VENDOR CONTACT PHONE: 630.545.9710	DEPT CONTACT PHONE #: 630.407.6706	DEPT CONTACT EMAIL: raul.galvan@dupagecounty.gov
VENDOR CONTACT EMAIL: scrapkay@aol.com	VENDOR WEBSITE: www.scarce.org	DEPT REQ #: 1600-2426	
<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.). The contract will include student and teacher workshops; water-based workshops; a sustainable design challenge for students; community events, presentations and programs; water quality flag and sustainability flag programs; a storm drain medallion program; e-learning; and resources for public use pertaining to water quality, stormwater management, recycling, renewable energy, composting, and waste reduction.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished. The professional education contract with SCARCE will help DuPage County meet the requirements of the Public Education & Outreach and Public Involvement/Participation Minimum Control Measures set forth by the EPA's National Pollutant Discharge Elimination System (NPDES) Permit No. ILR40 for discharges from Municipal Separate Storm Sewer Systems (MS4s). The contract will also help DuPage County achieve the goals of the County's Solid Waste Management Plan and Cool DuPage Initiative.			

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.
RENEAL OF RFP	

SECTION 3: DECISION MEMO	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. ACT INITIATIVE
SOURCE SELECTION	Describe method used to select source. RFP #23-114-SWM
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 the contract with SCARCE for the services outlined. 2) Hire additional staff members to complete the education and outreach provided by the Consultant.

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: SCARCE	Vendor#: 10922	Dept: Stormwater Management	Division:
Attn: Kay McKeen	Email: scrapkay@aol.com	Attn: Raul Galvan	Email: raul.galvan@dupagecounty.gov
Address: 0N374 Papworth St.	City: Wheaton	Address: 421 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60187	State: IL	Zip: 60187
Phone: 630.545.9710	Fax:	Phone: 630.407.6706	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SCARCE	Vendor#: 10922	Dept: Stormwater Management	Division:
Attn: Kay McKeen	Email: scrapkay@aol.com	Attn: Raul Galvan	Email: raul.galvan@dupagecounty.gov
Address: 0N374 Papworth St.	City: Wheaton	Address: 421 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60187	State: IL	Zip: 60187
Phone: 630.545.9710	Fax:	Phone: 630.407.6706	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2024	Contract End Date (PO25): Nov 30, 2025
Contract Administrator (PO25): Alicia Favela-Perez			

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		Water Quality Education	FY25	1600	3000	53090		85,000.00	85,000.00
2	1	EA		Environmental Education Services	FY25	1000	1103	53830		150,000.00	150,000.00
										Requisition Total	\$ 235,000.00

FY is required, assure the correct FY is selected.

<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.

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



AMENDMENT FOR CONTRACT RENEWAL

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and SCARCE located 800 S. Rohlwing Road, Unit D, Addison, IL 60101, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #23-114-SWM which became effective on 12/1/2023 and which will expire 11/30/2024. The contract is subject to a first 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 11/30/2025.

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

CONTRACTOR

THE COUNTY OF DUPAGE

[REDACTED SIGNATURE]

SIGNATURE

SIGNATURE

Beverly Jaszczurowski

Henry Kocker

PRINTED NAME

PRINTED NAME

Chief Operating Officer

Buyer I

PRINTED TITLE

PRINTED TITLE

10/25/2024

DATE

DATE

SECTION 9 - PROPOSAL FORM

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Offeror	SCARCE
Main Business Address	800 S. Rohlwing Road
	Unit D
City, State, Zip Code	Addison, IL 60101
Telephone Number	630-545-9710
Fax Number	N/A
Proposal Contact Person	Kay McKeen
Email Address	scrapkay@aol.com

The undersigned certifies that he is:

- the Owner/Sole Proprietor
 a Member of the Partnership
 an Officer of the Corporation
 a Member of the Joint Venture

herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

Kay McKeen
 (President or Partner) *Executive Director*

Beverly Jaszczyrowski
 JCOO (Vice-President or Partner)

 (Secretary or Partner)

 (Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal 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 Manager, DuPage Center, 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 Proposal 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 Offeror 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 Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, proposal rigging or proposal-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 proposal and has checked the same in detail before submitting this proposal, 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. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the offeror certifies that he has provided 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 offeror, 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 cost schedule.

PROPOSAL AWARD CRITERIA

This proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

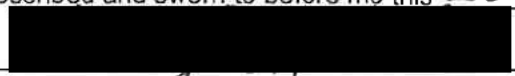
The Contractor agrees to provide the service described above and in the contract specifications under the conditions outlined in attached documents for the amount stated.

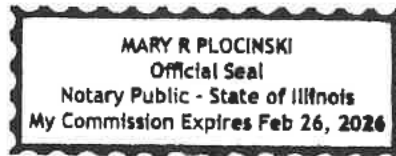
X  Executive Director
(Signature and Title)

CORPORATE SEAL
(If available)

PROPOSAL MUST BE SIGNED FOR CONSIDERATION

Subscribed and sworn to before me this 25th day of September AD, 2023


My Commission Expires: Feb 26, 2026
(Notary Public)



PRICE PROPOSAL

09/25/2023
 Kay McKeen
 SCARCE
 Founder & Executive Director

Inspiring people through
 Environmental Education

RFP#23-114-SWM
Environmental And Water Quality
And Education Outreach Services

No.	DESCRIPTION	UOM	QTY	PRICE
1	Environmental and Water Quality Education and Outreach Services	LS	1	\$235,000
GRAND TOTAL: Two hundred and thirty-five thousand dollars				

We preserve and care for the earth's natural resources while working to build sustainable communities.

SECTION 8 - BID FORM PRICING

NO.	DESCRIPTION	UOM	QTY	PRICE
1	Environmental and Water Quality Education and Outreach Services	LS	1	\$ 235,000.00
GRAND TOTAL (In words) Two hundred and thirty-five thousand dollars				



**THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
ENVIRONMENTAL & WATER QUALITY
EDUCATION AND OUTREACH
SERVICES 23-114-SWM
BID TABULATION**

√

Criteria	Available Points	SCARCE
Firm Qualifications	20	20
Key Qualifications	30	30
Project Understanding	30	30
Price	20	20
Total	100	100

Fee and Rate Proposal	\$ 235,000.00
Percentage of points	100%
Points awarded (wtd against lowest price)	20

NOTES

RFP Posted on 9/7/2023	
Bid Opened On 9/25/2023, 2:30 PM CST by	VC, RJ
Invitations Sent	116
Total Requesting Documents	2
Total Bid Responses Received	1

EXHIBIT A

SCOPE OF WORK

This exhibit includes the scope of work for the programs provided by the CONSULTANT for environmental and water quality education and outreach services.

Programs provided by the CONSULTANT should be tailored to cover each of the following FOCUS AREAS, unless otherwise specified:

- Water Quality
- Waste Reduction
- Composting & Gardens
- Recycling & Solid Waste Management
- Renewable Energy & Energy Efficiency
- Environmental Benefits of Local Consumerism

TEACHER/STUDENT PROGRAMS:

The CONSULTANT will present teacher workshops (in person and/or virtually/e-learning) on FOCUS AREAS including planning, coordinating site visits, scheduling, registration, confirmation, maintaining records for teacher's Continuing Professional Development Units and Graduate Credit documentation.

Task 1: Hold Watershed and Groundwater Flow Model Workshops – these workshops can be held at CONSULTANTS's site, at schools and/or virtually/e-learning.

Task 2: “Hold one (1) Attainable Sustainables 1” workshop. At this full day teacher workshop, teachers will ride on a bus to the DuPage Water Commission to see how the water gets here from Lake Michigan and then to a water sanitary treatment center to see where the water goes after it is used by consumers. Costs associated with bus transportation are allowed as direct expenses. Workshop may take place in person, virtually, through e-learning and/or a hybrid.

Task 3: Hold one (1) “Living Water: Going with the Flow” workshop. This is a 5.5-day graduate level course that provides teachers with 3 credit hours through an applicable university. In addition to classroom teachings, field visits will be made to wetlands, BMP sites and other related sites. Workshop may take place in person, virtually, through e-learning and/or a hybrid.

Task 4: Hold one (1) full day “Attainable Sustainables 2” teacher workshop. This full day workshop will be held to educate teachers about the science behind green building. The workshop will showcase green roofs, permeable pavement, native plants, rain barrels, silt fences, bio-swales, recycled content products, energy conservation, underground water storage and much more. Workshop may take place in person virtually, through e-learning and/or a hybrid.

Task 5: Provide teacher workshops or participate in scheduled in-service workshops (in person and/or virtually), educating on waste reduction, recycling, composting, gardening, renewable energy, energy efficiency and buying local.

Task 6: Further develop and hold the 18th annual “High School Sustainable Design Challenge” to be held in the County Administration Building. Meetings will be held with sponsoring teachers, architects and industry representatives. The focus of these green and sustainable designs will be best management practices for stormwater management including green roofs, permeable parking surfaces, bio-swales and native plants. Costs for awards may be allowed as direct expenses. Event may take place in person virtually, through e-learning and/or a hybrid.

Task 7: Provide online learning specifically for educators, as well as e-learning resources for students through various channels including but not limited to newsletters, website, blog posts and social media posting for the FOCUS AREAS listed above.

Task 8: CONSULTANT will provide hands-on interactive student environmental education programs and/or assemblies using STEM/STEAM guidelines in the aforementioned Focus Areas (in person and/or virtually or through e-learning). CONSULTANT will endeavor to reach students, including home school students and schools that have not been previously provided with COUNTY funded environmental education services.

COMMUNITY OUTREACH PROGRAMS:

Task 9: CONSULTANT will provide support, as needed, to DuPage communities hosting recycling events. COUNTY support should be mentioned on all advertisements/publications.

Task 10: Sponsoring informational booths at community events. The CONSULTANT will bring the watershed model, groundwater flow model, green vegetative roof or other water quality education and information. Programs may be achieved in person virtually, through e-learning and/or a hybrid.

Task 11: Engaging in community programs for youth, college, or civic groups focusing on stormwater management and water quality problems and solutions. Topics for these water quality educational activity programs include rain gardens, rain barrels, permeable pavers, green roofs, water quality and quantity, native plants, Green Building site tours, watershed model, groundwater flow model, bioswales, phosphates, watershed, hazardous waste, green cleaning, chloride reduction, fundraising car wash activities and improvements and other Best Management Practices (BMP) for stormwater. Programs may be achieved in person virtually, through e-learning and/or a hybrid.

Task 12: CONSULTANT will coordinate other community outreach programs, including, but not limited to, library outreach, storm drain medallions and oil disposal

education programs. Program may be achieved in person virtually, through e-learning and/or a hybrid, as well as independent coordination.

RECOGNITION PROGRAMS:

Task 13: Coordinate the Water Quality Flag program for students and community groups. CONSULTANT will provide water quality and stormwater management education. Recipients will create community and public service items relating to water quality. Costs for supplies ordered for this program are allowed as direct expenses. Program may be achieved in person, virtually, through e-learning and/or a hybrid.

Task 14: CONSULTANT will continue to develop the existing recognition program for businesses and schools that achieve significant accomplishments in waste reduction, increased recycling and energy efficiency. Eligible business entities should have completed an energy efficiency project that supports Cool DuPage.

Task 15: CONSULTANT will provide detailed metrics to the COUNTY prior to issuing recognition in either program. CONSULTANT will provide COUNTY with all pertinent contact information for participating organizations.

SUPPORT SERVICES - RESOURCE ROOM, SUPPLIES, AND COORDINATION:

Task 16: Stock and maintain a supply of brochures, pamphlets, activity booklets and posters in the Environmental Resource Room (concerning such topics as watershed, stormwater, soil erosion and BMP solutions for water quality issues) for the use of residents, teachers and local businesses. Online resources may also be available.

Task 17: Maintain and restock the loaner groundwater flow and watershed models for the use of teachers as well as an ongoing display at CONSULTANT'S facility and online.

Task 18: Social media posts that are completed pursuant to this Scope of Work, shall tag either @Cool DuPage on Twitter and Facebook or @DuPageSWM on Facebook and Instagram.

Task 19: Promote the use and availability of water quality and sustainability videos to teachers and community groups, both in person and virtually and/or through e-learning.

Task 20: Schedule the loaner models and media materials and replace as needed.

Task 21: Answer phone call questions and emails regarding watershed issues, native plants, green roofs, permeable pavements, rain barrels and composting.

Task 22: Purchase supplies for above tasks including CDs, DVDs, resource materials, student awards, publications, accessory supplies for the tours and models, online and virtual/e-learning needs and office supplies.

Task 23: CONSULTANT shall distribute COUNTY flyers, announce COUNTY events and programs in newsletters and on social media platforms with appropriate links to the DuPage County website and tags back to @Cool DuPage, @DuPageSWM or if directed, @DuPageCounty.

Task 24: Assist the COUNTY in the promotion of programs and environmental issues highlighted in the Ripples newsletter, Green Bulletin, Regional Office of Education, Chambers of Commerce and newspapers.

EXHIBIT B
DELIVERABLES

The following deliverables will be submitted to the COUNTY before completion of the contract.

- Electronic copies, in a format approved by COUNTY staff, of brochures, handouts, activity manuals developed for all tasks detailed in Exhibit A: Scope of Work.
- Report summarizing activities, performed by the CONSULTANT, detailed in Exhibit A: Scope of Work. The report should cover activities performed between March 1 and February 29 whether ordered by this AGREEMENT or a previous agreement with the CONSULTANT. Where applicable, the report should include, at minimum: date and topic of presentations and number and description of attendees or participants. The report shall be received by the COUNTY on or before April 1 of the AGREEMENT period.
- Upon request, contact lists for attendees or participants of COUNTY-sponsored programs.
- The monthly invoices will list the projects and or community outreach and teacher programs completed during the billing periods.
- CONSULTANT will include all organizations working towards any of the three recognition programs, in monthly reports. Consultant will provide information to potential recognition recipients regarding C-PACE, Cool DuPage and other relevant resources.



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: 09/20/2024

Bid/Contract/PO #: #23-114-SWM

Company Name: SCARCE	Company Contact: Beverly Jaszczurowski
Contact Phone: 630-545-9710	Contact Email: bev@scarce.org

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/

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

Authorized Signature

[Redacted Signature]

Printed Name

Beverly Jaszczurowski

Title

Chief Operating Officer

Date

09/20/2024

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