



DU PAGE COUNTY

Public Works Committee

Regular Meeting Agenda

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

Tuesday, August 19, 2025

9:00 AM

Room 3500B

1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS - CHAIR CHILDRESS

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [25-1948](#)

Public Works Committee Meeting Minutes - Regular Meeting - Tuesday, August 5, 2025

6. CONSENT ITEMS

6.A. [25-1949](#)

Public Works - Rowell Chemical Company 6890SERV -This Purchase Order is decreasing in the amount of \$14,740.94 and closing due to contract expiration.

6.B. [25-1950](#)

Public Works - Home Depot USA 5097SERV -This Purchase Order is decreasing in the amount of \$22,237.53 and closing due to contract expiration.

6.C. [25-1951](#)

Public Works - Olsson Roofing 7387SERV -This Purchase Order is decreasing in the amount of \$17,250 and closing due to contract expiration.

6.D. [25-1952](#)

Public Works - Chicagoland Paving Contractors 7662SERV -This Purchase Order is decreasing in the amount of \$14,250 and closing due to construction completion.

6.E. [25-1955](#)

Public Works - Vissering Construction Company 7242SERV - This contract is decreasing in the amount of \$78,304.90 and closing due to contract completion.

6.F. [25-1956](#)

Facilities Management – Advanced Boiler Control Services, Inc. 7029-0001 SERV - This contract is decreasing in the amount of \$38,519.35 and closing due to contract expiring.

6.G. [25-1957](#)

Facilities Management – Airways Systems, Inc. 6419-0001 SERV - This contract is decreasing in the amount of \$10,671 and closing due to contract expiring.

6.H. [25-1958](#)

Facilities Management – Commercial Mechanical, Inc. 6493-0001 SERV - This contract is decreasing in the amount of \$353,500 and closing due to contract expiring.

6.I. [25-1959](#)

Facilities Management – Windfree Solar, Inc. 6268-0001 SERV - This contract is decreasing in the amount of \$20,089.53 and closing due to the contract expiring.

7. CLAIMS REPORT7.A. [25-1960](#)

Payment of Claims - Public Works and Facilities Management

8. PROFESSIONAL SERVICES AGREEMENT8.A. [PW-P-0024-25](#)

Recommendation for the approval of an agreement between the County of DuPage, Illinois and Baxter & Woodman, for On-Call Permit and Ordinance Review, for the period of August 26, 2025 to November 30, 2028, for a total contract amount not to exceed \$90,000. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.

9. BID AWARD9.A. [FM-P-0038-25](#)

Recommendation for the approval of a contract to Voris Mechanical, Inc., to replace the number two boiler burner at the Power Plant, for Facilities Management, for the period of August 26, 2025 through November 30, 2026, for a contract total amount not to exceed \$1,350,445; per lowest responsible bid #25-080-FM.

9.B. [FM-P-0039-25](#)

Recommendation for the approval of a contract to The Stone Group, Inc., for grease trap cleaning and pumping, as needed for the County campus, for Facilities Management, for the period of September 1, 2025 through August 31, 2026, for a total contract amount not to exceed \$72,905; per lowest responsible bid #25-097-FM, with three options to renew.

9.C. [FM-P-0040-25](#)

Recommendation for the approval of a contract to Olsson Roofing Company, Inc., for roof restoration work on the Auditorium at the JTK Administration Building, for Facilities Management, for the period August 26, 2025 through April 30, 2026, for a total contract amount not to exceed \$139,005. Contract pursuant to the Intergovernmental Cooperation Act (TIPS Contract #23010402).

10. BID RENEWAL**10.A. [25-1961](#)**

Recommendation for the approval of a contract to Digital R-E-D, to provide semi-annual scheduled pickups for the recycling of electronic devices for the County, for Facilities Management, for the period October 18, 2025 through October 17, 2026, for a total contract amount not to exceed (\$0) zero dollars, per renewal option under low e-quote #23-104-FM, second of three options to renew.

11. CONTRACT INCREASE**11.A. [25-1919](#)**

Amendment to County Contract 6086-0001 SERV, issued to Brightly Software, Inc., for annual maintenance edge (help desk) and connect authenticate software licensing, for Facilities Management, for a change order to extend the contract to November 30, 2025, and to increase the contract in the amount of \$3,935.58, taking the original contract amount of \$74,340.34 and resulting in an amended contract total amount not to exceed \$78,275.92.

11.B. [FM-CO-0003-25](#)

Amendment to County Contract #7800-0001 SERV issued to Huen Electric, Inc., for Phase II installation of solar panels on the roof of the JTK Administrative Building, for Facilities Management, to add additional scope of work to include new solar panels on the JTK Auditorium roof, extend the contract expiration to November 30, 2026, and increase funding in the amount of \$224,183, taking the original contract amount from \$574,833, and resulting in a final County cost of \$799,016, an increase of 39%. Partial EECBG funded.

12. PRESENTATION

12.A. FY26 Public Works and Facilities Management Operating Budgets

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



Minutes

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

File #: 25-1948

Agenda Date: 8/19/2025

Agenda #: 5.A.



DU PAGE COUNTY

Public Works Committee

Final Summary

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

Tuesday, August 5, 2025

9:00 AM

Room 3500B

1. CALL TO ORDER

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

2. ROLL CALL

Other Board Members present: Member Yeena Yoo and Member Saba Haider.

PRESENT	Childress, DeSart, Garcia, and Zay
ABSENT	Ozog
REMOTE	Galassi

3. CHAIRMAN'S REMARKS - CHAIR CHILDRESS

3.A. Illinois Public Works Mutual Aid Network (IPWMAN) Appreciation Award

In recognition of three Public Works Employees, Chair Michael Childress, Chief Administrative Officer Nick Kottmeyer, Deputy Director of Public Works Sean Reese and Director of Emergency Management Craig Dieckman provided Alan Czarnecki, Dan Johnson, and Ben Notte with IPWMAN Challenge Coin for their response to assisting Massac County.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [25-1814](#)

Public Works Committee Meeting Minutes - Regular Meeting - Tuesday, July 1, 2025.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Jim Zay

6. CLAIMS REPORT

6.A. [25-1815](#)

Payment of Claims - Public Works and Facilities Management

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Jim Zay

7. BID AWARDS**7.A. [PW-P-0020-25](#)**

Recommendation for the approval of a contract to Archon Construction Company, Inc., for replacement of the Waterfall Glen Sanitary Sewer Force Main, for Public Works, for the period of August 12, 2025 to August 11, 2026, for a total contract amount not to exceed \$381,425; per lowest responsible bid #25-083-PW.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart

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

Recommendation for the approval of a contract to Commercial Mechanical, Inc., for boiler replacement at the Woodridge Greene Valley Wastewater Treatment Plant, for the period of August 12, 2025, to November 30, 2026, for a total contract amount not to exceed \$1,086,800, per lowest responsible bid #25-090-PW.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Jim Zay

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

Recommendation for the approval of a contract to First Environmental Labs, for NPDES Permit Analytical Testing Services, for Public Works, for the period of August 12, 2025 to August 11, 2029, for a total contract amount not to exceed \$196,263.60; per lowest responsible bid #25-093-PW.

Vice Chair Zay asked for further clarification on the testing that was being run and the dollar amount associated with it. Chief Administrator Nick Kottmeyer answered.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Jim Zay

7.D. [FM-P-0035-25](#)

Recommendation for the approval of a contract to Unipak Corp., to furnish and deliver plastic trash and recycling can liners, as needed for County facilities, for Facilities Management, for the two-year period of August 13, 2025 through August 12, 2027, for a contract total amount not to exceed \$50,000, per lowest responsible bid #25-073-FM.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Jim Zay

7.E. [25-1816](#)

Recommendation for the approval of a contract to Wesco Distribution, Inc., for various Rockwell Allen Bradley Parts, for Public Works and Stormwater Management, for the period of August 5, 2025 to November 30, 2025, for a total contract amount not to exceed \$28,483.43, per lowest responsible bid #25-086-PW. (Public Works \$25,469.09 and Stormwater Management \$3,014.34)

Member Yeena Yoo asked for clarification on the parts that were being procured. Chief Administrative Officer Nick Kottmeyer and Public Works Buyer Drew Cormican answered any questions.

RESULT:	APPROVED
MOVER:	Jim Zay
SECONDER:	Paula Garcia

7.F. [25-1817](#)

Recommendation for the approval of a contract to Porter Pipe & Supply, to furnish and deliver (1) Bell & Gossett high efficiency roto pump, for the #2 Reco water heater at the Power Plant, for Facilities Management, for the period December 4, 2024 through November 30, 2025, for a contract total amount not to exceed \$5,824.76, per low quote. (4 quotes received)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

8. BID RENEWALS8.A. [PW-P-0023-25](#)

Recommendation for the approval of a contract to Mid-American Water, for valve and hydrant parts and supplies, for Public Works, for the period of August 27, 2025 to August 26, 2026, for a total contract amount not to exceed \$60,000, per most qualified offer, per bid #24-085-PW, the first of three optional renewals.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Jim Zay
SECONDER:	Paula Garcia

8.B. [FM-P-0036-25](#)

Recommendation for the approval of a contract to Air Filter Solutions LLC, to furnish and deliver air filters, as needed, for County facilities, for Facilities Management, for the period of September 27, 2025 through September 26, 2026, for a total contract amount not to exceed \$118,100; per renewal option under bid award #23-053-FM. Second of three options to renew. (\$110,000 for Facilities Management, \$4,000 for Animal Services, \$1,100 for the Division of Transportation, and \$3,000 for Health Department)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart

8.C. [FM-P-0037-25](#)

Recommendation for the approval of a contract to Arlington Glass & Mirror Co., for on-call window glazing, repair, replacement, window adjustment, and board up services, as needed, for County facilities, for Facilities Management, for the period of October 1, 2025 through September 30, 2027, for a contract total amount not to exceed \$91,000; per bid #23-084-FM, first and final option to renew. (\$70,000 for Facilities Management and \$21,000 for Public Works)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Jim Zay
SECONDER:	Paula Garcia

9. ACTION ITEM**9.A. [FM-R-0007-25](#)**

Recommendation for the approval of an Agreement between the County of DuPage, Illinois and Court Reporting Services – State of Illinois, for lease of space at the Judicial Office Facility or the Judicial Annex Facility on campus, for Facilities Management, for the period of September 1, 2025, through August 30, 2026, for an annual amount not to exceed \$12,000.

Member Dawn DeSart asked for clarification on the agreement. Chief Administrative Officer Nick Kottmeyer and Court Administrator Suzanne Armstrong provided information on the term of the lease and the program.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Jim Zay
SECONDER:	Paula Garcia

10. PRESENTATIONS**10.A. FY26 Public Works and Facilities Management Capital Budgets**

Deputy Director of Public Works Sean Reese, Public Works Buyer Drew Cormican, and Director of Facilities Management Tim Harbaugh reviewed the capital budgets for the respective departments for FY25 and FY26 and answered any questions from board members.

11. OLD BUSINESS

No old business was discussed.

12. NEW BUSINESS

No new business was discussed.

13. ADJOURNMENT

With no further business, the meeting was adjourned.



Consent Item

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

File #: 25-1949

Agenda Date: 8/19/2025

Agenda #: 6.A.

Consent
PW 8/19
OB 8/26

Comm.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 6890SERV	Original Purchase Order Date: Apr 1, 2024	Change Order #: 2	Department: Public Works
Vendor Name: Rowell Chemical Company		Vendor #: 39476	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by (\$14,740.94) and close contract.		
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	\$115,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$115,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$14,740.94)
E	New contract amount (C + D)	\$100,259.06
F	Percent of current contract value this Change Order represents (D / C)	-12.82%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-12.82%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: _____ to: _____
- ☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

<u>DSE</u>	<u>8/6/25</u>	<u>mr</u>	<u>8/7/25</u>		
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



Consent Item

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

File #: 25-1950

Agenda Date: 8/19/2025

Agenda #: 6.B.

Consent
PW 8/19
CB 8/26
Comm.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 5097SERV	Original Purchase Order Date: Feb 1, 2021	Change Order #: 5	Department: Public Works
Vendor Name: Home Depot USA		Vendor #: 11219	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by (\$22,237.53) and close contract.		
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	\$100,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$100,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$22,237.53)
E	New contract amount (C + D)	\$77,762.47
F	Percent of current contract value this Change Order represents (D / C)	-22.24%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-22.24%
DECISION MEMO NOT REQUIRED		

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

DECISION MEMO REQUIRED	
☐ Increase (greater than 29 days) contract expiration from: _____ to: _____	
☐ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source _____	
☐ OTHER - explain below: _____	

<i>De</i> Prepared By (Initials)	Phone Ext	8/6/25 Date	<i>mp</i> Recommended for Approval (Initials)	Phone Ext	8/7/25 Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer <i>[Signature]</i>	Date <i>8/8/2025</i>		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



Consent Item

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

File #: 25-1951

Agenda Date: 8/19/2025

Agenda #: 6.C.

Consent
PW 8/19
CB 8/26

Comm.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 7387SERV	Original Purchase Order Date: Nov 26, 2024	Change Order #: 3	Department: Public Works
Vendor Name: Olsson Roofing		Vendor #: 19225	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by (\$17,250.00) and close contract.		
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	\$189,755.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$189,755.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$17,250.00)
E	New contract amount (C + D)	\$172,505.00
F	Percent of current contract value this Change Order represents (D / C)	-9.09%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-9.09%
DECISION MEMO NOT REQUIRED		

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

DECISION MEMO REQUIRED	
☐ Increase (greater than 29 days) contract expiration from: _____ to: _____	
☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____	
☐ OTHER - explain below: _____	

Prepared By (Initials) <u>DJE</u>	Phone Ext	Date <u>8/6/25</u>	Recommended for Approval (Initials) <u>mr</u>	Phone Ext	Date <u>8/7/25</u>
REVIEWED BY (Initials Only)					
Buyer _____	Date _____	Procurement Officer <u>[Signature]</u>	Date <u>8/8/2025</u>		
Chief Financial Officer _____ (Decision Memos Over \$25,000)	Date _____	Chairman's Office _____ (Decision Memos Over \$25,000)	Date _____		



Consent Item

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

File #: 25-1952

Agenda Date: 8/19/2025

Agenda #: 6.D.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 8/19
CB 8/26

Comm-

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 7662SERV	Original Purchase Order Date: Apr 22, 2025	Change Order #: 1	Department: Public Works
Vendor Name: Chicagoland Paving Contractors		Vendor #: 31222	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by (\$14,250.00) and close contract.		
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	\$99,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$99,000.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$14,250.00)
E	New contract amount (C + D)	\$84,750.00
F	Percent of current contract value this Change Order represents (D / C)	-14.39%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-14.39%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: _____ to: _____
☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below:

Prepared By (Initials) <u>DSE</u>	Phone Ext _____	Date <u>8/6/25</u>	Recommended for Approval (Initials) <u>mp</u>	Phone Ext _____	Date <u>8/7/25</u>
REVIEWED BY (Initials Only)					
Buyer _____	Date _____	Procurement Officer <u>[Signature]</u>	Date <u>8/8/2025</u>		
Chief Financial Officer _____ (Decision Memos Over \$25,000)	Date _____	Chairman's Office _____ (Decision Memos Over \$25,000)	Date _____		



Consent Item

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

File #: 25-1955

Agenda Date: 8/19/2025

Agenda #: 6.E.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 8/19
CB 8/26

Comm.

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 7242SERV	Original Purchase Order Date: Aug 27, 2024	Change Order #: 2	Department: Public Works
Vendor Name: Vissering Construction Company		Vendor #: 44695	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease contract by \$78,304.90 and close contract.		
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	\$679,853.90
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$679,853.90
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$78,304.90)
E	New contract amount (C + D)	\$601,549.00
F	Percent of current contract value this Change Order represents (D / C)	-11.52%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-11.52%
DECISION MEMO NOT REQUIRED		

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

DECISION MEMO REQUIRED	
☐ Increase (greater than 29 days) contract expiration from: _____ to: _____	
☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____	
☐ OTHER - explain below: _____	

<u>DSE</u>		<u>8/6/25</u>	<u>SP</u>		<u>8/7/25</u>
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		Date	Chairman's Office		Date
(Decision Memos Over \$25,000)		Date	(Decision Memos Over \$25,000)		Date



Consent Item

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

File #: 25-1956

Agenda Date: 8/19/2025

Agenda #: 6.F.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 8/19
CB 8/26

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: 25-1920

Purchase Order #: 7029-0001 SERV	Original Purchase Order Date: Apr 10, 2024	Change Order #: 3	Department: Facilities Management
Vendor Name: Advanced Boiler Control Services, Inc.		Vendor #: 11360	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$12,656.25, line 2 \$4,991.03, line 5 \$12,321.25, line 6 \$4,975.82, line 8 \$3,575.00 and close contract.		
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	\$70,057.50
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$70,057.50
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$38,519.35)
E	New contract amount (C + D)	\$31,538.15
F	Percent of current contract value this Change Order represents (D / C)	-54.98%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-54.98%
DECISION MEMO NOT REQUIRED		

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

DECISION MEMO REQUIRED	
☐ Increase (greater than 29 days) contract expiration from: _____ to: _____	
☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____	
☐ OTHER - explain below:	

KB	5695	Aug 6, 2025	5665	Aug 7, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer		Date	Procurement Officer	
Chief Financial Officer		Date	Chairman's Office	
(Decision Memos Over \$25,000)		Date	(Decision Memos Over \$25,000)	



Consent Item

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

File #: 25-1957

Agenda Date: 8/19/2025

Agenda #: 6.G.



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

Consent
pw 8/19
CB 8/26

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: 25-1921

Purchase Order #: 6419-0001 SERV	Original Purchase Order Date: May 26, 2023	Change Order #: 1	Department: Facilities Management
Vendor Name: Airways Systems Inc			Vendor #: 25611
Dept Contact: Katie Boffa			
Background and/or Reason for Change Order Request:	Decrease line 1 \$9,423.00, line 2 \$1,248.00 and close contract.		
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	\$35,196.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$35,196.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$10,671.00)
E	New contract amount (C + D)	\$24,525.00
F	Percent of current contract value this Change Order represents (D / C)	-30.32%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-30.32%
DECISION MEMO NOT REQUIRED		

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

DECISION MEMO REQUIRED	
☐ Increase (greater than 29 days) contract expiration from: _____ to: _____	
☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____	
☐ OTHER - explain below: _____	

KB	5695	Aug 6, 2025	5665	Aug 7, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	



Consent Item

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

File #: 25-1958

Agenda Date: 8/19/2025

Agenda #: 6.H.

Consent
PW 8/19
CB 8/26



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6493-0001 SERV	Original Purchase Order Date: Jun 13, 2023	Change Order #: 7	Department: Facilities Management
Vendor Name: Commercial Mechanical, Inc.		Vendor #: 13285	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 2 \$8,000, line 4 \$11,750.00, line 5 \$333,750.00 and close contract.		
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	\$3,250,500.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$3,250,500.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$353,500.00)
E	New contract amount (C + D)	\$2,897,000.00
F	Percent of current contract value this Change Order represents (D / C)	-10.88%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-10.88%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

☐ Increase (greater than 29 days) contract expiration from: _____ to: _____

☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____

☐ OTHER - explain below: _____

KB	5695	Aug 6, 2025			
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



Consent Item

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

File #: 25-1959

Agenda Date: 8/19/2025

Agenda #: 6.I.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 8/19
CB 8/26

Date: Aug 6, 2025

MinuteTraq (IQM2) ID #: 25-1923

Purchase Order #: 6268-0001 SERV	Original Purchase Order Date: Jan 24, 2023	Change Order #: 2	Department: Facilities Management
Vendor Name: Windfree Solar Inc		Vendor #: 30854	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 2 \$20,089.53 and close contract.		
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	\$429,558.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$429,558.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$20,089.53)
E	New contract amount (C + D)	\$409,468.47
F	Percent of current contract value this Change Order represents (D / C)	-4.68%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-4.68%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: _____ to: _____
☐ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☐ Funding Source _____
☐ OTHER - explain below:

KB	5695	Aug 6, 2025		251005	8/6/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	8/8/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



Payment of Claims

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

File #: 25-1960

Agenda Date: 8/19/2025

Agenda #: 7.A.

Facilities Management Department

Schedule of Purchases Under \$15,000

August 19, 2025

	VENDOR	DESCRIPTION	FUND	DEPT	ACCOUNT	AMOUNT
25060	Airgas USA, LLC	Rental Of Machinery & Equipment	1000	1100	53410	\$112.65
25343	Illinois Tollway	Travel Expense	1000	1103	53510	\$10.65
25057	Nicor Gas	Natural Gas	1000	1100	53200	\$53.90
25093	United States Postal Service	Postage & Postal Charges	1000	1100	53804	\$1.38
25124	United States Postal Service	Postage & Postal Charges	1000	1103	53804	\$13.90
25364	Industrial Ladder and Supply Co.	Equipment & Machinery	1000	1100	54110	\$6,237.39
25365	Test Gauge Inc.	Repair & Maintenance Other Equipment	1000	1100	53370	\$240.00
25366	Zoro Tools, Inc.	Furn/Mach/Equip Small Value and Maintenance Supplies	1000	1100	52000 52270	\$289.34
25367	Applied Industrial Technologies	Auto/Mach/Equip Parts	1000	1100	52250	\$39.64
25368	Big Ass Fans	Furn/Mach/Equip Small Value	1000	1100	52000	\$6,080.00
25369	Test Gauge Inc.	Maintenance Supplies	1000	1100	52270	\$473.40
25371	Applied Industrial Technologies	Auto/Mach/Equip Parts	1000	1100	52250	\$201.57
25372	ULINE	Furn/Mach/Equip Small Value	1000	1100	52000	\$1,686.35
25374	Trash Cans Warehouse.com	Furn/Mach/Equip Small Value	1000	1100	52000	\$1,712.00
25375	ILCSWMA - Illinois Counties Solid Waste Management Association	Instruction & Schooling	1000	1103	53610	\$350.00

Facilities Management Department

Schedule of Other Payments						
August 19, 2025						
CONTRACT #	VENDOR	DESCRIPTION	FUND	DEPT	ACCOUNT	AMOUNT
6937-0001 SERV	A&P Grease Trappers, Inc.	Repair & Maintenance Facilities	1000	1100	53300	\$930.00
7385-0001 SERV	Amazon.com LLC	I.T. Equipment - Small Value, Operating Supplies & Materials and Maintenance Supplies	1000	1100	52100 52200 52270	\$100.50
7148-0001 SERV	AT&T Mobility II LLC dba AT&T Mobility - National Act	Wireless Communication Service	1000	1100 1102 1103	53260	\$3,103.60
5423-0001 SERV	ComEd	Electricity	1000	1100	53210	\$1,130.92
7410-0001 SERV	Federal Express (FedEx)	Postage & Postal Charges	1000	1100	53804	\$9.58
7161-0001 SERV	Fox Valley Fire & Safety	Repair & Maintenance Facilities	1000	1100	53300	\$1,711.15
7558-0001 SERV	Gehrke Technology Group, Inc.	Chemical Supplies	1000	1100	52330	\$18,248.00
7444-0001 SERV	Grainger	Maintenance Supplies	1000	1100	52270	\$1,592.02
7447-0001 SERV	Graybar Electric Company	Maintenance Supplies and Building Improvements	1000 6000	1100 1220	52270 54010	\$1,483.38
7533-0001 SERV	Graybar Electric Company	Building Improvements	6000	1220	54010	\$3,429.36
6978-0001 SERV	Hammer Construction, LLC	Building Improvements	6000	1220	54010	\$141,655.00
7099-0001 SERV	HD Supply, Inc. DBA HD Supply Facilities Maintenance, LTD.	Cleaning Supplies	1000	1100	52280	\$236.98
5599-0001 SERV	Home Depot	Furn/Mach/Equip Small Value, Operating Supplies & Materials, Maintenance Supplies and Building Improvements	1000 6000	1100 1220	52000 52200 52270 54010	\$3,167.23
7417-0001 SERV	Johnson Controls, Inc.	Repair & Maintenance Facilities	1000	1100	53300	\$2,272.33
6661-0001 SERV	Kluber, Inc.	Building Improvements	6000	1220	54010	\$1,402.50
7392-0001 SERV	Kluber, Inc.	Engineering & Architectural	1000	1100	53010	\$2,524.50
5900-0001 SERV	Kone, Inc.	Repair & Maintenance Infrastructure	1000	1100	53310	\$29,759.12
5448-0001 SERV	Mansfield Power and Gas LLC	Natural Gas	1000	1100	53200	\$27,844.41
7519-0001 SERV	Midwest Office Interiors	Furn/Mach/Equip Small Value	1000	1100	52000	\$61,149.28
7286-0001 SERV	Nicor Gas	Natural Gas	1000	1100	53200	\$626.75
7512-0001 SERV	Red Wing Brands of America Inc.	Wearing Apparel	1000	1100	52220	\$169.99
7563-0001 SERV	Royal Pipe & Supply Company	Maintenance Supplies	1000	1100	52270	\$2,510.06
7353-0001 SERV	SCARCE	Other Contractual Expenses	1000	1103	53830	\$12,500.00
7462-0001 SERV	The Sherwin-Williams Company	Maintenance Supplies	1000	1100	52270	\$60.31
7189-0001 SERV	Toshiba America Business Solutions Inc	Copier Usage and IT Equipment - Capital Lease	1000	1100	53800-0001 54100-0700	\$532.73
7310-0001 SERV	Trane U.S. Inc	Repair & Maintenance Facilities	1000	1100	53300	\$10,883.83
5425-0001 SERV	Village of Winfield	Water & Sewer	1000	1100	53220	\$334.80
5709-0001 SERV	Wight Construction Services, Inc.	Building Improvements	6000	1220	54010	\$58,810.44

	Public Works		
	Schedule of Claims		
	8/18/2025		
Pay Vendor Name	Description	Check Date	Amount
AL WARREN OIL COMPANY INC	Fuel	8/1/2025	\$22,289.60
ALDRIDGE ELECTRIC INC	Electrical infrastructure	8/1/2025	\$73,834.52
AT&T	Phone service	8/1/2025	\$1,358.08
BUILDERS CHICAGO CORPORATION	Service	8/1/2025	\$2,171.83
CHICAGO METRO CONSTRUCTION	Service	8/1/2025	\$1,821.42
FEDEX	Shipping	8/1/2025	\$77.22
GRAYBAR	Electrical supplies	8/1/2025	\$1,045.67
HD SUPPLY FORMERLY HOME DEPOT	Cleaning supplies	8/1/2025	\$929.02
MENARDS	6mm twinwall clear	8/1/2025	\$239.96
MID AMERICAN WATER INC	MJ cap, mega lug packs	8/1/2025	\$4,350.31
NICOR GAS	Gas	8/1/2025	\$262.37
PITNEY BOWES INC	Ink cartridge	8/1/2025	\$257.27
ROWELL CHEMICAL CORPORATION	Sodium Hypochlorite	8/1/2025	\$4,192.48
SAFETY LANE INSPECTIONS INC	Safety inspections	8/1/2025	\$109.50
SPERA, STANLEY J.	Reimbursement membership	8/1/2025	\$355.00
TEKLAB, INC	Lab testing	8/1/2025	\$980.20
VILLAGE OF WOODRIDGE	Water service	8/1/2025	\$2,870.28
WASTEBOX INC	Dump fees	8/1/2025	\$4,200.00
ANSWER NATIONAL	Telemessaging	8/5/2025	\$306.20
BUTTREY RENTAL SERVICE INC	Propane tank refill	8/5/2025	\$38.75
CONSERV FS INC	Seeds, round top staples	8/5/2025	\$608.50
FEDEX	Shipping	8/5/2025	\$63.46
GRAINGER INC	Electrical supplies	8/5/2025	\$194.89
GRAYBAR	Electrical supplies	8/5/2025	\$674.26
MCCANN INDUSTRIES INC	Split pin	8/5/2025	\$91.50
NEUCO INC	Actuator	8/5/2025	\$766.88
PACE ANALYTICAL SERVICES INC	Lab testing	8/5/2025	\$128.00
POMP'S TIRE SERVICE, INC.	Tire repair	8/5/2025	\$80.00
RECYCLE TECHNOLOGIES, INC	Electronics recycling	8/5/2025	\$1,197.80
RENTOKIL NORTH AMERICA INC	Preventive services	8/5/2025	\$245.41
TERRACE SUPPLY CO	Gas Cylinder Rental	8/5/2025	\$88.35
A & W TRAILER	Repair	8/8/2025	\$144.94
ADVANCE AUTO PARTS	Auto parts	8/8/2025	\$425.22
AMERICAN WATER	Meter Reads	8/8/2025	\$332.55
AUTOZONE INC	Engine degreaser, brake cleaner	8/8/2025	\$83.76
BUTTREY RENTAL SERVICE INC	Tank refills, new tank	8/8/2025	\$414.70
CITY OF WHEATON	Meter reads	8/8/2025	\$627.30
COMCAST	Internet	8/8/2025	\$712.38
CUSTOM CONNECTION INC	Service	8/8/2025	\$2,188.95
DAY, CHRIS	Reimbursement membership	8/8/2025	\$355.00
FEDERAL SIGNAL CORPORATION	Service	8/8/2025	\$3,354.80
FEDEX	Shipping	8/8/2025	\$97.71
FLOLO CORPORATION	Integrated control panel	8/8/2025	\$635.36
GRAINGER INC	Electrical supplies	8/8/2025	\$474.40

	Public Works		
	Schedule of Claims		
	8/18/2025		
Pay Vendor Name	Description	Check Date	Amount
GRAYBAR	Electrical supplies	8/8/2025	\$1,152.00
HADRONEX, INC	Warranty	8/8/2025	\$12,307.40
HINKLE, BRANDON	Carpet cleaning	8/8/2025	\$1,100.00
HYDRAULIC SUPPLY COMPANY	Hose assy	8/8/2025	\$309.71
K-FIVE CONSTRUCTION CORP	Asphalt	8/8/2025	\$1,274.18
LESMAN INSTRUMENT COMPANY	Conduit box	8/8/2025	\$204.19
MENARDS	Floorjack	8/8/2025	\$245.00
NICOR GAS	Gas	8/8/2025	\$430.53
ODP BUSINESS SOLUTIONS, LLC	Office supplies	8/8/2025	\$13.59
OLSSON ROOFING	Roof replacement	8/8/2025	\$158,175.00
PACKKEY WEBB FORD	Repair	8/8/2025	\$1,510.40
PATSON INC	Idler pulley	8/8/2025	\$208.75
PEREGRINE CORPORATION	Utility Billing	8/8/2025	\$2,304.73
POMP'S TIRE SERVICE, INC.	Repair	8/8/2025	\$961.46
PORTER PIPE & SUPPLY	Ring gaskets	8/8/2025	\$92.56
QUINCY COMPRESSOR LLC	Separator	8/8/2025	\$941.08
RENTOKIL NORTH AMERICA INC	Preventive services	8/8/2025	\$398.67
ROWELL CHEMICAL CORPORATION	Sodium Hypochlorite	8/8/2025	\$6,272.02
SAVECO NORTH AMERICA INC.	Septage receiving station	8/8/2025	\$9,859.00
STEWART SPREADING INC	Biosolid disposal	8/8/2025	\$45,375.00
STRAND ASSOCIATES INC	Boiler replacement design	8/8/2025	\$30,857.55
TJ3 LLC	Refrigerant	8/8/2025	\$2,240.76
UNITED STATES POSTAL SERVICE	Postage Charges Jul 2025	8/8/2025	\$50.79
VILLAGE OF DOWNERS GROVE	Meter Reads July 2025	8/8/2025	\$55.49
VILLAGE OF LOMBARD	Sewer service fees	8/8/2025	\$5,245.63
VILLAGE OF WILLOWBROOK	Meter reads	8/8/2025	\$160.00
WATER PRODUCTS-AURORA	Pipe	8/8/2025	\$5,774.25
ZORO TOOLS INC	Paint	8/8/2025	\$999.35
AT&T	Phone service	8/12/2025	\$57.85
CDW GOVERNMENT INC	Computers, power switch	8/12/2025	\$4,050.00
CUMMINS SALES AND SERVICE	Water pump	8/12/2025	\$846.58
DUPAGE WATER COMMISSION	Operations & Maintenance	8/12/2025	\$94,969.20
GROOT, INC	Waste/Recycling Removal	8/12/2025	\$5,814.74
ROWELL CHEMICAL CORPORATION	Sodium Hypochlorite	8/12/2025	\$5,015.11
THE SHERWIN WILLIAMS CO	Paint	8/12/2025	\$380.79
	Total		\$535,329.16



Public Works Requisition \$30,000 and Over

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

File #: PW-P-0024-25

Agenda Date: 8/19/2025

Agenda #: 8.A.

AWARDING RESOLUTION ISSUED TO
BAXTER & WOODMAN
FOR ON-CALL PERMIT AND ORDINANCE REVIEW
FOR PUBLIC WORKS
(CONTRACT TOTAL AMOUNT \$90,000)

WHEREAS, the Illinois General Assembly has granted the County of DuPage ("COUNTY") authority to operate and maintain sanitary sewer systems and potable water distribution systems (Illinois Compiled Statutes, Chapter 55, paragraphs 5/5-15001, et. seq.); and

WHEREAS, the Illinois State Constitution and Illinois General Assembly have authorized counties, including the County of DuPage (COUNTY), authority to perform various public functions, and to provide essential governmental services, for the benefit of its residents, property owners and businesses; and

WHEREAS, the Illinois General Assembly has further granted the County of DuPage ("COUNTY") authority to operate and maintain flood control, stormwater management, and drainage systems (inter alia, Illinois Compiled Statutes, Chapter 55, paragraphs 5/5-1062.3 and 5/5-15001 et seq.); and

WHEREAS, the COUNTY'S Public Works department owns and operates the Woodridge, Knollwood, & Nordic wastewater treatment facilities; and the facilities require compliance with NPDES and IEPA regulations to treat wastewater; and

WHEREAS, the aforesaid systems periodically require design, bidding and construction of improvements in order to ensure the efficient and cost-effective operation and compliance thereof; and

WHEREAS, BAXTER & WOODMAN CONSULTING ENGINEERS (hereinafter the CONSULTANT) has experience and expertise performing design, bidding and construction improvements, is in good standing and has not been barred from performing professional services, and is willing to perform such services for the COUNTY for an amount not to exceed Ninety-Thousand Dollars (\$90,000).

WHEREAS, the COUNTY has selected the CONSULTANT in accordance with the Professional Services Selection Process found in Section 2-353 of the DuPage County Purchasing Procedures and Guidelines; and

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms, and conditions herein set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

BE IT FURTHER RESOLVED that the DuPage County Clerk be directed to transmit certified copies of this Resolution and the attached Agreement to Daniel G. Bounds, PE, Associate Vice President, 1548 Bond Street, Suite 103, Naperville, Illinois 60563; Procurement Division of the Finance Department of DuPage County; Nicholas V. Alfonso, State's Attorney's Office.

Enacted and approved on this 26th day of August, 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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$90,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$90,000.00
	CURRENT TERM TOTAL COST: \$90,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Baxter & Woodman	VENDOR #: 12605	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Nichole Schaeffer	VENDOR CONTACT PHONE: 815-444-3372	DEPT CONTACT PHONE #: 630.985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: NSCHAEFFER@BAXTERWOODMAN.COM	VENDOR WEBSITE: https://baxterwoodman.com	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Professional engineering services for review and updating of the Water Supply, Distribution and Wastewater Treatment Ordinance pre-treatment and WWTP local limit revisions and permit review.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Professional services are needed for review of existing Ordinance and propose updates in alignment with USEPA and local regulations as well as consultation regarding local limits evaluation and expert submittal review; review of regulatory documentation such as ERP, spill plans, etc; consultation regarding permits and permit renewals; and review of existing treatment procedures and possible impacts of loadings received at the Wastewater Treatment Plants from sources other than residential waste.			

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.
PROFESSIONAL SERVICES EXCLUDED PER DUPAGE ORDINANCE (SECTION 2-353) AND 50 ILCS 510/2 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)	

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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. A request for a statement of interest from qualified firms was posted. We received 2 SOI's and completed a consultant evaluation to rank the firms expertise. Through the process it was determined that Baxter & Woodman was the top firm based on their experience with ordinance and permit review.
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 contract with Baxter & Woodman for professional services for water and wastewater treatment ordinance revision and permit review. B & W is a leading expert in the area of pretreatment requirements for WWTP's Recommended. 2) Contract with an alternate engineering firm. Not recommended due to the detailed evaluation and ranking process of the other firms. 3) Do not award. Not recommended due to the need for professional service to keep our wastewater ordinance current and up to date.

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: Baxter & Woodman	Vendor#: 12605	Dept: DuPage County Public Works	Division: Public Works
Attn: Nichole Schaeffer	Email: nschaeffer@baxterwoodman.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 1548 Bond Street, Suite 103	City: Naperville	Address: 7900 S. Rt. 53	City: Woodridge
State: Illinois	Zip: 60563	State: IL	Zip: 60517
Phone: 815-444-3372	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same As Above	Vendor#: Same As Above	Dept: Same As Above	Division: Same As Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 26, 2025	Contract End Date (PO25): Nov 30, 2028
Contract Administrator (PO25): Drew Cormican			

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		Professional engineering services for review and updating of the Water Supply, Distribution and Wastewater Treatment Ordinance.	FY25	2000	2555	53010		5,000.00	5,000.00
2	1	EA		Professional engineering services for review and updating of the Water Supply, Distribution and Wastewater Treatment Ordinance.	FY26	2000	2555	53010		35,000.00	35,000.00
3	1	EA		Professional engineering services for review and updating of the Water Supply, Distribution and Wastewater Treatment Ordinance.	FY27	2000	2555	53010		35,000.00	35,000.00
4	1	EA		Professional engineering services for review and updating of the Water Supply, Distribution and Wastewater Treatment Ordinance.	FY28	2000	2555	53010		15,000.00	15,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 90,000.00

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

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

AGREEMENT BETWEEN THE COUNTY OF DUPAGE, ILLINOIS AND
BAXTER & WOODMAN CONSULTING ENGINEERS FOR PROFESSIONAL
ENGINEERING SERVICES FOR DUPAGE WATER AND WASTEWATER
TREATMENT ORDINANCE REVISIONS AND PERMIT REVIEW

THIS AGREEMENT is made this 26th day of August, 2025, between COUNTY OF DUPAGE, a body politic and corporate, with offices at 421 North County Farm Road, Wheaton, Illinois 60187 (hereinafter referred to as the COUNTY) and BAXTER & WOODMAN CONSULTING ENGINEERS, licensed to do business in the State of Illinois, with offices at 1548 Bond Street, Suite 103, Naperville, Illinois 60563 (hereinafter referred to as the CONSULTANT).

R E C I T A L S

WHEREAS, the Illinois General Assembly has granted the County of DuPage ("COUNTY") authority to operate and maintain sanitary sewer systems and potable water distribution systems (Illinois Compiled Statutes, Chapter 55, paragraphs 5/5-15001, et. seq.); and

WHEREAS, the Illinois State Constitution and Illinois General Assembly have authorized counties, including the County of DuPage (COUNTY), authority to perform various public functions, and to provide essential governmental services, for the benefit of its residents, property owners and businesses; and

WHEREAS, the Illinois General Assembly has further granted the County of DuPage ("COUNTY") authority to operate and maintain flood control, stormwater management, and drainage systems (*inter alia*, Illinois Compiled Statutes, Chapter 55, paragraphs 5/5-1062.3 and 5/5-15001 et seq.); and

WHEREAS, the COUNTY'S Public Works department owns and operates the Woodridge, Knollwood, & Nordic wastewater treatment facilities; and the facilities require compliance with NPDES and IEPA regulations to treat wastewater; and

WHEREAS, the aforesaid systems periodically require design, bidding and construction of improvements in order to ensure the efficient and cost-effective operation and compliance thereof; and

WHEREAS, BAXTER & WOODMAN CONSULTING ENGINEERS (hereinafter the CONSULTANT) has experience and expertise performing design, bidding and construction improvements, is in good standing and has not been barred from performing professional services, and is willing to perform such services for the COUNTY for an amount not to exceed Ninety-Thousand Dollars (\$90,000).

WHEREAS, the COUNTY has selected the CONSULTANT in accordance with the Professional Services Selection Process found in Section 2-353 of the DuPage County Purchasing Procedures and Guidelines; and

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms, and conditions herein set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

1.0 INCORPORATION AND CONSTRUCTION.

- 1.1 All recitals set forth above are incorporated herein and made part thereof, the same constituting the factual basis for this AGREEMENT.
- 1.2 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.
- 1.3 The exhibits referenced in this AGREEMENT shall be deemed incorporated herein and a part thereof.

2.0 SCOPE OF SERVICES.

- 2.1 Services are to be provided by the CONSULTANT according to the specifications in the scope of work, specified as Exhibit "A", attached hereto, which exhibit is hereby incorporated by reference. The CONSULTANT shall complete all of the services set forth in said exhibit for the compensation set forth in Paragraph 6.2, below, unless otherwise modified.
- 2.2 The COUNTY may, from time to time, request changes in the Scope of Services. Any such changes, including any increase or decrease in Consultant's compensation, shall be documented by an amendment to this AGREEMENT in accordance with Section 14.0 of this AGREEMENT, or by issuance of a new Work Order to cover the changes in the Scope provided that the increase does not increase the total compensation set forth in this AGREEMENT.

- 2.3 The relationship of CONSULTANT to COUNTY is that of independent contractor, and nothing in this AGREEMENT is intended nor shall be construed to create an agency, employment, joint venture relationship, or any other relationship allowing COUNTY to exercise control or direction over the manner or method by which CONSULTANT or its subcontractors provide services hereunder. Neither the CONSULTANT nor the CONSULTANT'S employees shall be entitled to receive any COUNTY benefits. The CONSULTANT shall be solely responsible for the payment of all taxes and withholdings required by law which may become due with regard to any compensation paid by the COUNTY to the CONSULTANT.
- 2.4 Neither the CONSULTANT, nor the CONSULTANT'S employees, shall be retained as expert witnesses by the COUNTY except as by separate agreement.
- 2.5 Services deemed to be a professional service under this AGREEMENT shall be performed and/or supervised by individuals licensed to practice by the State of Illinois in the applicable professional discipline.

3.0 NOTICE TO PROCEED.

- 3.1 Authorization to proceed with tasks described in Exhibit "A" shall be given on behalf of the COUNTY by the Superintendent of the Public Works Department, (hereinafter referred to as the "SUPERINTENDENT") in the form of a written notice to proceed following execution of the AGREEMENT by the County Board Chair.
- 3.2 In addition to the Notice to Proceed, the SUPERINTENDENT or his/her designee, may, on behalf of the COUNTY, approve, deny, receive, accept or reject any submission, notices or invoices from or by CONSULTANT, as provided for in this AGREEMENT, including, but not limited to, acts performed in accordance with Paragraphs 4.1, 5.2, 6.4, 7.1, 8.2, 8.3., 15.3 and 21.2.
- 3.3 The CONSULTANT shall not perform additional work related to a submittal until the COUNTY has completed its review of the submittal, unless otherwise directed in writing by the SUPERINTENDENT or his designee. The CONSULTANT may continue to work on items unrelated to the submittal under review by the COUNTY.

4.0 TECHNICAL SUBCONSULTANTS.

- 4.1 The prior written approval of the COUNTY shall be required before CONSULTANT hires any subconsultant(s) to complete COUNTY- ordered

technical or professional tasks or work.

- 4.2 The CONSULTANT shall supervise any subconsultant(s) hired by the CONSULTANT and the CONSULTANT shall be solely responsible for any and all work performed by said subconsultant, or subconsultants, in the same manner and with the same liability as if performed by the CONSULTANT.
- 4.3 The CONSULTANT shall require any subconsultant hired for the performance of any work or activity in connection to this AGREEMENT to agree and covenant that he/she/they/it (the subconsultant) also meets the terms of Sections 8.0 and 13.0 of this AGREEMENT and shall fully comply therewith while engaged by CONSULTANT in County-related work.

5.0 TIME FOR PERFORMANCE

- 5.1 The CONSULTANT shall commence work within five (5) working days after the COUNTY issues its Written Notice to Proceed. The COUNTY is not liable and will not pay the CONSULTANT for any work performed before the date of the Notice to Proceed.
- 5.2 Unless otherwise defined in the Scope of Services, the CONSULTANT shall submit a schedule for completion of the project within ten (10) days of the written Notice to Proceed. The schedule is subject to approval by the COUNTY. All of the services required hereunder shall be completed by November 30, 2028 unless the term of this AGREEMENT is extended.
- 5.3 If the CONSULTANT is delayed at any time in the progress of the work by any act or neglect of the COUNTY or by any employee of COUNTY or by changes ordered by the COUNTY, or any other causes beyond the CONSULTANT'S control then the sole remedy and allowance made shall be an extension of time for completion. Such extension shall be that which is determined reasonable by the COUNTY upon consultation with CONSULTANT.

6.0 COMPENSATION.

- 6.1 The COUNTY shall pay the CONSULTANT for services rendered and shall only pay in accordance with the provisions of this AGREEMENT. The COUNTY shall not be obligated to pay for any services not in compliance with this AGREEMENT.

- 6.2 Total payments to the CONSULTANT under the terms of this AGREEMENT shall not under any circumstances exceed Ninety-Thousand Dollars (\$90,000). This amount is a “not to exceed” amount. In the event the COUNTY directs CONSULTANT to do work which would cause the stated amount to be exceeded, the CONSULTANT shall not be responsible for such work until this AGREEMENT is modified pursuant to Article 14.0.
- 6.3 For work performed, the COUNTY will pay on a basis at a 2.8 direct labor multiplier applied to the actual hourly rates of CONSULTANT’S staff. The multiplier shall include the CONSULTANT’S cost of overhead, profit and incidental costs. A chart listing the hourly rates, including multiplier, for CONSULTANT’S staff, and approved subconsultant’s staff, identified by position or assignment, is attached and incorporated hereto as Exhibit “C.” The CONSULTANT may request adjustments to the hourly rate ranges and additions or deletions to the position classifications to/from Exhibit C which will be subject to approval by the COUNTY provided the adjustment(s) do not exceed the total compensation as stated herein and subject to the terms in 6.3(b) below. The COUNTY retains the authority to limit the maximum rate per classification on Exhibit C. It is the sole responsibility of the CONSULTANT to provide the COUNTY with a current Exhibit C (including Exhibit C for approved sub-consultant(s)) when invoices are submitted for the PROJECT.
- 6.3.a If overtime/weekend/holiday (o/w/h) rates are expressly allowed under the AGREEMENT, but such rates are not otherwise specified, the o/w/h rate for each category shall be no more than one hundred fifty percent (150%) of the stated normal rate for that category. The o/w/h rate, when allowed, shall only be permitted if any CONSULTANT personnel have worked more than 40 hours in a given week (Sunday-Saturday) on the PROJECT or Work Order(s).
- 6.3.b If this AGREEMENT or a modification thereto authorizes the CONSULTANT to alter its fees, such fee changes shall be subject to the following unless otherwise provided in the AGREEMENT: (i) The CONSULTANT may only change the fees stated in Exhibit C once per calendar year; (ii) fees may not be changed prior to one hundred twenty (120) days from the date of execution of this AGREEMENT or from the date of any previous fee change; and (iii) the CONSULTANT shall provide the COUNTY with forty-five (45) days’ notice of any proposed fee change. The CONSULTANT shall not invoice the COUNTY at an increased fee without compliance to the notice requirements listed above.
- 6.4 Direct expenses are costs for supplies and materials to be paid for by the COUNTY for completion of all work defined in Exhibit "A". For direct

expenses, including supplies, materials, postage/shipping, and other costs directly related to the specific reports and presentations as required by the COUNTY, the COUNTY shall pay on an actual cost basis without any markup added.

6.4.a For all direct expenses more than \$25.00, the CONSULTANT shall include copies of receipts from suppliers for expendable materials with its invoice to the COUNTY.

6.4.b CONSULTANT shall only include direct expenses as outlined in Exhibit "C".

6.5 The CONSULTANT shall submit its invoices, for services rendered and allowable expenses, to the COUNTY on a not more often than monthly basis, and no later than sixty (60) days following completion of the work being invoiced. The COUNTY shall not be required to pay the CONSULTANT more often than monthly. Separate invoices shall be submitted for each approved Work Order and each invoice shall also include a progress report that describes work completed for the invoice period, anticipated work for the next invoice period, outstanding issues or items that require a response, whether the work is progressing according to the approved schedule, and a discussion of the budget status. The CONSULTANT shall be required to submit a monthly progress report to the COUNTY even if a monthly invoice is not submitted to the COUNTY. The CONSULTANT shall provide the COUNTY with a valid taxpayer identification number prior to making any request for compensation. The COUNTY reserves the right to charge for additional processing of invoices received more than sixty (60) days following the date of the work invoiced. Payment will not be made for services completed or expenses incurred more than six-months (180 days) prior to submission of any invoice and any statute of limitations to the contrary is hereby waived. When requested by the COUNTY, the CONSULTANT shall submit certified time sheets as additional documentation for the invoiced services.

6.6 Upon receipt, review and approval of properly documented invoices, the COUNTY shall reimburse the CONSULTANT the amount invoiced for services completed in accordance with this AGREEMENT, provided that the amount invoiced together with the amounts of previous partial payments do not exceed the total compensation specified in this AGREEMENT. The COUNTY may not deny a properly documented claim for compensation, in whole or in part, without cause. The COUNTY reserves the right to hold back a sum equal to not more than five percent (5%) of the total contract sum to ensure performance. The COUNTY shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act."

- 6.7 In the event of any overcharge by the CONSULTANT, the CONSULTANT shall refund the COUNTY within thirty (30) days of discovery of said overcharge by the CONSULTANT or notice to the CONSULTANT by the COUNTY. The COUNTY reserves the right to offset any overcharges against any amounts due and owing the CONSULTANT under this or any other AGREEMENT between the parties. The COUNTY shall be entitled to the statutory interest rate for judgments under Illinois law for any overcharges not timely refunded (or credited) in accord with this provision, which interest shall be in addition to any other remedies the COUNTY may have under the law or this AGREEMENT
- 6.8 Upon receipt, review and acceptance of all deliverables specified in Exhibit "B" of this AGREEMENT, final payment shall be made to the CONSULTANT.
- 6.9 Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. If the scope of work for this AGREEMENT includes the use of job classifications covered by the prevailing rate of wages, the prevailing rate must be reflected in the cost estimate for this AGREEMENT. The rates have been ascertained and certified by the Illinois Department of Labor for the locality in which work is to be performed. If the Illinois Department of Labor revises the prevailing rates of wages to be paid, as listed in the specification of rates, the CONSULTANT may not pay less than the revised rates of wages. Current wage rate information shall be obtained by visiting the Illinois Department of Labor website at <http://www.state.il.us/agency/idol/> or calling (312) 793-2814. It is the responsibility of the CONSULTANT to review the rates applicable to the work in this AGREEMENT, at regular intervals, in order to insure the timely payment of current rates. Provision of this information to the CONSULTANT, by means of the Illinois Department of Labor website, satisfies the notification of revisions by the COUNTY to the CONSULTANT, pursuant to the Act, and the CONSULTANT agrees that no additional notice is required. The CONSULTANT shall notify each of its subconsultants of the revised rates of wages.

7.0 DELIVERABLES

- 7.1 The CONSULTANT shall provide the COUNTY on or before the expiration of this AGREEMENT, or promptly after notice of termination, or when the SUPERINTENDENT directs, the deliverables specified in Exhibit "B" of this AGREEMENT, attached hereto, which is hereby incorporated by reference.

8.0 CONSULTANT'S INSURANCE

8.1 The CONSULTANT shall maintain, at its sole expense, insurance coverage including:

- 8.1.a **Worker's Compensation Insurance** in the statutory amounts.
- 8.1.b **Employer's Liability Insurance** in an amount not less than one million dollars (\$1,000,000.00) each accident/injury and five hundred thousand dollars (\$500,000.00) each employee/disease.
- 8.1.c **Commercial (Comprehensive) General Liability Insurance**, (including contractual liability) with a limit of not less than three million dollars (\$3,000,000) total; including limits of not less than two million dollars (\$2,000,000) per occurrence, and one million dollars (\$1,000,000) excess liability in the annual aggregate injury/property damage combined single limit. **An Endorsement must also be provided naming the County of DuPage c/o Public Works Department, 421 N. County Farm Rd., Wheaton, IL 60187, as an additional insured. This additional insured is to be on a primary and noncontributory basis.**
- 8.1.d **Commercial (Comprehensive) Automobile Liability Insurance** with minimum limits of at least one million dollars (\$1,000,000) for any one person and one million dollars (\$1,000,000) for any one occurrence of death, bodily injury or property damage in the aggregate annually. **An Endorsement must also be provided naming the County of DuPage c/o Public Works Department, 421 N. County Farm Rd., Wheaton, IL 60187, as an additional insured. This additional insured is to be on a primary and noncontributory basis.**
- 8.1.e **Professional Liability Insurance (Errors and Omissions)** shall be provided with minimum limits of at least one million dollars (\$1,000,000) per incident/three million dollars (\$3,000,000) aggregate during the term of this AGREEMENT. In addition, coverage shall be provided in the minimum amount of one million dollars (\$1,000,000) and shall be maintained in the form of an additional endorsement for a period of four (4) years after the date of the final payment for this AGREEMENT. The CONSULTANT shall provide the COUNTY endorsements at the beginning of each year evidencing same.

- 8.2 It shall be the duty of the CONSULTANT to provide to the COUNTY, copies of the CONSULTANT'S Certificates of Insurance, as well as all applicable coverage and cancellation endorsements, before issuance of a Notice to Proceed. It is the further duty of the CONSULTANT to immediately notify the COUNTY if any insurance required under this AGREEMENT has been cancelled, materially changed, or renewal has been refused, and the CONSULTANT shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage. If a suspension of work should occur due to insurance requirements, upon verification by the COUNTY of the CONSULTANT curing any breach of its required insurance coverage, the COUNTY shall notify the CONSULTANT that the CONSULTANT can resume work under this AGREEMENT. The CONSULTANT shall accept and bear all costs that may result from the cancellation of this AGREEMENT due to CONSULTANT'S failure to provide and maintain the required insurance.
- 8.3 The coverage limits required under subparagraphs 8.1.c and 8.1.d above may be satisfied through a combination of primary and excess coverage. The insurance required to be purchased and maintained by the CONSULTANT shall be provided by an insurance company acceptable to the COUNTY, and except for the insurance required in subparagraph 8.1.e licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to the COUNTY except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to the COUNTY. If the CONSULTANT is satisfying insurance required through a combination of primary and excess coverage, the CONSULTANT shall require that said excess/umbrella liability policy include in the "Who is Insured" pages of the excess/umbrella policy wording such as "Any other person or organization you have agreed in a written contract to provide additional insurance" or wording to that affect. The CONSULTANT shall provide a copy of said section of the excess/umbrella liability policy upon request by the COUNTY.
- 8.4 The insurance required to be purchased and maintained by the CONSULTANT shall be provided by an insurance company acceptable to the COUNTY, and except for the insurance required in subparagraph 8.1.e, CONSULTANT'S insurance providers shall be licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required

by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to the COUNTY except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to the COUNTY.

- 8.5 CONSULTANT’S insurance required by Paragraphs 8.1.c and 8.1.d, above, shall name the COUNTY, its officers and employees as additional insured parties. The Certificate of Insurance and endorsements shall state: “The County of DuPage, its officers and employees are named as additional insureds as defined in the Commercial (Comprehensive) General Liability Insurance policy with respect to claims arising from CONSULTANT’S performance under this AGREEMENT.”
- 8.6 The CONSULTANT shall require all approved subconsultants, anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable under this AGREEMENT to maintain the exact same insurance coverage types, and in the same amounts, as required of the CONSULTANT at all times during which such subconsultants, or other persons, are engaged in PROJECT-related work. The CONSULTANT shall hold, and the COUNTY shall retain the right to obtain at any time, documentation of sub-consultants’ insurance coverage.

9.0 INDEMNIFICATION.

- 9.1 The CONSULTANT shall indemnify and hold harmless the COUNTY, its officials, officers, and employees from and against all liability, claims, suits, demands, proceedings and actions, including reasonable costs, fees and expense of defense recoverable under applicable law caused by the CONSULTANT’S negligent or willful misconduct, errors or omissions in its performance under this AGREEMENT.

Nothing contained herein shall be construed as prohibiting the COUNTY, its officials, directors, officers, agents and employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. Pursuant to Illinois law, the attorney representing the COUNTY, under this paragraph or paragraph 9.1, is the State’s Attorney, in accord with the applicable law. The COUNTY’S participation in its defense shall not remove CONSULTANT’S duty to indemnify and hold the COUNTY harmless, as set forth above.

- 9.2 Any indemnity as provided in this AGREEMENT shall not be limited by reason of the enumeration of any insurance coverage herein provided.

CONSULTANT'S indemnification of COUNTY shall survive the termination, or expiration, of this AGREEMENT.

- 9.3 The COUNTY does not waive, by these indemnity requirements, any defenses or protections under the Local Government and Governmental Employees Tort Liability Act (745 ILCS 10/1 et seq.) or otherwise available to it, or the CONSULTANT, under the law.

10.0 SATISFACTORY PERFORMANCE

- 10.1 The COUNTY is engaging this CONSULTANT because the CONSULTANT professes to the COUNTY that it will employ the standard of care within its profession in the performance of the services herein contracted. Accordingly, the CONSULTANT'S, and subconsultant(s), standard of performance under the terms of this AGREEMENT shall be that which is to the satisfaction of the COUNTY and meets the quality and standards commonly provided by similar professional firms practicing in DuPage County.
- 10.2 The CONSULTANT'S services shall be performed in a manner consistent with the customary skill and care of its profession.
- 10.3 If any errors, omissions, or acts, intentional or negligent, are made by the CONSULTANT, or its' subconsultant(s), in any phase of the work, the correction of which requires additional field or office work, the CONSULTANT shall be required to perform such additional work as may be necessary to remedy same without undue delay and without charge to the COUNTY. In the event any errors or omissions are detected after the AGREEMENT'S expiration or termination, the CONSULTANT shall have no right to cure under this provision.
- 10.4 Acceptance of the work shall not relieve the CONSULTANT of the responsibility for the quality of its work, nor its liability for loss or damage resulting from any errors, omissions, or negligent or willful misconduct by the CONSULTANT or its subconsultants.

11.0 BREACH OF CONTRACT

- 11.0 In the event of any breach of this AGREEMENT, the non-breaching party shall give notice to the breaching party stating with particularity the nature of the alleged breach, and the breaching party shall be allowed a reasonable opportunity to cure said breach. Either party's failure to timely cure any breach of this AGREEMENT shall relieve the other party of the requirement to give thirty (30) days' notice for termination of this AGREEMENT in accordance with Paragraph 16.1, below, and in such a case, ten (10) days'

written notice to the breaching party is sufficient notice. Notwithstanding the above term, the CONSULTANT'S failure to maintain insurance in accordance with Section 8.0, above, or in the event of any of the contingencies described in Paragraph 16.1 below, shall be grounds for the COUNTY'S immediate termination of this AGREEMENT. Any breach of any covenant or term of this AGREEMENT by one or more of the CONSULTANT'S sub-consultants shall be deemed a breach by CONSULTANT subject to the terms of this AGREEMENT.

12.0 OWNERSHIP OF DOCUMENTS.

- 12.1 The CONSULTANT agrees that all survey data, reports, drafting, studies, specifications, estimates, maps, computations and all other deliverables prepared for the COUNTY under the terms of this AGREEMENT shall be properly arranged, indexed and delivered to the COUNTY as provided in paragraph 7.1., and shall include one (1) electronic copy of all documents in a format to be designated by the COUNTY'S representative.
- 12.2 The documents and materials made or maintained under this AGREEMENT shall be and will remain the property of the COUNTY which shall have the right to use same without restriction or limitation and without compensation to the CONSULTANT other than as provided in this AGREEMENT. The CONSULTANT waives any copyright interest in said deliverables.
- 12.3 The COUNTY acknowledges that the use of information that becomes the property of the COUNTY pursuant to Paragraph 12.2, for purposes other than those contemplated in this AGREEMENT, shall be at the COUNTY'S sole risk.
- 12.4 The CONSULTANT may, at its sole expense, reproduce and maintain copies of deliverables provided to COUNTY

13.0 COMPLIANCE WITH THE LAW AND OTHER AUTHORITY.

- 13.1 The CONSULTANT, and subconsultant(s), shall comply with Federal, State and Local statutes, ordinances and regulations and obtain permits, licenses, or other mandated approvals, whenever applicable.
- 13.2 The CONSULTANT, and subconsultant(s), shall not discriminate against any worker, job applicant, employee or any member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, or otherwise commit an unfair employment practice. CONSULTANT, and subconsultant(s), shall comply with the provisions of the Illinois Human Rights Act, as amended, 775 ILCS 5/-101, et seq., and with all rules and regulations established by the Department of Human

Rights.

- 13.3 The CONSULTANT, by its signature on this AGREEMENT, certifies that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code, 30 ILCS 500/1-1, et seq.; and further certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Illinois Criminal Code (Illinois Compiled Statutes, Chapter 720, paragraph 5/33E-3).
- 13.4 The CONSULTANT, by its signature on this AGREEMENT, certifies that no payment, gratuity or offer of employment, except as permitted by the Illinois State Gift Ban Act and the County of DuPage Ethics Ordinance, was made by or to the CONSULTANT, or CONSULTANT'S personnel, in relation to this AGREEMENT. The CONSULTANT has also executed the attached Ethics Disclosure Statement that is made a part hereof and agrees to update contribution information on an ongoing basis during the life of the AGREEMENT as required by said Ordinance.
- 13.5 The CONSULTANT covenants that it has no conflicting public or private interest and shall not acquire directly or indirectly any such interest which would conflict in any manner with the performance of CONSULTANT'S services under this AGREEMENT.
- 13.6 **In accordance with the Vendor Information Reporting Act (35 ILCS 200/18-50.2), the COUNTY is required to collect and electronically publish data from all consultants and subconsultants as to: (1) whether they are a minority-owned, women-owned or veteran-owned business as defined by the Business Enterprise for Minorities, Women and Persons with Disabilities Act (30 ILCS 575/.01 et seq.); and (2) whether the consultant or any subconsultants are self-certifying or whether they hold certifications for those above-referenced categories. If self-certifying, the consultants and subconsultants shall disclose whether they qualify as a small business under federal Small Business Administration standards. In compliance with the Vendor Information Reporting Act, within 60 calendar days of the COUNTY'S award of the contract for work covered under this AGREEMENT, the awarded consultant, and each subconsultant, must complete the Awarded Vendor Questionnaire (found at <https://mwv.dupageco.org/>).**
- 13.7 The CONSULTANT acknowledges knowledge of the COUNTY'S Procurement Ordinance, which is hereby incorporated in this AGREEMENT, and has had an opportunity to review it. The CONSULTANT agrees to submit changes for Scope of Work or compensation in accordance with said Ordinance.

14.0 MODIFICATION OR AMENDMENT.

- 14.1 The parties may modify or amend terms of this AGREEMENT only by a written document duly approved and executed by both parties.
- 14.2 The CONSULTANT agrees to submit changes for scope of work or compensation in accordance with said Ordinance.

15.0 TERM OF THIS AGREEMENT.

- 15.0 The term of this AGREEMENT shall begin on the date the AGREEMENT is fully executed, and shall continue in full force and effect until the earlier of the following occurs:
 - (a) The termination of this AGREEMENT in accordance with the terms of Section 16.0, or
 - (b) November 30, 2028, or to a new date agreed upon by the parties.
 - (c) The completion by the CONSULTANT and COUNTY of their respective obligations under this AGREEMENT, in the event such completion occurs before November 30, 2028.
- 15.2 The CONSULTANT shall not perform any work under this AGREEMENT after the expiration date set forth in Paragraph 15.1(b), above. The COUNTY is not liable and will not pay the CONSULTANT for any work performed after the AGREEMENT'S expiration or termination. However, nothing herein shall be construed so as to relieve the COUNTY of its obligation to pay the CONSULTANT for works satisfactorily performed prior to termination, or expiration, and delivered in accord with Paragraph 7.1, above.
- 15.3 The term for performing this AGREEMENT may be amended by a change order, or other COUNTY designated form, signed by both parties without formal amendment pursuant to Paragraph 14.1, above.

16.0 TERMINATION

- 16.1 Except as otherwise set forth in this AGREEMENT, either party shall have the right to terminate this AGREEMENT for any cause or without cause thirty (30) days after having served written notice upon the other party, except in the event of CONSULTANT'S failure to maintain suitable insurance at the requisite coverage amounts, insolvency, bankruptcy or receivership, in which case termination shall be effective immediately upon

receipt of notice.

16.2 Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination, or to pay for services rendered prior to termination. There shall be no termination expenses.

16.3 Upon termination of this AGREEMENT, all data, work products, reports and documents produced, because of this AGREEMENT shall become the property of the COUNTY. Further, CONSULTANT shall provide all deliverables within fourteen (14) days of termination in accordance with the other provisions of this AGREEMENT.

17.0 ENTIRE AGREEMENT.

17.1 This AGREEMENT, including matters incorporated herein, contains the entire agreement between the parties.

17.2 There are no other covenants, warranties, representations, promises, conditions or understandings; either oral or written, other than those contained herein.

17.3 This AGREEMENT may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

17.4 In event of a conflict between the terms or conditions of this AGREEMENT and any term or condition found in any exhibit or attachment, the terms and conditions of this AGREEMENT shall prevail.

18.0 ASSIGNMENT.

18.1 Either party may assign this AGREEMENT provided, however, the other party shall first approve such assignment, in writing.

19.0 SEVERABILITY.

19.1 In the event, any provision of this AGREEMENT is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the AGREEMENT. The remainder of this AGREEMENT shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.

19.2 In the event of the contingency described in Paragraph 19.1, above, the parties shall make a good faith effort to amend this AGREEMENT pursuant

to Paragraph 14.1, above, in order to remedy and, or, replace any provision declared unenforceable or invalid.

20.0 GOVERNING LAW.

- 20.1 The laws of the State of Illinois shall govern this AGREEMENT as to both interpretation and performance.
- 20.2 The venue for resolving any disputes concerning the parties' respective performance, or failure to perform, under this AGREEMENT, shall be the judicial circuit court for DuPage County.

21.0 NOTICES.

- 21.1 Any required notice shall be sent to the following addresses and parties:

BAXTER & WOODMAN CONSULTING ENGINEERS
1548 Bond Street, Suite 103
Naperville, Illinois 60563
ATTN: Daniel G. Bounds, PE, Associate Vice President

DuPage County Department of Public Works
421 N. County Farm Road
Wheaton, Illinois 60187
ATTN: Nicholas W. Kottmeyer, Superintendent

All notices required to be given under the terms of this AGREEMENT shall be in writing and either (a) served personally during regular business hours; (8:00a.m.-4:30 p.m. CST or CDT Monday –Friday); (b) served by facsimile transmission during regular business hours (8:00a.m.-4:30 p.m. CST or CDT Monday–Friday); or (c) served by certified or registered mail, return receipt requested, properly addressed with postage prepaid. Notices served personally or by facsimile transmission shall be effective upon receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service. Each party may designate a new location for service of notices by serving notice thereof in accordance with the requirements of this Paragraph, and without compliance to the amendment procedures set forth in Paragraph 14.1, above.

22.0 WAIVER OF/FAILURE TO ENFORCE BREACH.

- 22.1 The parties agree that the waiver of, or failure to enforce, any breach of this AGREEMENT by the remaining party shall not be construed, or otherwise operate, as a waiver of any future breach of this AGREEMENT. Further the failure to enforce any particular breach shall not bar or prevent the remaining

party from enforcing this AGREEMENT with respect to a different breach.

23.0 FORCE MAJEURE.

- 23.1 Neither party shall be liable for any delay or non-performance of their obligations caused by any contingency beyond their control including but not limited to Acts of God, war, civil unrest, strikes, walkouts, fires or natural disasters.

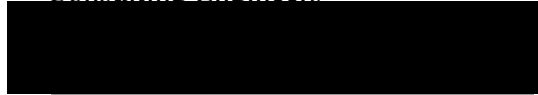
24.0 QUALIFICATIONS

- 24.1 The CONSULTANT shall employ only persons duly licensed or registered in the appropriate category in responsible charge of all elements of the work covered under this AGREEMENT, for which Illinois Statutes require license or registration, and further shall employ only well qualified persons in responsible charge of any elements of the work covered under this AGREEMENT, all subject to COUNTY approval.
- 24.2 RESERVED.
- 24.3 Failure by the CONSULTANT to properly staff the PROJECT with qualified personnel shall be sufficient cause for the COUNTY to deny payment for services performed by unqualified personnel and will serve as a basis for cancellation of this AGREEMENT.
- 24.4 The CONSULTANT shall require any sub-consultant(s) and contractor(s) utilized for the PROJECT to employ qualified persons to the same extent such qualifications are required of the CONSULTANT'S personnel. The COUNTY shall have the same rights under Paragraph 24.3, above, with respect to the CONSULTANT'S sub-consultant(s) and contractor(s) being properly staffed while engaged in the PROJECT.

IN WITNESS OF, the parties set their hands and seals as of the date first written above.

County of DuPage

Baxter & Woodman, Inc.,
Consulting Engineers



Debra A. Conroy , Chair
DuPage County Board

Daniel G. Bounds, PE
Associate Vice President

Jean Kaczmarek
DuPage County Clerk



Julie M. Crayton
Deputy Secretary

Exhibit A
Scope of Services

Department: Public Works

Project: Agreement for on-call, as-needed Professional Engineering Services for DuPage Water and Wastewater Treatment Ordinance Revisions, NPDES Permit Compliance Assistance, and small design projects for DuPage County.

Function: Professional Engineering Services

Consultant: Baxter & Woodman, Inc.

Scope of work is an on-call, as-needed basis for a not-to-exceed amount of \$90,000 to provide assistance with evaluating and updating the County's industrial pretreatment program elements, along with other related work as needed. The consultant may be required to perform the following tasks:

1. Review existing Ordinance and propose updates in alignment with USEPA and local regulations.
2. Provide consultation for new/existing wastewater dischargers into the collection system.
3. Consultation regarding local limits evaluation and proper submittal procedures to authorities having jurisdiction.
4. Consultation for survey and classification of non-residential users.
5. Review of regulatory documentation such as ERP, spill plans, etc.
6. Review of the necessity for a Pretreatment program.
7. Consultation regarding permits and permit renewals.
8. Assist the County with NPDES reporting, as directed by the County.
9. Review of existing treatment procedures and possible impacts of loadings received at the Wastewater Treatment Plants.
10. Sampling assistance as needed for commercial and industrial dischargers.
11. Preparation of bid documents and pricing proposals as necessary.
12. Review current industrial user permit format and provide recommendations for improvements.
13. Preparation of industrial user discharge permits as necessary.
14. Design of small wastewater projects.

Exhibit B

Anticipated Deliverables

Department: Public Works

Project: Agreement for on-call, as-needed Professional Engineering Services for DuPage Water and Wastewater Treatment Ordinance Revisions, NPDES Permit Compliance Assistance, and small design projects for DuPage County.

Function: Professional Engineering Services

Consultant: Baxter & Woodman, Inc.

Anticipated Deliverables:

1. Task Order Memoranda
2. Draft Sewer Use Ordinance for County Review
3. Final Sewer Use Ordinance for County Adoption
4. Draft Enforcement Response Plan (ERP) for County Review
5. Final Enforcement Response Plan (ERP)
6. Local Limits Technical Evaluation Sampling Plan
7. Local Limit Technical Evaluation Laboratory Bid Package
8. Local Limit Technical Evaluation draft report for County Review
9. Local Limit Technical Evaluation final report and supporting documentation
10. Recommendations for updating the process for screening new customers that are sources of non-domestic wastewater
11. Recommendations regarding receiving trucked waste and the impact on the wastewater treatment plants
12. Recommendations regarding receiving landfill leachate and the impact on the wastewater treatment plants
13. Recommendations for improvements to the current industrial user permit contents/format
14. Continue the Industrial User Inventory in Basin 9E
15. Begin Industrial User Inventory in Basin 9W

Exhibit C
Cost Data and Rates

Department: Public Works

Project: Agreement for on-call, as-needed Professional Engineering Services for DuPage Water and Wastewater Treatment Ordinance Revisions, NPDES Permit Compliance Assistance, and small design projects for DuPage County.

Function: Professional Engineering Services

Consultant: Baxter & Woodman, Inc.

Cost: Not to exceed \$90,000.00. Tasks will be assigned by the County and costs associated with completing the tasks will be agreed to in writing prior to starting work. Baxter & Woodman, Inc. staff will be assigned based on the task requirements.

1. The County shall pay the Engineer for the Services performed or furnished on the basis of actual labor cost times a multiplier of 3.0 to cover overhead, fringe benefits, salary burden costs, and profit, plus reimbursement of direct expenses including on-the-job travel plus any subconsultants' or out-of-pocket expense at actual cost.
2. Rate Structure: Per Exhibit C-1. Rates effective through November 30, 2025. Baxter & Woodman, Inc. may adjust the hourly billing rate and out-of-pocket expenses on or about January 1 of each subsequent year and will send the new schedule to the County.

Exhibit C-1

**DuPage County Division of Public Works
Consultant Employee Rate Listing**

Department: Public Works

Project: Agreement for on-call, as-needed Professional Engineering Services for industrial pretreatment program, compliance assistance, and design projects for DuPage County.

Function: Professional Engineering Services

Consultant: Baxter & Woodman, Inc.

Project Multiplier: 3.0

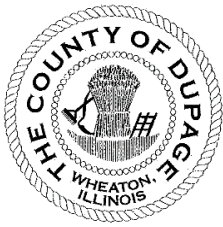
Duration: Base Range Rates effective through 11/30/2025

**BAXTER & WOODMAN, INC.
2025 HOURLY WAGE RATES AND EXPENSE ITEMS
FOR PROFESSIONAL SERVICES**

EMPLOYEE CLASSIFICATION	HOURLY WAGE RATES		
Executive Vice President	\$77	to	\$123
Vice President	\$59	to	\$95
Engineer VII	\$62	to	\$90
Engineer VI	\$58	to	\$90
Engineer V	\$49	to	\$76
Engineer IV	\$42	to	\$65
Engineer III	\$39	to	\$58
Engineer II	\$33	to	\$52
Engineer I	\$28	to	\$41
Engineering Intern	\$19	to	\$26
Construction Manager II	\$44	to	\$70
Construction Manager I	\$33	to	\$43
Construction Crew IV	\$41	to	\$50
Construction Crew III	\$32	to	\$39
Construction Crew II	\$26	to	\$32
Construction Crew I	\$21	to	\$28
Restoration Ecologist II	\$32	To	\$39
Restoration Ecologist I	\$23	to	\$29

EMPLOYEE CLASSIFICATION	HOURLY WAGE RATES		
Stewardship Crew III	\$30	To	\$36
Stewardship Crew II	\$23	to	\$29
Stewardship Crew I	\$20	to	\$30
Concentric Project Manager III	\$43	to	\$53
Concentric Project Manager II	\$34	to	\$45
Concentric Project Manager I	\$29	to	\$36
Electrical-Automation Engineer VII	\$68	to	\$83
Electrical-Automation Engineer VI	\$66	to	\$80
Electrical-Automation Engineer V	\$55	to	\$80
Electrical-Automation Engineer IV	\$48	to	\$73
Electrical-Automation Engineer III	\$41	to	\$62
Electrical-Automation Engineer II	\$34	to	\$50
Electrical-Automation Engineer I	\$33	to	\$41
Engineering Tech V	\$41	to	\$69
Engineering Tech IV	\$41	to	\$59
Engineering Tech III	\$36	to	\$50
Engineering Tech II	\$29	to	\$39
Engineering Tech I	\$26	to	\$34
Environmental Scientist V	\$48	to	\$71
Environmental Scientist IV	\$44	to	\$54
Environmental Scientist III	\$34	to	\$50
Environmental Scientist II	\$30	to	\$36
Environmental Scientist I	\$30	to	\$36
Survey Manager	\$50	to	\$61
Survey Crew Chief	\$39	to	\$47
Surveyor, Project	\$38	to	\$48
Survey Technician	\$24	to	\$33
Spatial Technology Professional V	\$60	to	\$73
Spatial Technology Professional IV	\$45	to	\$59
Spatial Technology Professional III	\$35	to	\$50

ITEM	RATES
Personal Owned Vehicle Mileage	Reimbursed at the rate set by the US Internal Revenue Service
Company Owned/Leased Vehicles Usage	\$65.00 - \$80.00 per day
Company Owned/Leased Vehicles Usage	\$32.50 - \$40.00 per half day (minimum charge)
Traffic Counters	\$50 per day
Miovision Traffic Data Collection System	\$300 per day (\$900 maximum) per unit setup plus processing fee
Flow Meter	\$100-\$600 per unit per month
Pressure Data Logger	\$50.00 per day per unit
Bathymetric Drone Boat	\$300 per day
Streetview Camera System	\$300 per day
Underwater Drone Vehicle	\$500 per day
Pavement Management Camera System	\$500 per project
Sony FX-30 Cinema Camera System	\$250 per day
Aerial Drone LiDAR	\$300 per day
Indoor LiDAR Unit (for Revit use)	\$1,000 per day
Standard Aerial Drone Video/Photo Collection	\$200 per day
Advanced Digital Fieldbook	\$1,500 per month
Digital Fieldbook	\$500 per month
Mobile LiDAR	\$800 per day
PID Meter	\$150 per day
Hand Auger	\$50 per day
Disposable Field Supplies	\$30 per day
Subsurface Utility Locating Equipment	\$40 per day
Pavement Coring Drill	\$75 per hour
Sub-Consultant Costs	Invoice costs plus 5% - 10%



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Baxter & Woodman, Inc.
CONTACT PERSON:	Nichole Schaeffer
CONTACT EMAIL:	nshaefter@baxterwoodman.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: Louis D. Haussmann, PE

Signature: 

Title: President/CEO

Date: August 11, 2025



Facilities Management Requisition Over \$30K

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

File #: FM-P-0038-25

Agenda Date: 8/19/2025

Agenda #: 9.A.

AWARDING RESOLUTION
ISSUED TO VORIS MECHANICAL, INC.
TO REPLACE THE BOILER BURNER
AT THE POWER PLANT, FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED \$1,350,445.00)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to Voris Mechanical, Inc., for the replacement of boiler burner number two at the Power Plant for the period August 26, 2025, through November 30, 2026, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to replace boiler burner number two at the Power Plant, for the period August 26, 2025 through November 30, 2026, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Voris Mechanical, Inc., 370 Windy Point Dr., Glendale Heights, IL 60139, for a total contract amount not to exceed \$1,350,445.00, per lowest responsible bid #25-080-FM.

Enacted and approved this 26th day of August, 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#: 25-1855	RFP, BID, QUOTE OR RENEWAL #: 25-080-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,350,445.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,350,445.00
	CURRENT TERM TOTAL COST: \$1,350,445.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
Vendor Information		Department Information	
VENDOR: Voris Mechanical, Inc.	VENDOR #: 43066	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT: Kimberley A. Voris	VENDOR CONTACT PHONE: 630-469-7800	DEPT CONTACT PHONE #: 630-407-5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL: kvoris@vorismechanical.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Voris Mechanical, Inc., to replace the number two boiler burner at the Power Plant, for Facilities Management, for the period August 26, 2025, through November 30, 2026, for a contract total amount not to exceed \$1,350,445.00, per lowest responsible bid #25-080-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Burner number two has been suffering from a flame impingement issue for many years. Attempts to repair the issue have failed and the boiler has become an emergency backup boiler. The new burner will allow this boiler to be used as a primary boiler as well as provide improved efficiency.			

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

SECTION 3: DECISION MEMO

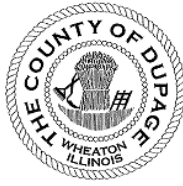
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
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: Vorismechanical, Inc.	Vendor#: 43066	Dept: Facilities Management	Division:
Attn: Kimberly A. Voris	Email: kvoris@vorismechanical.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 370 Windy Point Dr.	City: Glendale Heights	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60139	State: IL	Zip: 60187
Phone: 630-469-7800	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Vorismechanical, Inc.	Vendor#: 43066	Dept: Facilities Managemetn	Division: Power Plant
Attn: Toni Bandelow / Ginger Lovstad	Email: AP@vorismechanical.com	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: 370 Windy Point Dr.	City: Glendale Heights	Address: 410 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60139	State: IL	Zip: 60187
Phone: 630-469-7800	Fax:	Phone: 630-407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 26, 2025	Contract End Date (PO25): Nov 30, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	LO		Contingency	FY25	6000	1220	54010	2303303	1.00	1.00
2	1	LO		Burner #2 Replacement	FY26	6000	1220	54010	2303303	1,174,300.00	1,174,300.00
3	1	LO		Contingency	FY26	6000	1220	54010	2303303	176,144.00	176,144.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 1,350,445.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Replace Burner Number Two at Power Plant
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Katie Boffa and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 8/19/25 CB: 8/26/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
POWER PLANT BURNER REPLACEMENT
25-080-FM
BID TABULATION



				VORIS MECHANICAL, INC.
NO.	ITEM	UOM	QTY	PRICE
BASE BID				
1	Base Bid: Alteration of mechanical and electrical systems	LS	1	\$ 995,100.00
BID ALTERNATE				
2	Bid Alternate 2: Provide new control cabinet and LCD screen for existing Boiler No. 1 and Boiler No. 2	LS	1	\$ 179,200.00
GRAND TOTAL				\$ 1,174,300.00

NOTES	
1. Facilities Management has requested a contingency of 15%, \$1,174,300.00 + \$176,145.00 (contingency) = \$1,350,445.00.	

Bid Opening 07/18/25 @ 10:00 AM	DW,SR,GC
Invitations Sent	19
Total Vendors Requesting Documents	1
Total Bid Responses	1

BID PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-080-FM
COMPANY NAME:	VORIS MECHANICAL, INC
CONTACT PERSON:	KIMBERLEY A. VORIS
CONTACT EMAIL:	KVORIS@VORISMECHANICAL.COM

Section II: Pricing

F.O.B: All goods are to be shipped F.O.B. Destination, delivered, and installed.

BASE BID:

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Alteration of mechanical and electrical systems including boiler burner replacement and temperature controls, as described in Project Manual	LS	1	\$ 995,100.00	\$ 995,100.00
GRAND TOTAL					\$ 995,100.00
GRAND TOTAL (In words) Nine Hundred Ninety-Five Thousand One Hundred and 00/100 Dollars					

BID ALTERNATES:

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Refurbish existing Boiler No.1 and Boiler No.3 controls. Includes re-wiring of existing controllers and upgrading software/programming to match program of new Burner No. 2	LS	1	\$93,800.00	\$ 93,800.00
2	Provide new control cabinet and LCD screen for existing Boiler No. 1 and Boiler No. 2. Includes relocated existing controllers, and updating software/programming to match program of new Burner No. 2. All controls and cabinet for Boiler No.1 and Boiler No. 3 shall match controls of new Burner No. 2	LS	1	\$ 179,200.00	\$ 179,200.00

Section III: Certification

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

Printed Name: KIMBERLEY A. VORIS Signature: Signature on File
Δ

Title: PRESIDENT Date: 07/18/25



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

MANDATORY FORM

Section I: Contact Information

Complete the contact information below.

BID NUMBER:	25-080-FM
COMPANY NAME:	VORISMECHANICAL, IINC.
MAIN ADDRESS:	370 WINDY POINT DRIVE
CITY, STATE, ZIP CODE:	GLENDALE HEIGHTS, IL 60139
TELEPHONE NO.:	630-469-7800
BID CONTACT PERSON:	KIMBERLEY A. VORIS
CONTACT EMAIL:	KVORIS@VORISMECHANICAL.COM

Section II: Contract Administration Information

Complete the contract administration information below.

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME:	VORIS MECHANICAL, INC.	NAME:	VORIS MECHANICAL, INC.
CONTACT:	ERIC PIEC	CONTACT:	TONI BANDELOW/GINGER LOVSTAD
ADDRESS:	370 WINDY POINT DRIVE	ADDRESS:	370 WINDY POINT DRIVE
CITY, ST., ZIP:	GLENDALE HEIGHTS, IL 60139	CITY, ST., ZIP:	GLENDALE HEIGHTS, IL 60139
PHONE NO.:	630-469-7800	PHONE NO.:	630-469-7800
EMAIL:	EGPIEC@VORISMECHANICAL.COM	EMAIL:	AP@VORISMECHANICAL.COM

Section III: Certification

The undersigned certifies that they are:

- ☐ The Owner or 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:

KIMBERLEY A. VORIS
 (President or Partner)

ERIC G. PIEC/KEN TRIGGS
 (Vice-President or Partner)

MATTHEW VORIS
 (Secretary or Partner)

MATTHEW VORIS
 (Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. 1, _____, 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 and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are 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 Chapter 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 they have examined and carefully prepared this bid and have 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 it 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 it will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

By signing below, the Bidder agrees to the terms of this Mandatory Form and certifies that the information on this form is true and correct to the best of its knowledge.

Signature on File

Printed Name: KIMBERLEY A. VORIS

Signature: _____

Title: PRESIDENT

Date: 07/18/25



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

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-080-FM
COMPANY NAME:	VORIS MECHANICAL, INC.
CONTACT PERSON:	KIMBERLEY A. VORIS
CONTACT EMAIL:	KVORIS@VORISMECHANICAL.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:

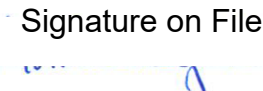
[Ethics | DuPage Co. IL](#)

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

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

Section IV: Certification

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

Printed Name: KIMBERLEY A. VORIS Signature  Signature on File

Title: PRESIDENT Date: 07/18/25



Facilities Management Requisition Over \$30K

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

File #: FM-P-0039-25

Agenda Date: 8/19/2025

Agenda #: 9.B.

AWARDING RESOLUTION
ISSUED TO THE STONE GROUP, INC.
FOR GREASE TRAP CLEANING AND PUMPING,
AS NEEDED FOR THE COUNTY CAMPUS
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED: \$72,905.00)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to The Stone Group, Inc., for grease trap cleaning and pumping as needed, for the period September 1, 2025, through August 31, 2026, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for grease trap cleaning and pumping as needed, September 1, 2025, through August 31, 2026, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, The Stone Group, Inc., 228 N. Washtenaw Ave., Chicago, IL 60612, for a total contract amount not to exceed \$72,905.00, per lowest responsible bid #25-097-FM, with three options to renew.

Enacted and approved this 26th day of August, 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#: 25-1964	RFP, BID, QUOTE OR RENEWAL #: 25-097-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$72,905.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$317,088.00
	CURRENT TERM TOTAL COST: \$72,905.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: The Stone Group, Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mark Thomas
VENDOR CONTACT: Matt Rutz	VENDOR CONTACT PHONE: 773-638-2758	DEPT CONTACT PHONE #: X8280	DEPT CONTACT EMAIL: mark.thomas@dupagecounty.gov
VENDOR CONTACT EMAIL: matt.rutz@thestone.group	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to The Stone Group, Inc., for grease trap cleaning and pumping, as needed for the County campus, for Facilities Management, for the period September 1, 2025, through August 31, 2026, for a total contract amount not to exceed \$72,905.00, per lowest responsible bid #25-097-FM, with three options to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished A contract for grease trap cleaning and pumping is needed to prevent clogs and maintain efficiency.			

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

SECTION 3: DECISION MEMO

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

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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: The Stone Group, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Matt Rutz	Email: matt.rutz@thestone.group	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 228 N. Washtenaw Ave.	City: Chicago	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60612	State: IL	Zip: 60187
Phone: 773-638-2758	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: The Stone Group, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Collen Mantlo	Email: ar@thestone.group	Attn:	Email:
Address: 228 N. Washtenaw Ave.	City: Chicago	Address: Various	City: Wheaton
State: IL	Zip: 60612	State: IL	Zip: 60187
Phone: 773-638-2758	Fax:	Phone: 630-407-5700	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 1, 2025	Contract End Date (PO25): Aug 31, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	LO		FM	FY25	1000	1100	53300		18,230.00	18,230.00
2	1	LO		FM	FY26	1000	1100	53300		54,675.00	54,675.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 72,905.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Grease Trap Cleaning and Pumping
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Mary Ventrella, and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 8/19/25 CB: 8/26/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
GREASE TRAP CLEANING 25-097-FM
BID TABULATION



				The Stone Group Inc.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
YEAR 1					
1	Pump #3 - Grease trap 55 gal.	EA	9	\$ 2,090.00	\$ 18,810.00
2	Pump #13 - Grease trap 35 gal. 40" x 22" x 24" cleaned and pumped	EA	9	\$ 1,910.00	\$ 17,190.00
3	Pump #23 - Grease Trap 35 gal. 33" x 25" x 25"	EA	2	\$ 1,910.00	\$ 3,820.00
4	Pump #28 - Grease trap basin 5' x 11' pumped out and cleaned	EA	9	\$ 3,250.00	\$ 29,250.00
5	Pump #35 - Grease Trap 17 gal. 20" x 30"	EA	1	\$ 1,590.00	\$ 1,590.00
6	Callout Service Monday - Friday	HR	1	\$ 585.00	\$ 585.00
7	Callout Service Evenings & Saturdays	HR	1	\$ 675.00	\$ 675.00
8	Callout Service Sundays & Holidays	HR	1	\$ 985.00	\$ 985.00
YEAR 2					
9	Pump #3 - Grease trap 55 gal.	EA	9	\$ 2,190.00	\$ 19,710.00
10	Pump #13 - Grease trap 35 gal. 40" x 22" x 24" cleaned and pumped	EA	9	\$ 2,080.00	\$ 18,720.00
11	Pump #23 - Grease Trap 35 gal. 33" x 25" x 25"	EA	2	\$ 2,080.00	\$ 4,160.00
12	Pump #28 - Grease trap basin 5' x 11' pumped out and cleaned	EA	9	\$ 3,550.00	\$ 31,950.00
13	Pump #35 - Grease Trap 17 gal. 20" x 30"	EA	1	\$ 1,690.00	\$ 1,690.00

				The Stone Group Inc.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
14	Callout Service Monday - Friday	HR	1	\$ 598.00	\$ 598.00
15	Callout Service Evenings & Saturdays	HR	1	\$ 698.00	\$ 698.00
16	Callout Service Sundays & Holidays	HR	1	\$ 1,085.00	\$ 1,085.00
GRAND TOTAL					\$ 151,516.00

Year 3 - Price Adjustment 3.50%

Year 4 - Price Adjustment 3.50%

NOTES	
1. All City Environmental Services, Inc. has been deemed non-responsive due to not meeting bid specifications.	
2. M + J Industrial Services, LLC has been deemed non-responsive due to not meeting bid specifications.	

Bid Opening 8/11/25 @ 2:30 PM	SR, BR
Invitations Sent	14
Total Vendors Requesting Documents	0
Total Bid Responses	3

BID PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-097-FM
COMPANY NAME:	THE STONE GROUP
CONTACT PERSON:	MATT RUTZ
CONTACT EMAIL:	. MATT.RUTZ@THESTONE.GROUP @ .

Section II: Pricing

Quantities listed are estimates only and are provided for canvassing purposes. Contractors may bid on one or more categories. The County reserves the right to award by total bid, by single item or by any combination of items, in accordance with our language in the Bid Document relating to Contractor selection (or rejection) in the best interest of the County of DuPage.

NO.	DESCRIPTION	UOM	QTY	PRICE	EXTENDED PRICE
YEAR 1 – SCHEDULED SERVICE					
1	Pump #3 - Grease trap 55 gal.	EA	9	\$ 2090.00	\$ 18810.00
2	Pump #13 - Grease trap 35 gal. 40" x 22" x 24" cleaned and pumped	EA	9	\$ 1910.00	\$ 17190.00
3	Pump #23 - Grease Trap 35 gal. 33" x 25" x 25"	EA	2	\$ 1910.00	\$ 3820.00
4	Pump #28 - Grease trap basin 5' x 11' pumped out and cleaned	EA	9	\$ 3250.00	\$ 29250.00
5	Pump #35 - Grease Trap 17 gal. 20" x 30"	EA	1	\$ 1590.00	\$ 1590.00
EMERGENCY CALLOUT SERVICE					
6	Monday – Friday, 6:00 a.m. – 4:30 p.m.	HR	1	\$ 585.00	\$ 585.00
7	Evenings & Saturdays	HR	1	\$ 675.00	\$ 675.00
8	Sundays & Holidays	HR	1	\$ 985.00	\$ 985.00

NO.	DESCRIPTION	UOM	QTY	PRICE	EXTENDED PRICE
YEAR 1					\$ 72905.00
YEAR 2 – SCHEDULED SERVICE					
9	Pump #3 - Grease trap 55 gal.	EA	9	\$ 2190.00	\$ 19710.00
10	Pump #13 - Grease trap 35 gal. 40" x 22" x 24" cleaned and pumped	EA	9	\$ 2080.00	\$ 18720.00
11	Pump #23 - Grease Trap 35 gal. 33" x 25" x 25"	EA	2	\$ 2080.00	\$ 4160.00
12	Pump #28 - Grease trap basin 5' x 11' pumped out and cleaned	EA	9	\$ 3550.00	\$ 31950.00
13	Pump #35 - Grease Trap 17 gal. 20" x 30"	EA	1	\$ 1690.00	\$ 1690.00
EMERGENCY CALLOUT SERVICE					
14	Monday – Friday, 6:00 a.m. – 4:30 p.m.	HR	1	\$ 598.00	\$ 598.00
15	Evenings & Saturdays	HR	1	\$ 698.00	\$ 698.00
16	Sundays & Holidays	HR	1	\$ 1085.00	\$ 1085.00
YEAR 2					\$ 78611.00
GRAND TOTAL (YEARS 1-2)					\$ 151516.00
GRAND TOTAL ONE HUNDRED FIFTY ONE THOUSAND FIVE HUNDRED SIXTEEN DOLLARS (In words)					

Section III: Price Adjustment

Pricing shall be maintained for the initial two (2) year period. Price adjustments for years three (3) and four (4) shall be provided by Bidder at the time of bid submission.

Price Adjustment – Year 3 3.5

% Price Adjustment – Year 4 3.5

%

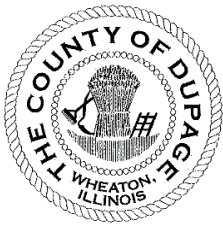
Section IV: Certification

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

Signature on File

Printed Name: _____ MATTHEW RUTZ _____ Signatur _____

Title: _____ PROJECT MANAGER _____ Date: _____ 8-11-2025 _____



MANDATORY FORM

Section I: Contact Information

Complete the contact information below.

BID NUMBER:	25-097-FM
COMPANY NAME:	THE STONE GROUP
MAIN ADDRESS:	228 N WASHTENAW AVE
CITY, STATE, ZIP CODE:	CHICAGO IL 60612
TELEPHONE NO.:	773-638-2758
BID CONTACT PERSON:	MATT RUTZ
CONTACT EMAIL:	MATT.RUTZ@THESTONE.GROUP

Section II: Contract Administration Information

Complete the contract administration information below.

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME:	THE STONE GROUP	NAME:	THE STONE GROUP
CONTACT:	MATT RUTZ	CONTACT:	COLLEN MANTLO
ADDRESS:	228 N WASHTENAW AVE	ADDRESS:	228 N WASHTENAW AVE
CITY, ST., ZIP:	CHICAGO IL 60612	CITY, ST., ZIP:	CHICAGO IL 60612
PHONE NO.:	773-638-2758	PHONE NO.:	773-638-2758
EMAIL:	MATT.RUTZ@THESTONE.GROUP	EMAIL:	AR@THESTONE.GROUP

Section III: Certification

The undersigned certifies that they are:

☐ The Owner or 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:

KEVIN KENZINGER

(President or Partner)

(Vice-President or Partner)

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. N A , N A , 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 and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are 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 Chapter 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 they have examined and carefully prepared this bid and have 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.)

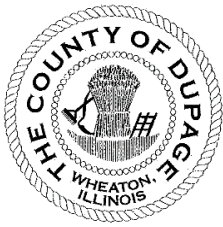
Further, the Bidder certifies that it has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

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

By signing below, the Bidder agrees to the terms of this Mandatory Form and certifies that the information on this form is true and correct to the best of its knowledge.

Printed Name: KEVIN KENZINGER Signature: Signature on File

Title: PRESIDENT Date: 8 11 2025



DISPOSAL METHODS FORM

Section I: Contact Information

Complete the contact information below.

BID NUMBER:	25-097-FM
COMPANY NAME:	THE STONE GROUP
CONTACT PERSON:	MATT RUTZ
CONTACT EMAIL:	MATT.RUTZ@THESTONE.GROUP

Section II: Provide Disposal Methods in the space below for the following materials

1. Material from sanitary sewers

Disposal from sanitary sewers will be taken to an cetified wastewater treatment facility that accepts sanitary waste for treatment and disposed of. It would be Greene Valley Wastewater Facility or similar certified facility.

2. Material from grease traps/basins

Material from grease interceptors or basins would be properly disposed of in an authorized facility that would accept this material. We have used republic services in the past as well as other facilities located in the area.

3. Parking structure basins

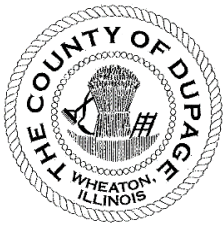
Waste from a parking structure would be disposed of at Greene Valley wastewater facility or a similar facility that accepts this type of waste.

Section III: Certification

By signing below, the Bidder certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Matthew Rutz Signature: Signature on File

Title: Project Manager Date: 8/10/2025



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

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-097-FM
COMPANY NAME:	THE STONE GROUP
CONTACT PERSON:	MATT RUTZ
CONTACT EMAIL:	MATT.RUTZ@THESTONE.GROUP

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:

[Ethics | DuPage Co, IL](#)

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

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

Section IV: Certification

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

Printed Name: _____ MATTHEW RUTZ _____ Signature: _____ Signature on File _____

Title: _____ PROJECT MANAGER _____ Date: _____ 8-11-2025 _____



Facilities Management Requisition Over \$30K

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

File #: FM-P-0040-25

Agenda Date: 8/19/2025

Agenda #: 9.C.

AWARDING RESOLUTION
ISSUED TO OLSSON ROOFING COMPANY, INC.
FOR ROOF RESTORATION WORK ON THE AUDITORIUM
AT THE JTK ADMINISTRATION BUILDING
FOR FACILITIES MANAGEMENT
(CONTRACT AMOUNT NOT TO EXCEED: \$139,005.00)

WHEREAS, the County of DuPage by virtue of its power set forth in the Counties Code (55 ILCS 5/1-1001 *et seq.*) is authorized to enter into this Agreement; and

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and TIPS Contract #23010402, the County of DuPage will contract with Olsson Roofing Company, Inc.; and

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to Olsson Roofing Company, Inc., for roof restoration work on the Auditorium at the JTK Administration Building, for the period August 26, 2025, through April 30, 2026, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for roof restoration work on the Auditorium at the JTK Administration Building, for the period August 26, 2025, through April 30, 2026, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Olsson Roofing Company, Inc., 740 S. Lake Street, Aurora, Illinois 60506, for a contract total amount not to exceed \$139,005.00. Contract pursuant to the Intergovernmental Cooperation Act, per the TIPS Contract #23010402.

Enacted and approved this 26th day of August, 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

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 25-1987	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$139,005.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$139,005.00
	CURRENT TERM TOTAL COST: \$139,005.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Olsson Roofing Company, Inc.	VENDOR #: 19225	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson
VENDOR CONTACT: Ken Withrow	VENDOR CONTACT PHONE: 630-417-1098	DEPT CONTACT PHONE #: 630-407-5681	DEPT CONTACT EMAIL: geoffrey.matteson@dupagecounty.gov
VENDOR CONTACT EMAIL: kdw@olssonroofing.com	VENDOR WEBSITE:	DEPT REQ #:	

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Olsson Roofing Company, Inc., for roof restoration work on the Auditorium at the JTK Administration Building, for Facilities Management, for the period August 26, 2025, through April 30, 2026, for a total contract amount not to exceed \$139,005.00. Contract pursuant to the Intergovernmental Cooperation Act – TIPS Contract #23010402.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
A full roof restoration is necessary to protect the integrity of the building envelope, to ensure the facilities remain reliable for proper operation as to not impact the life, health and safety of our employees and the public. By restoring the roof at this time, we do not need to tear off the existing roof system. Moisture testing revealed part of the existing insulation is wet after rain events; this contract would repair the damp insulation areas and apply the silicone coating system which provides a new 20 year warranty.

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.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Four vendors were evaluated through different cooperative contracts. Olsson Roofing Company, Inc. had the lowest quote and was selected to complete the scope of work through the TIPS CO-OP contract #23010402.
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 purchasing agreement to Olsson Roofing Company, Inc. for the roof renovation on the Auditorium at the JTK Administration Building. 2) Do not approve current quote for scope of work. Not recommended due to the issues already identified with the roof of the building and possible future repair costs if not addressed. 3) Go out for bid, with no guarantee of a lower price.

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: Olsson Roofing Company, Inc.	Vendor#: 19225	Dept: Facilities Management	Division:
Attn: KenWithrow	Email: kdw@olssonroofing.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 740 S. Lake St.	City: Aurora	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60506	State: IL	Zip: 60187
Phone: 630-417-1098	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoff Matteson	Email: geoffrey.matteson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Rd.	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-200-7973	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 26, 2025	Contract End Date (PO25): Apr 30, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	LO		Building Improvements	FY25	6000	1220	54010	2503501	120,875.00	120,875.00
2	1	LO		Contingency	FY25	6000	1220	54010	2303501	18,130.00	18,130.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 139,005.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. JTK Auditorium Roof Restoration
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez, Mary Venterella, Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 8/19/25 CB: 8/26/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

Date: July 28, 2025

Re: 421 N County Farm Rd
Wheaton, IL 60187

TIPS Contract # 230104

Dear Geoff,

Thank you for considering **Olsson Roofing Company, Inc.** for this important project. We understand that selecting a roofing partner for a complex undertaking like this requires confidence in their capabilities and a proven track record.

Olsson Roofing Company, Inc., boasts unique and extensive experience in successfully handling challenging projects, particularly those involving intricate details and advanced roofing systems like the one proposed. We are eager to bring our deep expertise in commercial roofing and architectural sheet metal to this project, ensuring a solution that not only meets but exceeds your expectations for durability, performance, and longevity.

Our team is committed to delivering exceptional quality and service, and we are confident that our approach will provide the most effective and efficient outcome for your building.



Scope of Work: Silicone Roof Restoration

1. Roof Preparation and Cleaning:

- Thoroughly power wash the entire existing modified roofing system to remove all dirt, debris, loose granules, and contaminants, ensuring a clean and suitable surface for coating application.
- Allow the roof surface to dry completely before proceeding with further work.

2. Wet Replacement (100 ft²):

- Cut and remove roof membrane
- Remove compromised insulation
- Adhere new insulation to match roof height per manufacture specifications
- Install new base sheet over insulation per manufactures specifications
- Apply new cap sheet per manufacture specifications

3. Minor Roof Repairs:

- Conduct a general inspection of the modified roofing system and perform any minor repairs needed to address small cracks, blisters, or surface imperfections prior to coating application. This includes addressing any areas identified during the cleaning process.

4. Base Coat Application:

- Apply a manufacturer-approved base coat across the entire modified roofing system at a rate of approximately 1 gallon per square (100 square feet). This layer will enhance adhesion and provide a uniform substrate for the topcoat.

5. Silicone Topcoat Application:

- Apply a high-performance silicone topcoat at a rate of approximately 3.25 to 3.50 gallons per square (100 square feet) across the entire roof system. This will create a seamless, reflective, and watertight membrane.
- The application will strictly adhere to the manufacturer's specifications for coverage and curing.

6. Debris Removal and Site Cleanup:

- Remove all roof-related debris and waste generated during this scope of work.
- Properly dispose of all materials as required by local regulations.
- Ensure the work area is left clean and tidy upon completion.

7. Safety Compliance:

- All work will be performed in strict adherence to OSHA (Occupational Safety and Health Administration) standards and regulations to ensure the safety of personnel and the property.

8. Warranty:

- Upon successful completion of the project and final payment, a 20-year manufacturer warranty
- Upon successful completion of the project and final payment, a 2-year contractor warranty

The above work is to be completed for the total sum of

\$114,875.00

TERMS AND CONDITIONS

1. **Nature of Work.** Olsson Roofing Company, Inc. (hereinafter referred to as ORC) shall furnish material and labor necessary to perform the construction work described herein or in the referenced contract documents. ORC does not provide design, structural engineering, roof consulting or architectural services, and this proposal and contract shall not be construed as contracting to provide such services. ORC assumes no responsibility for structural integrity, compliance with building codes, or design. It is the Customer's responsibility to retain a licensed architect or engineer to determine proper design and code compliance, including a determination as to whether and what type of vapor or air retarder is needed. If plans and specifications have been furnished to ORC, Customer warrants that they are sufficient and confirm to all applicable laws and building codes. ORC is not responsible for location of roof drains or drainage unless noted otherwise. ORC is not responsible for any loss, damage or expense due to defects in plans or specifications or building code violations unless such damage results from a deviation by ORC from what is specified. ORC is not responsible for condensation, moisture migration from the building interior or other building components, location or size of roof drains, adequacy of drainage, ponding on the roof, structural conditions or the properties of the roof deck or substrate on which ORC's roofing Work is installed.
2. **Deck.** Customer warrants that structures on which ORC is to work are in sound condition and capable of withstanding roof construction, equipment and operations. ORC's commencement of roof installation indicates only that ORC has visually inspected the surface of the roof deck for visible defects. ORC is not responsible for the structural sufficiency, quality of construction (including compliance with FMG criteria), undulations, fastening or moisture content of the roof deck or other trades' work or design. ORC is not responsible to test or assess moisture content of the deck or substrate. ORC is not responsible for moisture in the deck or interior affecting the roofing materials.
3. **Payment.** Unless stated otherwise on the face of this proposal, Customer shall pay the contract price plus any additional charges for changed or extra work no later than the time provided for by the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.* (hereinafter "the Prompt Payment Act"), after ORC sends its final invoice. Substantial Completion is the stage at which the Work is sufficiently completed that it can be used for its intended purpose. If completion of the Work extends beyond one month, Customer shall make monthly progress payments to ORC by or before the time allotted by the Prompt Payment Act. Unless otherwise agreed on the face of this proposal, Customer shall not withhold retainage. If any retainage is withheld, Customer shall withhold it at the maximum rate of 5%. Final payment shall be made to ORC within the time allotted by the Prompt Payment Act after substantial completion of the Work and receipt of ORC's final invoice. All sums not paid in full when due shall earn interest at the rate provided for by the Prompt Payment Act until paid. A delay by the manufacturer in the processing and formal issuance of manufacturer's warranty document shall not be cause to delay the Customer's payment to ORC. ORC will furnish waivers of lien for payments as requested and agreed upon. ORC's entitlement to payment is not dependent upon criteria promulgated by Factory Mutual Global, including wind uplift testing.
4. **Right to Stop Work.** The failure of Customer to make proper payment to ORC when due shall, in addition to all other rights, constitute a material breach of contract and shall entitle ORC, at its discretion, to suspend all Work and shipments, including furnishing warranty, until full payment is made. The time period in which ORC shall perform the Work shall be extended for a period equal to the period during which the Work was suspended, and the Contract Price to be paid ORC shall be increased by the amount of ORC's reasonable costs of shut-down, delay and start-up.
5. **Insurance.** ORC shall carry worker's compensation, automobile liability, commercial general liability (bodily injury and property damage), and such other insurance as required by law. ORC will furnish a Certificate of Insurance, evidencing the types and amounts of its coverage's, upon request. Customer shall maintain self-insurance sufficient to cover the total value of the entire Project on a replacement cost basis, plus 25%, including the labor, material and equipment furnished by ORC, covering fire, windstorm, extended coverage, malicious mischief, vandalism and theft on the premises to protect against loss or damage to material and equipment and partially completed work until the job is completed and accepted and ORC's equipment is removed from the premises.. To the extent applicable, there shall be a mutual waiver of subrogation to the extent that builder's risk insurance responds to a claim caused by a peril covered by builder's risk insurance.
6. **Indemnity.** ORC shall, at all times, to the extent permitted by law, fully indemnify, hold harmless, and defend the Customer and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whatsoever on account of or in any way growing out of the performance of this contract by ORC and its employees because of any act or omission, neglect or misconduct of ORC, its employees and agents, or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for ORC's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 *et seq.*). Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided. Nothing contained herein shall be construed as prohibiting the Customer, its officers,

agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. ORC shall likewise be liable for the cost, fees and expenses incurred in the Customer's or ORC's defense of any such claims, actions, or suits. To the extent permitted by applicable law, Customer shall indemnify and hold harmless ORC from all damages, losses, or expenses, including attorney's fees, arising from any claims or damages for bodily injury, sickness, disease, or death, or from claims for damage to the extent due to the negligence of Customer or the fault of any of its agents, representatives or employees.

7. **Additional Insured.** If Customer requires and ORC agrees to make Customer or others additional insureds on ORC's liability insurance policy, Customer and ORC agree that the naming of Customer or others as additional insureds is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of ORC and is not intended to make ORC's insurer liable for claims that are due to the fault of the additional insured or others.
8. **Working Hours.** This Proposal is based upon the performance of all work during ORC's regular working hours. Extra charges will apply for overtime and all work performed other than during ORC's regular working hours, if required by the customer.
9. **Asbestos and Toxic Materials.** This proposal and contract is based on the assumption that the work to be performed by ORC does not involve asbestos-containing or toxic materials and that asbestos-containing or toxic materials will not be encountered or disturbed during the course of performing the roofing work. ORC is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic materials. In the event that such materials are encountered, ORC reserves the right to rescind this contract and receive payment for work performed or suspend its work for a reasonable period of time while the Customer engages a firm specializing in the removal and disposal of asbestos or toxic materials or submit a change order and perform the necessary work for additional compensation. In any event, ORC shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site. To the extent permitted by applicable law, Customer agrees to indemnify ORC from and against any liability, damages, losses, claims, demands or citations arising out of the presence of ACM.
10. **Cleanup & Interior Protection.** Customer acknowledges that re-roofing of an existing building may cause disturbance, dust, debris or fireproofing to fall into the interior depending on existing building conditions. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. ORC shall not be responsible for disturbance, damage, clean-up or loss to interior property that Customer did not remove or protect prior to commencement of roofing operations. Customer shall notify occupants and tenants of re-roofing and the need to provide protection underneath areas being re-roofed. Customer agrees to hold ORC harmless from claims from those who were not so notified and did not provide protection.
11. **Deck Repairs & Unforeseen Conditions.** Any work required to replace rotten or missing wood or deteriorated decking to make the deck suitable for roof installation shall be done on a labor and material or unit price basis as an extra unless specifically included in the Scope of Work. Deck repairs or replacement shall be performed as needed to provide an adequate substrate for the roofing materials. Unforeseen conditions that may affect the Work will be reported to Customer and authorization requested prior to permanent repairs being performed.
12. **Roof Projections.** ORC will flash roof projections that are in place prior to installation of roofing or shown on the architectural plans provided to ORC. Penetrations not shown on the plans provided to ORC prior to submittal of this Proposal/Contract or required after installation of roofing shall be considered an order for extra work, and ORC shall be compensated at its customary time and material rates for additional expense resulting from additional penetrations.
13. **Changes in the Work and Extra Work.** Customer shall be entitled to submit a written request for ORC to perform changes, consisting of alterations in, additions to or omissions from the Work, provided that any request for such changes shall be made in writing and the total contract price adjusted accordingly. ORC shall not be required to perform any changed or additional work without a written change order. Changes shall not be implemented unless approved in writing by the Parties authorized representative(s). Any penetrations through the roofing to be installed by ORC not shown on the plans provided to ORC prior to submittal of this proposal shall be considered an order for extra work, and ORC shall be compensated for labor and material costs incurred by ORC resulting from such additional penetrations. Any work resulting in a reduction in the scope of work shall be similarly credited to the Customer.
14. **Wind Loads or Uplift Pressures.** Design Professional is responsible to design the Work to be in compliance with applicable codes and regulations and to specify or show the work that is to be performed. ORC is not responsible for design, including calculation or verification of wind-load design. To the extent minimum wind loads or uplift pressures are required, ORC's bid is based solely on manufacturer's printed test results. ORC itself makes no representation regarding wind uplift capacity and assumes no liability for wind uplift.
15. **Fumes & Emissions.** Customer acknowledges that odors and emissions from roofing products will be released as part of the roofing operations to be performed by ORC. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings to prevent fumes and odors from entering the building. Customer is aware that roofing products emit fumes, vapors and odors during the application process. Some people are more sensitive to these

emissions than others. Customer shall hold ORC harmless from claims from third parties relating to fumes and odors that are emitted during the normal roofing process.

16. **Material Cost Escalation and Availability** If materials or equipment which ORC is required to furnish become unavailable either temporarily or permanently subsequent to the executive of this proposal through causes beyond the control and without the fault of ORC, then in the case of temporary unavailability the contract time shall be extended by change order for such period of time as ORC shall be delayed by such unavailability, and in the case of permanent unavailability, ORC shall be excused from the requirement of furnishing such materials or equipment. Customer agrees to pay ORC an increase in cost between the cost of the materials or equipment which have become permanently unavailable and the cost of the closest substitute which is then reasonably available. In the event of a substitution resulting in a material cost decrease, ORC agrees to credit Customer for same.
17. **Roof Top Safety.** Customer warrants there will be no live power lines on or near the roof servicing the building where ORC will be working, and that Customer will turn off any such power supplies to avoid an electrocution risk to ORC's employees. To the extent permitted by applicable law, Customer will indemnify ORC from personal injury and other claims and expenses if Customer fails to turn-off power so as to avoid injury to ORC personnel or resulting from the presence of concealed electrical conduit and live electrical power. ORC is not responsible for costs of repair or damages, including disruption of service, resulting from damage to undisclosed or concealed electrical or other utility lines. Customer shall shut down roof located electronic equipment that emits or receives radio frequency waves while roofing Contractor is to be working on the roof so that roofing personnel will not be subject to radio frequency waves or electromagnetic radiation while working on the roof and, to the extent permitted by applicable law, shall indemnify and hold ORC and its personnel harmless from any personal injury claims resulting from a failure by Customer to do so. ORC is not responsible for the safety of persons on the roof other than its own employees. Customer and general contractor agree to and, to the extent permitted by applicable law, shall indemnify and hold ORC harmless, including attorneys' fees, from claims for personal injury by persons or entities whom Customer or general contractor have allowed or authorized to be on the roof.
18. **Conduit and Materials Attached to Deck.** ORC's price is based upon there not being electrical conduit, cables, wires or other materials embedded within the roof assembly or attached directly to the underside or topside of the roof deck upon which ORC will be installing the new roof. ORC is not responsible for conduit, wires, cables, pipes, fireproofing or any objects attached to the underside of the roof decking which could be damaged during installation of the new roof system or repairs.
19. **Warranty.** ORC's new roofing and re-roofing work will be warranted to ORC in accordance with its standard warranty, which is made a part of this proposal and contract and incorporated by reference. A facsimile of ORC's standard warranty is attached or, if not, will be furnished upon required. ORC SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. The acceptance of this proposal by the Customer signifies its agreement that this warranty shall be and is the exclusive remedy against ORC. A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of any defects in the materials provided pursuant to this contract, Customer shall have recourse only against the manufacturer per the terms and conditions of the manufacturer warranty.
20. **Damages and Delays.** ORC will not be responsible for damage done by others to ORC's work including damage to temporary tie-ins, punctures, cuts and tears in the roof membrane or flashings made by others. Any repairing of the same by ORC will be charged at regular scheduled rates over and above the amount of this proposal, and ORC's time for performance shall be extended for a time sufficient to make such repairs. Neither Party shall not be responsible for loss, damage, penalties or delay caused due to inclement weather or by circumstances beyond its reasonable control, including but not limited to acts of God, pandemics, epidemics, quarantines, accidents, unavoidable casualties, snow, ice dams, fire, adverse weather, vandalism, federal, state or local law, regulation or order, strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor, changes in the work and delays caused by others. In the event of these occurrences, the Parties' time for performance under this proposal shall be extended for a time sufficient to permit completion of the Work or other performance, and the Parties shall be granted an equitable adjustment in the contract price if additional costs are incurred.
21. **Availability of Site.** ORC shall be provided with direct access to the work site for the passage of trucks and materials and direct access to the roof. The raising, disconnection, re-connection, or relocation of any mechanical equipment on the roof that may be necessary for ORC to perform the roofing work shall be performed by others or treated as an extra. ORC shall not be required to begin work until underlying areas are ready and acceptable to receive ORC's work and sufficient areas of roof deck are available and free from dirt, snow or debris to allow continuous full operation until job completion. The expense of any extra trips by ORC to and from the job as a result of the job not being ready for roof application after ORC has been notified to proceed may be charged as an extra. Customer shall provide to ORC at the worksite sufficient storage room for all materials and reasonable use of such facilities as scaffolding, elevators, and such other equipment as may be available for handling materials. Customer shall permit ORC to use driveways and paved areas leading to or adjacent to the worksite for ORC equipment without liability to ORC occasioned by such use unless the damages are due to the intentionally wrongful or negligent act or omission of ORC, its agents or employees. Customer shall supply to ORC at the worksite: water, power, site security, and clear access to work area.

22. **Tolerances & Product Specifications.** All materials and work shall be furnished in accordance with normal industry tolerances for color, variation, thickness, size, weight, amount, finish, texture and performance standards. Specified quantities are intended to represent an average over the entire roof area. ORC is not responsible for the actual verification of technical specifications; i.e., R value or ASTM or UL compliance, but rather the materials used are represented as such by the material manufacturer.
23. **Back Charges.** No backcharges or claims for payment of services rendered or materials and equipment furnished by Customer to ORC shall be valid unless previously authorized in writing by ORC **and unless written notice is given to ORC** within five (5) days of the event, act or omission which is the basis of the backcharge. ORC will approve or reject such claims or charges within seven (7) days of notification.
24. **Existing Conditions.** ORC is not responsible for leakage through the existing roof or other portions of the building that have not yet been reroofed by ORC.
25. **Mold.** ORC and Customer are committed to acting promptly so that roof leaks are not a source of potential interior mold growth. Customer will make periodic inspections for signs of water intrusion and act promptly including prompt notice to ORC if Customer believes there are roof leaks, to correct the condition. Upon receiving notice, ORC will make roof repairs. Customer is responsible for monitoring any leak areas and for indoor air quality. ORC is not responsible for mold or indoor air quality. To the extent permitted by applicable law, Customer shall hold harmless and indemnify ORC from claims due to indoor air quality and resulting from a failure by Customer to maintain the building in a manner to avoid growth of mold.
26. **Oil Canning.** Metal roofing and wall panels, especially lengthy flat-span sheet-metal panels, often will exhibit waviness, commonly referred to as “oil-canning.” The degree of oil-canning and the appearance of the panels will vary depending on factor such as the length and color of the panels, alloy, gauge, galvanizing process, substrate condition, and exposure to sunlight. Oil-canning pertains to aesthetics and not the performance of the panels and is not controlled by ORC. The type of metal roofing or wall panels specified may affect the degree of oil-canning. ORC is not responsible for oil-canning or aesthetics. Oil-canning is not grounds to withhold payment or reject panels of the type specified.
27. **Severability.** If any provision of this agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

License

ORC is licensed with the State of Illinois Department of Registration and Education as a Roofing Contractor; License No. 104-000173.

Standard Exclusions & Conditions

- All wood blocking by others unless specifically noted.
- Overtime Work
- Any temporary work
- Roof deck cuts or structural steel reinforcement by others unless specifically noted.
- All and any carpentry or framing.
- Pricing is based on one complete, continuous operation, and roof being 100% ready.
- All work to be completed in compliance with OSHA safety standards & practices.
- Pricing applicable for 60 days of proposal date.
- Winder conditions; snow removal by others unless specifically noted
- We exclude all temping of roof
- We exclude concrete scan to locate any conduit or tension cables in concrete



A Department of Education Service Center Region 8, 4845 US Highway 271 North, Pittsburg, Texas 75686, (866) 839-8477

To: All TIPS Members

Re: TIPS Federal Funds Disclaimer and Information Sheet

To whom it may concern:

You have clicked on a link or otherwise sought to determine whether a specific TIPS Vendor on a specific TIPS Contract is EDGAR compliant. If the website states “No” to EDGAR compliance for that specific Vendor Contract, then the specific TIPS Vendor on that specific TIPS Contract is **not EDGAR compliant**. If the website states “View Doc” to EDGAR compliance and you are linked to this letter, then TIPS has ensured the specific TIPS Vendor’s compliance with 2 CFR 200 on the specified contract **to the extent a cooperative can do so**, as described below.

Region 8 Education Service Center (Region 8 ESC) is a Texas Education Service Center which operates The Interlocal Purchasing System (TIPS), a purchasing cooperative and department of Region 8 ESC. This document certifies that Region 8 ESC and TIPS made every effort to comply with the most restrictive requirements of 2 CFR 200, identified for educational purposes as the Education Department General Administrative Regulations (“EDGAR”). Please note that federal funds not sourced from the US Department of Education are likely regulated by 2 CFR 200 but are not technically “EDGAR.” Each federal agency and its corresponding state “pass-through” agency may interpret 2 CFR 200 differently. TIPS certifies that it competitively procures all awarded contracts pursuant to § 44.031 of the Texas Education Code, or Texas Government Code § 2269, as applicable, the most restrictive procurement method, and performs the most restrictive procurement method required by law and regulation, including all of the necessary steps outlined in 2 CFR 200, except the Price or Cost Analysis for purchases of \$250,000 and greater. (See below). **This letter certifies that the Vendor agreed to those 2 CFR 200 contract provisions for the specified contract.**

However, this TIPS certification cannot relieve Members of federal requirements that cannot reasonably be performed by cooperatives. For example, 2 CFR 200 requires a cost or price analysis for purchases over \$250,000.00, a threshold adopted by TEA and the US Dept. of Education. TIPS does not perform a formal cost or price analysis because TIPS is not the entity making the actual purchase of goods or services. If a Vendor is awarded then TIPS has determined that the pricing is within the competitive range for the Vendor’s offering. However, when required by law, the TIPS Member must perform the required analysis on the specific goods or services before seeking TIPS pricing/purchasing from the TIPS Vendor and then upon completion of the purchase process.

Additionally, due to the Texas Department of Agriculture Guidance ARM Section 17 (“ARM Section 17”), relating to Federal Child Nutrition Program Funds (Primarily Texas Public School Fund 240), requirement that all solicitations include specific quantities of goods or services purchased, TIPS Contracts are not in compliance with ARM Section 17 as a **stand-alone** purchase contract. This is because TIPS has no way of predicting which Members will purchase specific quantities of goods and services. However, for Federal Child Nutrition Fund purchases in which the ARM Section 17 required cost or price analysis has been performed by the Member, TIPS contracts may be used in conjunction with the Member’s three quote process **unless labeled with “No” as to EDGAR compliance**. See also ARM Section 17.84 addresses purchasing through a **“Third Party Cooperative that does not follow USDA Procurement Regulations”**. This will include TIPS and possibly other cooperatives that do not specify the exact quantities and line items procured by the cooperative. See the latest ARM Section 17 [here](#).

If this letter was linked or provided in relation to a specific Vendor Contract then the Vendor has agreed to the 2 CFR 200 Contract provisions. For our Members’ benefit, we encourage you, when expending federal funds, to make certain that you understand and comply with any other 2 CFR 200 requirements that cannot necessarily be met on your behalf by a cooperative. We also encourage you to incorporate all 2 CFR 200 TIPS Contract provisions agreed to by the Vendor into all supplemental agreements you enter into with the TIPS Vendor, if any. While TIPS works very hard to ensure legal purchasing compliance on Members’ behalf TIPS does not provide legal counsel to its Members. TIPS recommends that you consult your legal counsel when executing contracts with TIPS Vendors. TIPS reserves the right to change its process as necessary in relation to updated guidance. Thank you for being a Member of TIPS and for letting us assist with your procurement needs.

TIPS VENDOR AGREEMENT SIGNATURE FORM

TIPS 230104 Trades, Labor, and Materials – Part 2

Vendor Name: Olsson Roofing Company, Inc

Vendor Address: 740 S. Lake St.

City: Aurora State: IL Zip Code: 60506

Vendor Authorized Signatory Name: Michael Reynolds

Vendor Authorized Signatory Title: Principal

Vendor Authorized Signatory Phone: 630-892-0449

Vendor Authorized Signatory Email: mreynolds@olssonroofing.com

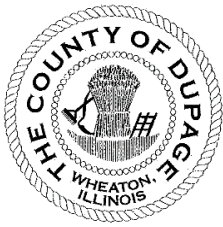
Vendor Authorized Signature: Signature on File Date: 1-16-23

(The following is for TIPS completion only)

TIPS Authorized Signatory Name: Dr. David Fitts

TIPS Authorized Signatory Title: Executive Director

TIPS Authorized Signature: Signature on File Date: 4/28/2023



APPRENTICESHIP OR TRAINING PROGRAM CERTIFICATION

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Olsson Roofing Inc.
CONTACT PERSON:	Ken Withrow
CONTACT EMAIL:	kdw@olssonroofing.com

Section II: Participation

Does the Bidder participate in an apprenticeship or training program for the type(s) of work or craft involved in the bid/project listed above?

- ☒ Yes
☐ No
☐ Not applicable to this bid/project

If "Yes", read and complete Sections III-VI as required.

If "No" or "Not applicable to this bid/project", please complete by signing under Section VI.

Section III: Registration

Complete the table below providing the United States Department of Labor's ("USDOL") Bureau of Apprenticeship and Training registration number in compliance with subsequent terms and conditions provided in this section. For an example of a completed form, please see [Apprenticeship or Training Program Certification Example](#). In addition, please attach the official USDOL Certificate of Registration to the solicitation submission. For an example of an official USDOL certification please see [USDOL Certification Example](#).

COMPANY NAME	PRIME/SUB	SPONSOR NAME	TYPE OF WORK	USDOL REGISTRATION NO.
Olsson Roofing Inc	Prime		Roofing	IL017091896

This contract requires all Bidders and all Bidders' Subcontractors disclose participation in apprenticeship or training programs that are (i) approved by and registered with the USDOL Bureau of Apprenticeship and Training, and (ii) applicable to the work of the above indicated proposals or groups. Participating Bidders are required to complete the following certification:

- By filling out the Section III table above, the Bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the Bidder will perform with its own employees. Exceptions for non-employees are listed in Section IV below.
- By filling out the Section III table above, the Bidder further certifies for work to be performed by subcontract that each of its Subcontractors submitted for approval either (i) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (ii) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.
- By filling out the Section III table above, the Bidder certifies the official name of each program sponsor holding the Certificate of Registration for all the types of work or crafts in which the Bidder is a participant and that will be performed by or in consultation with the Bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as "subcontract work." The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

Section IV: Owners / Partners / Members

Please fill out the table below if any Bidder or Subcontractor individual owners, partners, or members (rather than employees) shall perform all or part of the work of the contract where prevailing rates of wages would be required.

COMPANY NAME	NAME OWNERS / PARTNERS / MEMBERS	POSITION TITLE OWNERS / PARTNERS / MEMBERS

Section V: Prime Responsibilities

The Bidder shall require this certification provision be included in all approved subcontracts. The Bidder shall be responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. At any time before or after award, the County may require the production of a copy of each applicable Certificate of Registration issued by the USDOL evidencing such participation by the Contractor and any or all its Subcontractors. To fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently accepting, or that it will accept, applications for apprenticeship, training, or employment during the performance of the work of this contract.

Section VI: Certification

By signing below, the Bidder certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Kenneth D Withrow

Signature: Signature on File

Title: Project Manager

Date: August 11, 2025

The Interlocal Purchasing System

Purchasing Made Personal



Printed 6 August 2025

www.olssonroofing.com



Olsson Roofing Company Inc

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM
PO MUST REFERENCE VENDOR TIPS CONTRACT NUMBER

	<u>PAYMENT TO</u>	<u>TIPS CONTACT</u>
ADDRESS	PO Box 1450	NAME David Mabe
CITY	Aurora	PHONE (866) 839-8477
STATE	IL	FAX (866) 839-8472
ZIP	60507	EMAIL david.mabe@tips-usa.com

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: Y

HUB: N

SERVING STATES

IL | WI | IN | IO

Overview

Olsson Roofing Company has earned recognition as the largest commercial roofing company in the state of Illinois. We specialize in the maintenance, installation, and repair of commercial and industrial roofing systems, and architectural sheet metal. More than 100 years after it was founded, Olsson Roofing Company is still known for integrity, continuous improvement, customer service, and professionalism. Our expert service team is available to customers 24 hours a day, and responds to more than 4,000 requests every year. We hold one of the lowest EMR's in the industry. All members of our team attend annual safety workshops and trainings.

Systems Include: TPO, EPDM, PVC, Modified, BUR, Green Roofing, Paver Systems, Davit Installation, Roof Coatings, Standing Seam, Metal Wall Panels, Composite Panels and Roof Screens

AWARDED CONTRACTS "View EDGAR Doc" on Website

Contract	Comodity	Exp Date	EDGAR
23010402	Trades, Labor, and Materials (JOC)	04/30/2026	See EDGAR Certification Doc.

CONTACTS BY CONTRACTS

23010402

Brett Plank	Project Manager	(630) 878-6265	bplank@olssonroofing.com
Mike Reynolds	Principal	(630) 675-0722	mreynolds@olssonroofing.com



Required Vendor Ethics Disclosure Statement

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

Date: _____

Bid/Contract/PO #: _____

Company Name: Olsson Roofing Company, INC	Company Contact: Ken Withrow
Contact Phone: 630-892-0449	Contact Email: service@olssonroofing.com

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

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

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

Add Line X	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**

Add Line X	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 Signature on File
 Printed Name Jon Wallace
 Title Service Manager
 Date 8/11/2025

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



Facilities Management Requisition Under \$30K

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

File #: 25-1961

Agenda Date: 8/19/2025

Agenda #: 10.A.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1868	RFP, BID, QUOTE OR RENEWAL #: 23-104-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$0.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$0.00
	CURRENT TERM TOTAL COST: \$0.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		Department Information	
VENDOR: Digital R-E-D	VENDOR #: 43080	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Al Lainio	VENDOR CONTACT PHONE: 630-326-9954	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: al@godigitalred.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Digital R-E-D, to provide semi-annual scheduled pickups for the recycling of electronic devices for the County, for Facilities Management, for the period October 18, 2025 through October 17, 2026, for a total contract amount not to exceed (\$0) zero dollars, per renewal option under low e-quote #23-104-FM, second of three options to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Electronics recycling services are necessary to maintain compliance with (415 ILCS 150/) Electronic Products Recycling & Refuse Act.			

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: Digital R-E-D	Vendor#: 43080	Dept: Facilities Management	Division:
Attn: Al Lainio	Email: al@godigitalred.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1270 Abbott Drive, Unit #100	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60123	State: IL	Zip: 60187
Phone: 630-326-9954	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Digital R-E-D	Vendor#: 43080	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Joy Hinz	Email: joy.hinz2@dupagecounty.gov
Address: 1270 Abbott Drive, Unit #100	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60123	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 18, 2025	Contract End Date (PO25): Oct 17, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	LO		Electronic Recycling	FY25	1000	1100	53810		0.00	0.00
2	1	LO		Electronic Recycling	FY26	1000	1100	53810		0.00	0.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 0.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Semi-annual scheduled pickups for recycling of electronic devices at (0) zero cost to the County.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez, and Joy Hinz.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



**THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
ELECTRONICS RECYCLING 23-104-FM
QUOTE TABULATION**

No	Item	Digital R-E-D			Com2 Recycling Solutions			Eworks Electronics Services, Inc.			Arcoa Group		
		Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis
1	PC's	No Charge			No Charge			No Charge			No Charge		
2	PC's w/o hard drive	No Charge			No Charge			No Charge			No Charge		
3	Laptops	No Charge			No Charge			No Charge			No Charge		
4	Laptops w/o hard drive	No Charge			No Charge			No Charge			No Charge		
5	All in Ones	No Charge			No Charge			No Charge			No Charge		
6	Monitors CRT	No Charge			No Charge			No Charge			\$ -	40.00	\$ 18.00
7	Monitors LCD	No Charge			No Charge			No Charge			\$ -	12.00	\$ 5.40
8	TV's LCD	No Charge			No Charge			No Charge			\$ -	40.00	\$ 18.00
9	TV's CRT	No Charge			No Charge			No Charge			\$ -	100.00	\$ 45.00
10	Printers	No Charge			No Charge			No Charge			No Charge		
11	Scanners	No Charge			No Charge			No Charge			No Charge		
12	Copier	No Charge			No Charge			No Charge			No Charge		
13	Fax Machines	No Charge			No Charge			No Charge			No Charge		

		Digital R-E-D			Com2 Recycling Solutions			Eworks Electronics Services, Inc.			Arcoa Group		
No	Item	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis
14	Servers	No Charge			No Charge			No Charge			No Charge		
15	Keyboards	No Charge			No Charge			No Charge			No Charge		
16	VCR's	No Charge			No Charge			No Charge			No Charge		
17	Digital Video Disk Player	No Charge			No Charge			No Charge			No Charge		
18	Digital Video Disk Recorder	No Charge			No Charge			No Charge			No Charge		
19	Mice	No Charge			No Charge			No Charge			No Charge		
20	Digital Converter Boxes	No Charge			No Charge			No Charge			No Charge		
21	Cable Receiver	No Charge			No Charge			No Charge			No Charge		
22	Satellite Receivers	No Charge			No Charge			No Charge			No Charge		
23	Cell Phones	No Charge			No Charge			No Charge			No Charge		
24	Misc. EED	No Charge			No Charge			No Charge			No Charge		
25	Transportation / Pickup Fee	No Charge			No Charge			No Charge			\$ 150.00	-	\$ 150.00
26	Supplies (shrink wrap, gaylord boxes, pallets, etc)	No Charge			No Charge			No Charge			No Charge		

NOTES

1. Digital R-E-D selected as lowest responsible bidder via random selection.

Invitations Sent	54
Total Vendors Requesting Documents	0
Total Bid Responses	4



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 Digital R-E-D located at 1270 Abbott Drive, Unit 100, Elgin, IL 60123, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #23-104-FM which became effective on 10/18/2023 and which will expire 10/17/2025. The contract is subject to the second 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 10/17/2026.

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

Henry Kocker

PRINTED NAME

Buyer I

PRINTED TITLE

DATE

CONTRACTOR

(Signature on File)

SIGNATURE

AL LAINIO

PRINTED NAME

CEO

PRINTED TITLE

8/1/2025

DATE

PRICE

Quantity estimates are provided as a basis for Quotation Pricing only and are not guaranteed. Actual services will be on a "as-needed" basis.

Item No.	Item/Description UOM	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis
1	PC's	\$ <u>#0</u>		\$ <u>#0</u>
2	PC's w/o hard drive	\$		\$
3	Laptops	\$		\$
4	Laptops w/o hard drive	\$		\$
5	All in Ones	\$		\$
6	Monitors CRT	\$		\$
7	Monitors LCD	\$		\$
8	TV's LCD	\$		\$
9	TV's CRT	\$		\$
10	Printers	\$		\$
11	Scanners	\$		\$
12	Copier	\$		\$
13	Fax Machines	\$		\$
14	Servers	\$		\$
15	Keyboards	\$		\$
16	VCR's	\$		\$
17	Digital Video Disk Player	\$		\$
18	Digital Video Disk Recorder	\$		\$
19	Mice	\$		\$
20	Digital Converter Boxes	\$		\$
21	Cable Receiver	\$		\$
22	Satellite Receivers	\$		\$
23	Cell Phones	\$		\$
24	Misc. EED	\$		\$
25	Transportation / Pickup Fee	\$		\$
26	Supplies (shrink wrap, gaylord boxes, pallets, etc.	\$ <u>#</u>		\$ <u>#</u>
GRAND TOTAL				\$ <u>#0</u>
GRAND TOTAL There is NO cost for recycling any of these items. If there is enough reuse (see reuse report example), that's when we'll be able to provide funds back to the County of Dupage. (In words)				

QUOTE SIGNATURE PAGE

ELECTRONICS RECYCLING 23-104-FM

X **Signature on File**

(Signature and Title)

9/15/2023
(Date)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Business Name of Bidder	Digital R-E-D
Main Business Address	1270 Abbott Drive, Unit 100
City, State, Zip Code	Elgin, IL 60123
Telephone Number	630.326.9954
Email Address	al@godigitalred.com
Bid Contact Person	Al Lainio



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	23-104-FM
COMPANY NAME:	DIGITAL R-E-D
CONTACT PERSON:	AL LAINIO
CONTACT EMAIL:	al@godigitalred.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:

[Ethics | DuPage Co, IL](#)

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

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

Section IV: Certification

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

Printed Name: AL LAINIO

Signature: 

Title: CEO

Date: 8/1/2025

Signature on File



Consent Item

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

File #: 25-1919

Agenda Date: 8/19/2025

Agenda #: 11.A.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
pw 8/19
CB 8/26

Date: Jul 1, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6086-0001 SERV	Original Purchase Order Date: Oct 1, 2022	Change Order #: 3	Department: Facilities Management
Vendor Name: Brightly Software, Inc.		Vendor #: 22932	Dept Contact: Mary Ventrella
Background and/or Reason for Change Order Request:	Increase contract from \$74,340.34 to \$78,275.92; Line #4 1000-1100-53807 \$3,935.58, and extend contract expiration date from 09/30/25 to 11/30/25.		
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	\$74,340.34
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$74,340.34
D	Amount of this Change Order ☒ Increase ☐ Decrease	\$3,935.58
E	New contract amount (C + D)	\$78,275.92
F	Percent of current contract value this Change Order represents (D / C)	5.29%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	5.29%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Sep 30, 2025 to: Nov 30, 2025
- ☒ Increase $\geq$ \$2,500.00, or $\geq$ 10%, of current contract amount ☒ Funding Source 1000-1100-53807
- ☐ OTHER - explain below:

MV	5705	Jul 1, 2025	Signature on File		7/1/25
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: Jul 1, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Facilities Management	Department Contact: Mary Ventrella
Contact Email: mary.ventrella@dupagecounty.gov	Contact Phone: 630-407-5705
Vendor Name: Brightly Software, Inc.	Vendor #: 22932

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 from \$74,340.34 to \$78,275.92 and
Extend contract from 09/30/25 to 11/30/25 to line up with our fiscal year.

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

Contract 6086-0001 SERV is to Provide Maintenance Edge & Connect Authenticate Software Licensing for Facilities Management for County Campus. Current contract expires 09/30/25. This provides service for our Help Desk platform.

Strategic Impact

Financial Planning

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

A contract for software licensing for Maintenance Edge (Help Desk) for Facilities Management.

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

OMNIA Partners Contract R210702.

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

1. Do not increase contact value and pay for services not protected by a contract.
2. Do nothing and Facilities Management will not have a Help Desk for maintenance needs on County Campus.

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.

Increase funds for Facilities Management in the amount of \$3,935.58; 1000-1100-53807, FY25, and extend the contact through 11/30/25.

**PREPARED FOR**

DuPage County ("Customer")

PREPARED BY

Brightly Software Inc

4242 Six Forks Road, Suite 1400

Raleigh, NC 27609

PUBLISHED ON

June 02, 2025



June 02, 2025
DuPage County

Thank you for your continued support of our market leading solutions for improving efficiency in operations. We are excited about providing you with online tools that will help you save money, increase efficiency and improve services. Brightly is dedicated to providing best in class solutions, including the following for DuPage County.

Service Term: 2 months (10/01/2025 - 11/30/2025)

Cloud Services

Item	Start Date	End Date	Investment
MaintenanceEdge	10/1/2025	11/30/2025	\$3,935.58
Planned Maintenance	10/1/2025	11/30/2025	\$0.00
ConnectAuthenticate	10/1/2025	11/30/2025	\$0.00
Annual Renewal:			\$3,935.58 USD

*Your Omnia Partners (formerly National IPA, formerly TCPN) discount has been applied.



Order terms

BY SIGNING THIS ORDER FORM, WHETHER BY ELECTRONIC OR WRITTEN SIGNATURE, YOU ARE PLACING A BINDING ORDER FOR THE OFFERINGS SHOWN. IF THE INDIVIDUAL ENTERING INTO THIS AGREEMENT IS ACCEPTING ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, THE INDIVIDUAL REPRESENTS THAT THEY HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. IN WHICH CASE THE TERM "CUSTOMER" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF THE INDIVIDUAL ACCEPTING THIS AGREEMENT DOES NOT HAVE SUCH AUTHORITY OR DOES NOT AGREE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN, THE INDIVIDUAL MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE OFFERINGS.

- A. The "Effective Date" of the Agreement between Customer and Brightly Software, a Siemens Company ("Siemens") is the date Customer accepts this Order
- B. Proposal expires in sixty (60) days.
- C. The Siemens entity entering into this Agreement is Brightly Software, Inc., a Delaware corporation, and the notice address shall be Corporate Trust Center, 1209 Orange Street, Wilmington, DE 19801 USA, Attn: Brightly Software.
- D. By accepting this Order, and notwithstanding anything to the contrary in any other purchasing agreement, Customer agrees to pay all relevant Subscription Fees for the full Subscription Term defined above.
- E. Payment terms: Net 30
- F. This Order and its Offerings will be subject to the terms and conditions of the Terms of Service (the Base Terms together with any applicable Supplemental Terms) found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Agreement"), unless Customer has a separate written agreement executed by Brightly Software, Inc. for the Offerings, in which case the separate written agreement will govern its defined Term. Acceptance is expressly limited to the terms of the Agreement. No other terms and conditions will apply. The terms of any purchase order or other document from Customer are excluded and such terms will not apply to the Order and will not supplement or modify the Agreement irrespective of any language to the contrary in such document.
- G. Where the Customer is a state, local, or public education entity created by the laws of the applicable state, Siemens and Customer agree that the provisions of the State, Local Government, and Higher Education Addendum ("SLED Addendum") found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) take precedence over any conflicting terms in the Agreement to the extent the deviations set forth therein are required by applicable law.
- H. Siemens shall invoice Customer and Customer agrees to pay Siemens the amount specified on this Order. Quantities purchased may not be decreased during the relevant Subscription Term. Customer is responsible for providing complete and accurate billing and contact information to Siemens and notifying Siemens promptly of any changes to such information.
- I. If Customer is paying by credit card or Automated Clearing House ("ACH"), Customer shall establish and maintain valid and updated credit card information or a valid ACH auto debit account (in each case, the "Automatic Payment Method"). Upon establishment of such Automatic Payment Method, Siemens is hereby authorized to charge any applicable fees, including any processing fees, using such Automatic Payment Method.
- J. Customer is responsible for paying all taxes associated with its purchases hereunder. Siemens shall invoice Customer and Customer shall pay that amount unless Customer provides Siemens with a valid tax exemption



certificate, direct pay permit, or other government approved documentation. Notwithstanding the foregoing, Customer is responsible for, and, to the extent permitted by law, will indemnify Siemens for: 1) any encumbrance, fine, penalty or other expense which Siemens may incur as a result of Customer's failure to pay any taxes required hereunder, and 2) any taxes, including withholding taxes, resulting from making an Offering available to Users in geographic locations outside the country in which Customer is located as per the Order. For clarity, Siemens is solely responsible for taxes assessable against Siemens based on its income, property and employees.

- K. Siemens maintains the right to increase fees within the Subscription Term for Recurring Fee Offerings by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Subscription Terms will be charged at the then-current rate.
- L. In the event Customer purchases the Cloud Services (including any renewals thereof) through an authorized reseller of Siemens, the terms and conditions of this Agreement shall apply and supersede any other agreement except for any terms and conditions related to fees, payment or taxes. Such terms and conditions shall be negotiated solely by and between Customer and such authorized reseller. In the event Customer ceases to pay the reseller, or terminates its agreement with the reseller, Siemens shall have the right to terminate Customer's access to the Cloud Services at any time upon thirty (30) days' notice to Customer unless Customer and Siemens have agreed otherwise in writing.

Cloud Services

- A. Billing frequency: Annual
- B. Cloud Services Offerings will be subject to the terms and conditions of the General Software and Cloud Supplemental Terms found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>).
- C. Any Offerings identified as Cloud Services on this Order shall automatically renew for additional periods equal to the expiring Subscription Term or one year, whichever is longer, unless either party has provided written notice of its intent to terminate the Cloud Service subscription not less than forty-five (45) days prior to the expiration of the then-current Subscription Term.
- D. During the Term, Siemens shall, as part of Customer's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday ("Business Hours"), excluding holidays.
- E. Siemens shall use commercially reasonable efforts to make its Software or Cloud Service available 99.9% of the time for each full calendar month during the Subscription Term, determined on twenty-four (24) hours a day, seven (7) days a week basis (the "Service Standard"). The Service Standard availability for access and use by Customer(s) excludes unavailability when due to: (a) any access to or use of the Cloud Service by Customer or any Account User that does not strictly comply with the terms of the Agreement or the Documentation; (b) any failure of performance caused in whole or in part by Customer's delay in performing, or failure to perform, any of its obligations under the Agreement; (c) Customer's or its Account User's Internet connectivity; (d) any Force Majeure Event; (e) any failure, interruption, outage, or other problem with internet service or non-Cloud Service; (f) Scheduled Downtime; or (g) any disabling, suspension, or termination of the Cloud Service by Siemens pursuant to the terms of the Agreement. "Scheduled Downtime" means, with respect to any applicable Cloud Service, the total amount of time (measured in minutes) during an applicable calendar month when such Cloud Service is unavailable for the majority of Customer's Account Users due to planned Cloud Service maintenance. To the extent reasonably practicable, Siemens shall use reasonable efforts to provide eight (8) hours prior notice of Cloud Service maintenance events and schedule such Cloud Service maintenance events outside the applicable



business hours.

- F. Siemens reserves the right to block IP addresses originating from a Denial of Service (DoS) attack. Siemens shall notify Customer should this condition exist and inform Customer of its action. Once blocked, an IP address shall not be able to access the Cloud Service and the block may be removed once Customer is satisfied corrective action has taken place to resolve the issue. Siemens also reserves the right to suspend or terminate service if Customer: 1) performs load tests, network scans, penetration tests, ethical hacks or any other security auditing procedure on the Cloud Service, 2) interferes with or disrupts the integrity or performance of the Cloud Service or data contained therein, or 3) otherwise violates the use restrictions under this Agreement.
- G. Customer is entitled to access and use the Offerings only as explicitly described in the Documentation. These Offerings are intended for Customer's internal business operations only. There are no additional Entitlements or rights to use the Offerings or their related APIs beyond what is specified. Any other access or use is strictly prohibited under the Terms.
- H. At the time of this Order, the implementation of the requirements of the Cyber Resilience Act EU 2024/2847 ("CRA") is not yet mandatory in the European Union (EU) due to its transitional periods. Not all clarifications on measures that the Customer and contractor will take to implement the new requirements within the project implementation can currently be completed. Therefore, the parties agree that the project scope and contract price agreed upon at the time of Agreement conclusion do not yet include any necessary measures to implement the CRA requirements. Siemens will present the implementation of these measures together with an adjustment of the contract price and schedules considering any additional expenses of the contractor in the appropriate project phases through the Change Request procedure.

Additional information

- A. Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer. Tax exemption certifications can be sent to accountsreceivable@brightlysoftware.com (<mailto:accountsreceivable@brightlysoftware.com>).
- B. Billing frequency other than annual is subject to additional processing fees.
- C. Provide Siemens with the purchase order number, if applicable. Acceptance of this Order without a purchase order number indicates that a purchase order is not necessary. Please reference Q-443833 on any applicable purchase order and email to Purchaseorders@Brightlysoftware.com (<mailto:Purchaseorders@Brightlysoftware.com>).
- D. Brightly Software, Inc. can provide evidence of insurance upon request.



Signature

Presented to:

DuPage County - Q-443833

June 02, 2025, 5:34:56 PM

Accepted by:

Catherine Figlewski
Printed Name

Signature on File
Signed Name

Financial Service Manager
Title

7-1-25
Date



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

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	Omnia Partners #R210702
COMPANY NAME:	Brightly Software, Inc.
CONTACT PERSON:	contracts
CONTACT EMAIL:	contracts@brightlysoftware.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:

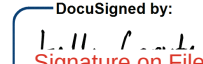
https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

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: Kelly Caputo

Signature: _____

DocuSigned by:

 Signature on File
 C3C10791979F48A...

Title: General Counsel

Date: 01 August 2025



Facilities Management Change Order with Resolution

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

File #: FM-CO-0003-25

Agenda Date: 8/19/2025

Agenda #: 11.B.

AMENDMENT TO COUNTY CONTRACT #7800-0001 SERV
ISSUED TO HUEN ELECTRIC, INC.
TO PROVIDE AND INSTALL PHASE II SOLAR PANELS ON THE ROOF
OF THE JTK ADMINISTRATION BUILDING
FOR FACILITIES MANAGEMENT
(INCREASE CONTRACT BY \$224,183 AND EXTEND TERM TO NOVEMBER 30, 2026)

WHEREAS, County Contract #7800-0001 SERV issued to Huen Electric, Inc. (hereinafter the "Contractor") for the installation of solar panels on the JTK Administration Building was approved and adopted by the Public Works Committee on June 24, 2025; and

WHEREAS, in order to maximize currently available state and federal incentives for solar panel installation, additional improvements outside the original scope of work are proposed to be completed, specifically, the installation of an additional area of solar panels on the JTK Auditorium roof; and

WHEREAS, the Contractor has agreed to maintain its originally bid per-kilowatt price and the County has determined that the most cost-efficient and time-effective means of undertaking the additional improvements is by way of amending the original contract; and

WHEREAS, the Public Works Committee therefore recommends amending the Contract to add the installation of additional solar panels on the JTK Auditorium as additional scope, to extend the contract to November 30, 2026, and to increase the total Contract price by \$224,183 for Facilities Management, taking the original contract amount of \$574,833 and resulting in an amended contract amount not to exceed \$799,016, an increase of 39% (partially EECBG funded).

NOW, THEREFORE BE IT RESOLVED, that the County Board adopts the Request for Change Order to County Contract #7800-0001 SERV issued to Huen Electric, Inc., for the Phase II installation of solar panels for the JTK Administration Building, now to include the Auditorium, for a change order to add additional scope, to extend the contract to November 30, 2026, and to increase the contract in the amount of \$224,183 for Facilities Management, taking the original contract amount of \$574,833 and resulting in an amended contract amount not to exceed \$799,016, an increase of 39% (partially EECBG funded).

Enacted and approved this 26th of August, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

PW 8/19
FI + CB 8/26



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 26, 2025

MinuteTraq (IQM2) ID #: 25-1883

Purchase Order #: 7800-0001 SERV	Original Purchase Order Date: Jun 24, 2025	Change Order #: 1	Department: Facilities Management
Vendor Name: Huen Electric, Inc.		Vendor #: 26397	Dept Contact: Tim Harbaugh
Background and/or Reason for Change Order Request:	Amendment to County Contract #7800-0001 SERV issued to Huen Electric, Inc., for Phase II installation of solar panels on the roof of the JTK Administrative Building, for Facilities Management, to add additional scope of work to include new solar panels on the JTK Auditorium roof, extend the contract expiration to November 30, 2026 and increase funding in the amount of \$224,183, taking the original contract amount from \$574,833, and resulting in a final County cost of \$799,016, an increase of 39%. Partial EECBG funded. Increase line 2 \$224,183.00.		
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	\$574,833.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$574,833.00
D	Amount of this Change Order ☒ Increase ☐ Decrease	\$224,183.00
E	New contract amount (C + D)	\$799,016.00
F	Percent of current contract value this Change Order represents (D / C)	39.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	39.00%
DECISION MEMO NOT REQUIRED		

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

DECISION MEMO REQUIRED	
☒ Increase (greater than 29 days) contract expiration from: Jun 23, 2026 to: Nov 30, 2026	
☒ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source 6000-1220-54010	
☐ OTHER - explain below:	

caf	5665	Aug 5, 2025	Signature on File	5665	Aug 5, 2025
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		Date	Chairman's Office		Date
(Decision Memos Over \$25,000)			(Decision Memos Over \$25,000)		



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: Aug 26, 2025

File ID #: 25-1883

Purchase Order #: 7800-0001SERV

Requesting Department: Facilities Management	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupagecounty.gov	Contact Phone: x5670
Vendor Name: Huen Electric, Inc.	Vendor #: 26397

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

Amendment to County Contract #7800-0001 SERV issued to Huen Electric, Inc., for Phase II installation of solar panels on the roof of the JTK Administrative Building, for Facilities Management, to add additional scope of work to include new solar panels on the JTK Auditorium roof, extend the contract expiration to November 30, 2026 and increase funding in the amount of \$224,183, taking the original contract amount from \$574,833, and resulting in a final County cost of \$799,016, an increase of 39%. Partial EECBG funded.

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

An increase in the solar array size will maximize current available state and federal incentives. DuPage County would lose out on federal and state incentive dollars if the the original solar array were not to be expanded at this time. The contractor is maintaining the original base bid contract price per kilowatt.

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

Lowest Responsible bid #25-075-FM.

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

- 1) Staff recommends approval to make a contractual scope change, extend contact and increase the contract in the amount of \$224,183.00 so the additional solar array can be constructed in a efficient time frame to potentially earn a tax rebate for DuPage County.
- 2) Bid as a separate array project but not have access to current incentives.
- 3) No other options.

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.

Funding source: An additional \$224,183.00 from budget code 6000-1220-54010. There is no additional funding requirements.



Ian Johnstone
DuPage County Facilities Management
421 N County Farm Road | Wheaton, IL 60187

July 28, 2025

RE: CO1 Auditorium Roof Photovoltaic System Installation

Page 1 of 3
Dear Ian:

Huen Electric, Inc. is pleased to provide the following quotation for above referenced project. This change order is based on drawing E105 of the bid package drawings received on May 14, 2025. It is subject to the following scope of work.

TOTAL.....\$ 224,183.00

(This Proposal is valid for 45 days)

Respectfully,
Huen Electric, Inc.

Signature on File

Ron Baker
Senior Project Manager

RE: CO1 Auditorium Roof Photovoltaic System Installation

Page 2 of 3

SCOPE OF WORK

INCLUSIONS

- I. PV System
 - A. Modules
 - 1. Furnish and install (153) Eagle 72HM G2 modules per layout on E105.
 - a. Part # JKM415M-72HL-V.
 - b. Furnish and install Eco-Foot 5D racking.
 - B. Inverters
 - 1. Furnish and install (2) Solar Edge 40KW Inverters
 - a. Part # SE40KUS (USE-SIN-USR0IBNS6)
 - b. Inverters to mount on inverter stand installed under the base bid.
 - C. PV Wiring
 - 1. Furnish and install (4) strings of #10 1000V PV wiring between the modules and inverters.
 - 2. Per conversation PV conduit to be installed exposed on the outside of the building to limit penetration.
 - D. Grounding
 - 1. Ground modules to grounding system at the north upper roof array.
- II. AC System
 - A. Furnish and install (2) 60A/3P breaker in the AC combiner distribution panelboard.
 - 1. The AC combiner distribution panel is located on the existing clerestory wall.
 - 2. Installation of the distribution panelboard is under the base bid.
 - B. Furnish and install AC conduit and cables between the inverters and the distribution panel.
- III. Testing & Commissioning
 - A. Testing and commissioning to follow guidelines as specified in the solar photovoltaic System 48 14 00 – 14 section 3.5 of the project manual.
 - B. Testing and commissioning of the lower roof array shall occur simultaneously with the upper roof.

RE: CO1 Auditorium Roof Photovoltaic System Installation

Page 3 of 3

CLAIFICATIONS

- I. Base bid includes North lower roof AC combiner distribution panelboard.
- II. Grounding of the lower array to utilize the upper array grounding system.
- III. Work shall be performed during normal operating hours.
- IV. This proposal expires after (15) days.

EXCLUSIONS

- I. Roof modifications or repair.
- II. Premium, Overtime or Holiday.
- III. Engineering fees
- IV. Basic material submittals.
- V. Downtime caused by others.
- VI. Dumpster
- VII. Porta John

We reserve the right to correct this quote for errors and omissions. Any additional cost or schedule impact and/or any unforeseen conditions that might arise as the result of the above change will be submitted on a time and material basis.



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

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	JTK Phase II 25-075-FM
COMPANY NAME:	Huen Electric, Inc.
CONTACT PERSON:	Dan Pesavento
CONTACT EMAIL:	dpesavento@huenelectric.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: Dan Pesavento

Signature: Signature on file

Title: Chief Operating Officer

Date: August 5, 2025