



# DU PAGE COUNTY

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

## Human Services

### Final Summary

**Tuesday, April 7, 2026**

**9:30 AM**

**Room 3500A**

**1. CALL TO ORDER**

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:31 AM.

Chair Schwarze stated ‘Under the authority of the County Board rules, I appoint Member Evans to serve as a temporary member of this committee to establish quorum’.

**2. ROLL CALL**

Staff in Attendance: Nick Kottmeyer (Chief Administrative Officer) until 10:00 AM, Joan Olson (Chief Communications Officer), Renee Zerante (State's Attorneys Office), Donna Weidman and Steve Packo (Procurement), Gina Strafford-Ahmed and Mary Keating (Community Services), and Anita Rajagopal (DuPage Care Center) remote.

<b>PRESENT</b>	Galassi, Garcia, Schwarze, Evans, and Yoo
<b>ABSENT</b>	Cronin Cahill, and LaPlante
<b>REMOTE</b>	DeSart

**3. MOTION TO ALLOW REMOTE PARTICIPATION**

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

**4. PUBLIC COMMENT**

No public comments were offered.

**5. CHAIR REMARKS - CHAIR SCHWARZE**

Chair Schwarze discussed the Northern Illinois Food Bank (NIFB) holding a DuPage County ‘summit ‘for the DuPage County food pantries. I think all County Board members should have received a thank you. In that thank you email they invited all of us to attend a meeting with the DuPage County member agencies which are the food agencies, on Thursday, April 23, 2026 at 1:30 at their headquarters in Geneva. The NIFB is also offering an opportunity for a tour. The Food Bank also sent an email on March 27 to all the food pantry agencies that they collaborate with, which you may have received, asking all the food pantries to save the date for a special collaborative event following the NIFB’s recurring central region network gathering. After they do their business of their normal central region network gathering, they will hold a special DuPage County summit. I will be there to speak on our plans, along with Mary Keating,

Director of Community Services. Member Galassi asked Chair Schwarze for an email address for a contact at the NIFB for her to attach to information she will be sending out.

Chair Schwarze announced the addition of a fifth recipient to the Length of Service Awards on today’s agenda for the public record.

**6. APPROVAL OF MINUTES**

6.A. [26-1122](#)

Human Services Committee - Regular Meeting - March 3, 2026

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

**7. LENGTH OF SERVICE AWARDS - COMMUNITY SERVICES**

Item 7.C was added at the meeting, adjusting 7.C to 7.D and 7.D to 7.E.

7.A. Length of Service Award - Christina Jiardina - 10 Years

7.B. Length of Service Award - Amanda Scanicchio - 10 Years

7.C. Length of Service Award - Jennifer Dupasquier - 10 Years

7.D. Length of Service Award - Julie Burdick - 25 Years

7.E. Length of Service Award - Julie Larson - 25 Years

**8. COMMUNITY SERVICES - MARY KEATING**

8.A. [FI-R-0061-26](#)

Acceptance & appropriation of the Fifty-Second (52nd) Year Community Development Block Grant PY26, Company 5000- Accounting Unit 1440, from April 1, 2026 through March 31, 2027, in the amount of \$3,703,858. (Community Services)

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

8.B. [FI-R-0062-26](#)

Acceptance & appropriation of the Thirty-Fifth (35th) Year HOME Investment Partnerships Grant PY26, Company 5000- Accounting Unit 1450, from April 1, 2026 through March 31, 2027, in the amount of \$1,722,324. (Community Services)

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

8.C. [FI-R-0063-26](#)

Acceptance & appropriation of the Thirty-Eighth (38th) Year Emergency Solutions Grant PY26, Company 5000 - Accounting Unit 1470, from April 1, 2026 through March 31, 2027, in the amount of \$286,929. (Community Services)

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

8.D. [FI-R-0064-26](#)

Acceptance and appropriation of the Illinois Department of Human Services Homeless System Capacity Expansion Grant PY26 Inter-Governmental Agreement No. FCSEH10641, Company 5000 - Accounting Unit 1760, in the amount of \$90,920. (Community Services)

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

8.E. [FI-R-0065-26](#)

Acceptance and appropriation of the Illinois Department of Healthcare and Family Services Access and Visitation Grant PY27 Inter-Governmental Agreement No. 2027-55-024-IGA-B, Company 5000 - Accounting Unit 1670, in the amount of \$102,000. (Community Services)

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

8.F. [FI-R-0066-26](#)

Acceptance of an extension of time for the Illinois Department of Commerce and Economic Opportunity Home Weatherization Assistance Program DOE BIL Grant PY23 Inter-Governmental Agreement No. 23-461028, Company 5000 - Accounting Unit 1400, through June 30, 2029. (Community Services)

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

9. **DUPAGE CARE CENTER - JANELLE CHADWICK**

9.A. [HS-P-0021-26](#)

Recommendation for the approval of a purchase order issued to Henry Schein, Inc., for deluxe top over-bed tables with base, for the DuPage Care Center, for the period April 15, 2026 through November 30, 2026, for a total amount not to exceed \$39,177.60. Contract pursuant to the Intergovernmental Cooperation Act (OMNIA Contract #2021002973).

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

9.B. [HS-P-0020-26](#)

Recommendation for the approval of a purchase order to AirGas USA, LLC, to provide Oxygen, Helium and Carbon Dioxide, for the DuPage Care Center, for the period of June 1, 2026 through May 31, 2028, for a total contract amount not to exceed \$31,496; per renewal of bid #24-042-DCC, first and final option to renew.

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

9.C. [HS-R-0012-26](#)

Amendment to Resolution HS-P-0020-26, issued to AirGas USA, LLC, to provide Oxygen, Helium and Carbon Dioxide, for the DuPage Care Center, for a one-time price increase of specific materials listed in Exhibit A. (DuPage Care Center)

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

Member Evans left for another committee meeting at 10:00 AM and Member Yoo was appointed to serve through the remainder of the meeting.

9.D. [26-1123](#)

Recommendation for the approval of a purchase order issued to HealthLab, for patient phlebotomy and laboratory services, for the DuPage Care Center, for the period April 23, 2026 through April 22, 2027, for a total contract amount not to exceed \$20,000; per RFP #24-035-DCC, second of three one-year optional renewals.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi
<b>AYES:</b>	DeSart, Galassi, Garcia, Schwarze, and Yoo
<b>ABSENT:</b>	Cronin Cahill, LaPlante, and Evans

9.E. [26-1124](#)

Recommendation for the approval of a purchase order issued to Comcast Cable, for cable services for 1 East, sub-acute and various lobby locations in different neighborhoods, at the DuPage Care Center, for the period of June 1, 2026 through May 31, 2027, for a contract total amount of \$21,000; second of three optional one-year renewals. (Comcast Bid #4621)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi
<b>AYES:</b>	DeSart, Galassi, Garcia, Schwarze, and Yoo
<b>ABSENT:</b>	Cronin Cahill, LaPlante, and Evans

9.F. [26-1125](#)

Recommendation for the approval of a purchase order to Medline Industries, for replacement recliners, for the DuPage Care Center, for the period of April 8, 2026 through November 30, 2026, for a contract total not to exceed \$18,337.50. Contract pursuant to the Intergovernmental Cooperation Act (OMNIA Partners Cooperative Contract #20210013157).

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi
<b>AYES:</b>	DeSart, Galassi, Garcia, Schwarze, and Yoo
<b>ABSENT:</b>	Cronin Cahill, LaPlante, and Evans

9.G. [26-1126](#)

Recommendation for the approval of a contract purchase order to Yami Fresh, to manage beverage and snack vending machines at various locations on County Campus, at no cost to the County, for the period of May 5, 2026 through May 4, 2027, per bid #24-004-DCC, second of three one-year optional renewals.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi
<b>AYES:</b>	DeSart, Galassi, Garcia, Schwarze, and Yoo
<b>ABSENT:</b>	Cronin Cahill, LaPlante, and Evans

10. TRAVEL

10.A. [26-1127](#)

Community Services Director to attend the NACCED summer meeting and NACo Annual Conference in New Orleans, Louisiana from July 15, 2026 through July 21, 2026. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$3317.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi
<b>AYES:</b>	DeSart, Galassi, Garcia, Schwarze, and Yoo
<b>ABSENT:</b>	Cronin Cahill, LaPlante, and Evans

10.B. [26-1138](#)

Utility Assistance Coordinator in the Low Income Home Energy Assistance Program (LIHEAP) to attend the NEUAC LIHEAP Conference in Seattle, Washington from May 17, 2026 through May 21, 2026. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$2939. Grant funded. (Community Services)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi
<b>AYES:</b>	DeSart, Galassi, Garcia, Schwarze, and Yoo
<b>ABSENT:</b>	Cronin Cahill, LaPlante, and Evans

11. **CONSENT ITEMS**

Motion to Combine Items

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

11.A. [26-1128](#)

McMahon Food Corporation, Contract 7308-0001 SERV - This Purchase Order is decreasing in the amount of \$14,179.77 and closing due to Purchase Order has expired.

11.B. [26-1129](#)

Sysco Chicago, Inc, Contract 7345-0001 SERV - This Purchase Order is decreasing in the amount of \$60,684.37 and closing due to Purchase Order has expired.

11.C. [26-1130](#)

Pulmonary Exchange, Ltd., Contract 7290-0001 SERV - This Purchase Order is decreasing in the amount of \$11,240.00 and closing due to Purchase Order has expired.

11.D. [26-1131](#)

Valdes Supply, Contract 7317-0001 SERV - This Purchase Order is decreasing in the amount of \$20,910.86 and closing due to Purchase Order has expired.

11.E. [26-1132](#)

Central DuPage Hospital Association, Contract 7052-0001 SERV - This Purchase Order is decreasing in the amount of \$40,000 and closing due to purchase order has expired.

11.F. [26-1133](#)

Comfort 1st Insulation & Energy Solutions, Contract 7789-0001 SERV - This Purchase Order is decreasing in the amount of \$15,000 and closing.

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi
<b>AYES:</b>	DeSart, Galassi, Garcia, Schwarze, and Yoo
<b>ABSENT:</b>	Cronin Cahill, LaPlante, and Evans

**12. RESIDENCY WAIVERS - JANELLE CHADWICK**

One out of county residency waiver was presented for approval.

Member DeSart stated that she will vote with the consensus of the committee but noted that this applicant was actually living out of state until recently and she was uncomfortable with that fact.

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

**13. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK**

Anita Rajagopal, Assistant Administrator of the DuPage Care Center, stated their first floor, 1 South dining area and lobby, and 1 North are currently under construction. The lobby area in 1 South is estimated to be completed at the beginning of May.

Ms. Rajagopal reported that the Centers for Medicare and Medicaid Service (CMS) is requiring state surveyors to do more off hour surveys, including early mornings and evenings. This includes complaints and/or annual surveys. The Care Center staff have already encountered surveyors at the facility on the weekends. The Care Center has a process in place but Janelle Chadwick, Administrator of the Care Center, is working on strengthening that process in anticipation of the CMS surveyors' visits.

Chair Schwarze confirmed that the second, third, and fourth floors' construction is complete and occupied. He asked if floor one is complete if that opens the door to potentially bring in new residents? Ms. Rajagopal replied that the plan is to move residents from 1 East (the short-term unit) to 1 North. They will then complete the east building remodel. At that point they will have one unit completely open.

**14. COMMUNITY SERVICES UPDATE - MARY KEATING**

Mary Keating announced that President Trump issued his 2027 budget request which zeros out all of the Community Services' programs. Ms. Keating added they will wait and see what congress does.

The full Committee Development Commission (CDC) meets today at 11:30. The committee members are all members of the CDC. The most important job will be to elect the executive committee.

Ashley Miller, the Manager in Community Development, will be doing a year in review speaking about the projects completed in Community Development in 2025.

Ms. Keating thanked the committee for all their kind words directed to the length of service recipients.

**15. OLD BUSINESS**

No old business was discussed.

**16. NEW BUSINESS**

No new business was discussed.

**17. ADJOURNMENT**

With no further business, the meeting was adjourned at 10:17 AM.



# Minutes

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

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**File #:** 26-1122

**Agenda Date:** 4/7/2026

**Agenda #:** 6.A.

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# DU PAGE COUNTY

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## Human Services

### Final Summary

**Tuesday, March 3, 2026**

**9:30 AM**

**Room 3500A**

**1. CALL TO ORDER**

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:37 AM.

**2. ROLL CALL**

Other Board Members present: County Board Chair Deborah Conroy; Members Grant Eckhoff; Lucy Chang Evans; Saba Haider; Brian Krajewski; Melissa Martinez; Sam Tornatore; Yeena Yoo

Staff in Attendance: Nick Kottmeyer (Chief Administrative Officer); Joan Olson (Chief Communications Officer); Renee Zerante (State's Attorney Office); Mary Keating (Director, Community Services); Joan Fox (Administrator of Housing Support and Self-Sufficiency); Natasha Belli (Administrator, Senior Services); Julie Hamlin (Administrator of Community Development - remote); Anita Rajagopal (Assistant Administrator, DuPage Care Center - remote)

<b>PRESENT</b>	Galassi, Garcia, LaPlante, and Schwarze
<b>ABSENT</b>	Cronin Cahill
<b>REMOTE</b>	DeSart

**MOTION TO ALLOW REMOTE PARTICIPATION**

Member Garcia moved and Member Galassi seconded a motion to allow Member DeSart to participate remotely.

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

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIR REMARKS - CHAIR SCHWARZE**

Chair Schwarze thanked all who were present for today's meeting, especially those County Board members who are not sitting members of the Human Services committee. He noted that at the conclusion of the meeting there will be a presentation on Food Insecurity strategies and referred those in attendance to the informational folders they received at the beginning of the meeting.

**5. APPROVAL OF MINUTES**

- 5.A. [26-0832](#)  
Human Service Committee - Regular Meeting - Tuesday, February 17, 2026

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Kari Galassi

**6. COMMUNITY SERVICES - MARY KEATING**

- 6.A. [FI-R-0050-26](#)  
Acceptance and appropriation of additional funding for the IACAA Employment Barrier Reduction Pilot Program PY26, Company 5000 - Accounting Unit 1675, in the amount of \$17,250, increasing funding from \$40,250 to \$57,500. (Community Services)

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

**7. DUPAGE CARE CENTER - JANELLE CHADWICK**

- 7.A. [HS-P-0017-26](#)  
Recommendation for the approval of a contract purchase order to Novastaff Healthcare Services, Inc., to provide supplemental nursing staffing services, for the DuPage Care Center, for the period April 13, 2026 through April 12, 2027, for a total contract amount not to exceed \$600,000; per renewal of RFP #24-002-DCC, second of three one-year optional renewals.

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

- 7.B. [HS-P-0018-26](#)  
Recommendation for the approval of a contract purchase order to RCM Technologies, Inc., to provide supplemental nursing staffing services, for the DuPage Care Center, for the period April 13, 2026 through April 12, 2027, for a total contract amount not to exceed \$115,000; per renewal of RFP #24-002-DCC, second of three one-year renewals.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Kari Galassi

7.C. [HS-P-0019-26](#)

Recommendation for the approval of a contract purchase order to Brightstar Care of Central DuPage, to provide supplemental nursing staffing, for the DuPage Care Center, for the period April 13, 2026 through April 12, 2027, for a total contract amount not to exceed \$175,000; per renewal of RFP #24-002-DCC, second of three one-year optional renewals.

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

7.D. [FI-R-0048-26](#)

Acceptance of an extension of time for the DuPage Care Center Foundation Music Therapy Grant PY25, Company 5000 - Accounting Unit 2120, to extend the grant through February 28, 2026. (DuPage Care Center)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Kari Galassi

7.E. [FI-R-0049-26](#)

Acceptance and appropriation of the DuPage Care Center - ILDCEO Equipment Replacement Grant PY25, Inter-Governmental Agreement No. 23-203217, Company 5000 - Accounting Unit 2110, in the amount of \$200,000. (DuPage Care Center and Facilities Maintenance Departments)

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

8. TRAVEL

8.A. [26-0833](#)

Weatherization Assessor to attend the National Home Performance Conference and Trade Show in Columbus, Ohio from April 12, 2026 through April 16, 2026. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$3167. Grant funded (Community Services)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Lynn LaPlante

8.B. [26-0834](#)

Weatherization Assessor to attend the National Home Performance Conference and Trade Show in Columbus, Ohio from April 12, 2026 through April 16, 2026. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$3162. Grant funded (Community Services)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Lynn LaPlante

9. **CONSENT ITEMS**

Motion to Combine Items

Member Galassi moved and Member Garcia seconded a motion to combine items 9.A. through 9.H. The motion was approved on voice vote, all "ayes".

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

9.A. [26-0835](#)

Healthy Air Heating & Air Inc. Contract 6727-0001-SERV - This Purchase Order is decreasing in the amount of \$123,359.11 and closing due to Purchase Order has expired. (Community Services)

9.B. [26-0836](#)

Healthy Air Heating & Air Inc. Contract 7423-0001-SERV - This Purchase Order is decreasing in the amount of \$70,308.81 and closing due to Purchase Order has expired. (Community Services)

9.C. [26-0837](#)

Nortek Environmental, Inc. Contract 6786-0001-SERV - This Purchase Order is decreasing in the amount of \$198,384.89 and closing due to Purchase Order has expired. (Community Services)

9.D. [26-0838](#)

Nortek Environmental, Inc. Contract 7424-0001-SERV - This Purchase Order is decreasing in the amount of \$175,942.81 and closing due to Purchase Order has expired. (Community Services)

- 9.E. [26-0839](#)  
Rush Heating and Cooling, Inc. Contract 7457-0001-SERV - This Purchase Order is decreasing in the amount of \$212,359.42 and closing due to Purchase Order has expired. (Community Services)
- 9.F. [26-0840](#)  
Parliament Builders, Inc. Contract 7425-0001-SERV - This Purchase Order is decreasing in the amount of \$201,198.22 and closing due to Purchase Order has expired. (Community Services)
- 9.G. [26-0841](#)  
My Green House HVAC, LLC Contract 7427-0001-SERV - This Purchase Order is decreasing in the amount of \$181,085.49 and closing due to Purchase Order has expired. (Community Services)
- 9.H. [26-0842](#)  
Symbria Rehab, Contract 7351-0001 SERV - This Purchase Order is decreasing in the amount of \$270,726.20 and closing due to Purchase Order has expired. (Care Center)

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

**10. INFORMATIONAL**

**MOTION TO RECEIVE AND PLACE ON FILE**

**RESULT:** ACCEPTED AND PLACED ON FILE  
**MOVER:** Paula Garcia  
**SECONDER:** Kari Galassi

- 10.A. [FM-P-0006-26](#)  
Recommendation for the approval of a contract to Builders Chicago Corporation, for preventive maintenance and repair services for automatic and manual doors with threshold closers, for Facilities Management, for the period April 10, 2026 through April 9, 2028, for a total contract amount not to exceed \$133,966; per renewal of bid #24-032-FM, first and final option to renew. (\$67,966 for Facilities Management, \$1,000 for Animal Services, \$35,000 for Division of Transportation, and \$30,000 for Care Center)

**11. RESIDENCY WAIVERS - JANELLE CHADWICK**

No residency waivers were offered.

**12. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK**

Anita Rajagopal, Care Center Assistant Administrator, stated that Care Center Administrator Janelle Chadwick is currently undertaking the nursing survey for the opening up of units 2 North and 2 South following the approval of the architectural survey. She added that there are currently no units under quarantine or isolation. Member Garcia asked if there was a time frame for the Care Center to receive approval of the nursing survey findings. Ms. Rajagopal responded that they should receive a response soon.

**13. COMMUNITY SERVICES UPDATE - MARY KEATING**

Mary Keating thanked her Community Services Administrators, the Communications Office and the Finance Department for putting together all of the information for today's presentation.

**14. OLD BUSINESS**

No old business was discussed.

**15. NEW BUSINESS**

Member Galassi and Chair Schwarze welcomed the visiting students from Hinsdale Central High School who attended today's meeting.

**16. FOOD INSECURITY PRESENTATION**

Chair Schwarze and Mary Keating introduced the presentation, Proposal to Address Food Insecurity FY2026-2027. A copy is appended to these minutes for reference. The presentation will also go before the County Board at their March 10, 2026 meeting.

To date, \$12.6 million has been expended for food and capital improvement grants disbursed through such programs as CARES, ARPA, the DuPage Community Transformation Partnership, the Small Nonprofit grant program, and County Board Member Initiative Program. The funds were used to purchase food (particularly fresh produce), vans for transport, freezers, and other items that would help increase or improve food pantry capacities. Other programs of note were the Conservation Foundation Farm to Pantry Initiative, the Loaves and Fishes Hub 2.0 Project and the DuPage Food Pantry Challenge Grants.

Following the presentation, the floor was opened to comments and questions from County Board members and staff.

**[26-0936](#)**

Proposal to Address Food Insecurity FY2026-2027

**17. ADJOURNMENT**

With no further business, the meeting was adjourned.





## Finance Resolution

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

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**File #:** FI-R-0061-26

**Agenda Date:** 4/7/2026

**Agenda #:** 10.C.

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ACCEPTANCE AND APPROPRIATION  
OF THE FIFTY-SECOND (52<sup>ND</sup>) YEAR  
COMMUNITY DEVELOPMENT BLOCK GRANT PY26  
COMPANY 5000 - ACCOUNTING UNIT 1440  
\$3,703,858  
(Under the administrative direction of  
the Community Services Department)

WHEREAS, the DuPage County Board passed a motion on February 10, 2026, which adopted the 2026 Action Plan for Housing and Community Development and accepted the Community Development Commission's recommendations on projects and funding amounts for the Fifty-Second (52<sup>nd</sup>) Year Community Development Block Grant PY26 of \$3,703,858 (THREE MILLION SEVEN HUNDRED THREE THOUSAND EIGHT HUNDRED FIFTY-EIGHT AND NO/100 DOLLARS); and

WHEREAS, all funding for the program will be provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, it appears that \$212,467 (TWO HUNDRED TWELVE THOUSAND FOUR HUNDRED SIXTY-SEVEN AND NO/100 DOLLARS) will be unexpended from the Community Development Act Fund, Company 5000 - Accounting Unit 1440, to continue certain program year activities which began under the Fifty-First (51<sup>st</sup>) Year Community Development Block Grant PY25; and

WHEREAS, the period of performance of this grant is April 1, 2026 to March 31, 2027; and

WHEREAS, no additional County funds are required to receive said funding from the U.S. Department of Housing and Urban Development; and

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

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

NOW THEREFORE, BE IT RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$3,703,858 (THREE MILLION SEVEN HUNDRED THREE THOUSAND EIGHT HUNDRED FIFTY EIGHT AND NO/100 DOLLARS) be made to establish the Fifty-Second (52<sup>nd</sup>) Year Community Development Block Grant PY26, Company 5000 - Accounting Unit 1440, for the period of April 1, 2026 to March 31, 2027; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County's Authorized Representative; and

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

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

Enacted and approved on this 14<sup>th</sup> day of April, 2026 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ACCEPTANCE AND APPROPRIATION TO ESTABLISH  
THE FIFTY-SECOND (52nd) YEAR OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT PY26  
COMPANY 5000 – ACCOUNTING UNIT 1440  
\$3,703,858

REVENUE

41000-0001 - Federal Operating Grant - HUD	\$	3,703,858
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TOTAL ANTICIPATED REVENUE	\$	3,703,858
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EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries	\$	480,000
51000-0000 - Benefit Payments		10,500
51010-0000 - Employer Share I.M.R.F.		38,000
51030-0000 - Employer Share Social Security		35,000
51040-0000 - Employee Med & Hosp Insurance		67,500
51050-0000 - Flexible Benefit Earnings		421

TOTAL PERSONNEL	\$	631,421
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COMMODITIES

52000-0000 - Furn/Mach/Equip Small Value	\$	250
52100-0000 - I.T. Equipment-Small Value		3,000
52200-0000 - Operating Supplies & Materials		750
52260-0000 - Fuel & Lubricants		750
52280-0000 - Cleaning Supplies		250

TOTAL COMMODITIES	\$	5,000
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CONTRACTUAL

53000-0000 - Auditing & Accounting Services	\$	2,500
53090-0000 - Other Professional Services		50,000
53100-0000 - Auto Liability Insurance		500
53260-0000 - Wireless Communication Svc		2,500
53380-0000 - Repair & Mtce Auto Equipment		750
53801-0000 - Advertising		750
53500-0000 - Mileage Expense		575
53510-0000 - Travel Expense		20,000
53600-0000 - Dues & Memberships		5,000

53610-0000 - Instruction & Schooling	10,000
53800-0000 - Printing	1,575
53804-0000 - Postage & Postal Charges	700
53807-0000 - Software Maint Agreements	8,000
54100-0000 - It Equipment	1,500
53820-0000 - Grant Services	<u>2,963,087</u>

TOTAL CONTRACTUAL	\$ <u>3,067,437</u>
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TOTAL APPROPRIATION	\$ <u><u>3,703,858</u></u>
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## Finance Resolution

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

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**File #:** FI-R-0062-26

**Agenda Date:** 4/7/2026

**Agenda #:** 10.D.

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ACCEPTANCE AND APPROPRIATION  
OF THE THIRTY-FIFTH (35<sup>TH</sup>) YEAR  
HOME INVESTMENT PARTNERSHIPS GRANT PY26  
COMPANY 5000 - ACCOUNTING UNIT 1450  
\$1,722,324  
(Under the administrative direction of  
the Community Services Department)

WHEREAS, the DuPage County Board passed a motion on February 10, 2026 which adopted the 2026 Action Plan and authorized the submission of an application for the Thirty-Fifth (35<sup>th</sup>) Year HOME Investment Partnership Program for \$1,570,831 (ONE MILLION FIVE HUNDRED SEVENTY THOUSAND EIGHT HUNDRED THIRTY-ONE AND NO/100 DOLLARS); and

WHEREAS, all funding for the program will be provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, it appears that \$167,726 (ONE HUNDRED SIXTY-SEVEN THOUSAND SEVEN HUNDRED TWENTY-SIX AND NO/100 DOLLARS) will be unexpended from the Community Development Act Fund, Company 5000 - Accounting Unit 1450, to continue certain program year activities which began under the Thirty-Fourth (34<sup>th</sup>) Year Community Development Block Grant FY25; and

WHEREAS, DuPage County's HOME Investment Partnerships Program expects \$151,493 (ONE HUNDRED FIFTY-ONE THOUSAND, FOUR HUNDRED NINETY-THREE and NO/100 DOLLARS) in program income to be available in Program Year 2026 that should be included in the program's budget; and

WHEREAS, the period of performance of this grant is April 1, 2026 to March 31, 2027; and

WHEREAS, no additional County funds are required to receive said funding from the U.S. Department of Housing and Urban Development; and

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

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

NOW THEREFORE, BE IT RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$1,722,324 (ONE MILLION SEVEN HUNDRED TWENTY-TWO THOUSAND THREE HUNDRED TWENTY FOUR AND NO/100 DOLLARS) be made to establish the Thirty-Fifth (35<sup>th</sup>) Year HOME Investment Partnerships Program PY26, Company 5000 - Accounting Unit 1450, for the period of April 1, 2026 to March 31, 2027; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County's Authorized Representative; and

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

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

Enacted and approved this 14<sup>th</sup> day of April, 2026 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ACCEPTANCE AND APPROPRIATION TO ESTABLISH  
THE THIRTY-FIFTH (35<sup>th</sup>) YEAR OF THE  
HOME INVESTMENT PARTNERSHIPS GRANT PY26  
COMPANY 5000 – ACCOUNTING UNIT 1450  
\$1,722,324

REVENUE

41000-0001 - Federal Operating Grant - HUD	\$	1,570,831
46011-0000 - Program Income		<u>151,493</u>

TOTAL ANTICIPATED REVENUE \$ 1,722,324

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries	\$	105,000
51000-0000 - Benefit Payments		2,500
51010-0000 - Employer Share I.M.R.F.		8,850
51030-0000 - Employer Share Social Security		8,850
51040-0000 - Employee Med & Hosp Insurance		<u>22,000</u>

TOTAL PERSONNEL \$ 147,200

CONTRACTUAL

53090-0000 - Other Professional Services	\$	1,000
53500-0000 - Mileage Expense		100
53510-0000 - Travel Expense		3,500
53610-0000 - Instruction & Schooling		5,000
53801-0000 - Advertising		283
53820-0000 - Grant Services		<u>1,565,241</u>

TOTAL CONTRACTUAL \$ 1,575,124

TOTAL APPROPRIATION \$ 1,722,324



## Finance Resolution

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

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**File #:** FI-R-0063-26

**Agenda Date:** 4/7/2026

**Agenda #:** 10.E.

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ACCEPTANCE AND APPROPRIATION  
OF THE THIRTY-EIGHTH (38<sup>TH</sup>) YEAR  
EMERGENCY SOLUTIONS GRANT PY26  
COMPANY 5000 - ACCOUNTING UNIT 1470  
\$286,929

(Under the administrative direction of  
the Community Services Department)

WHEREAS, the DuPage County Board passed a motion on February 10, 2026 which adopted the 2026 Action Plan for Housing and Community Development and accepted the Community Development Commission's recommendations on projects and funding amounts for the Thirty-Eighth (38<sup>th</sup>) Year Emergency Solutions Grant PY26 of \$286,929 (TWO HUNDRED EIGHT-SIX THOUSAND NINE HUNDRED TWENTY-NINE AND NO/100 DOLLARS); and

WHEREAS, all funding for the program will be provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, the period of performance of this grant is April 1, 2026 to March 31, 2027; and

WHEREAS, no additional County funds are required to receive said funding from the U.S. Department of Housing and Urban Development; and

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

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

NOW THEREFORE, BE IT RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$286,929 (TWO HUNDRED EIGHTY-SIX THOUSAND NINE HUNDRED TWENTY-NINE AND NO/100 DOLLARS) be made to establish the Thirty-Eighth (38<sup>th</sup>) Year Emergency Solutions Grant PY26, Company 5000 - Accounting Unit 1470, for the period of April 1, 2026 to March 31, 2027; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County's Authorized Representative; and

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

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

Enacted and approved this 14<sup>th</sup> day of April, 2026 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ACCEPTANCE AND APPROPRIATION TO ESTABLISH  
THE THIRTY-EIGHTH (38<sup>th</sup>) YEAR OF THE  
EMERGENCY SOLUTIONS GRANT PY26  
COMPANY 5000 – ACCOUNTING UNIT 1470  
\$286,929

REVENUE

41000-0001 - Federal Operating Grant - HUD \$ 286,929

TOTAL ANTICIPATED REVENUE \$ 286,929

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries \$ 16,000  
51010-0000 - Employer Share I.M.R.F. 1,750  
51030-0000 - Employer Share Social Security 1,750  
51040-0000 - Employee Med & Hosp Insurance 2,019

TOTAL PERSONNEL \$ 21,519

CONTRACTUAL

53820-0000 - Grant Services \$ 265,410

TOTAL CONTRACTUAL \$ 265,410

TOTAL APPROPRIATION \$ 286,929



## Finance Resolution

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

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**File #:** FI-R-0064-26

**Agenda Date:** 4/7/2026

**Agenda #:** 10.F.

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ACCEPTANCE AND APPROPRIATION OF THE  
ILLINOIS DEPARTMENT OF HUMAN SERVICES  
HOMELESS SYSTEM CAPACITY EXPANSION GRANT PY26  
INTER-GOVERNMENTAL AGREEMENT NO. FCSEH10641  
COMPANY 5000 - ACCOUNTING UNIT 1760  
\$90,920

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage has been notified by the Illinois Department of Human Services that grant funds in the amount of \$90,920 (NINETY THOUSAND NINE HUNDRED TWENTY AND NO/100 DOLLARS) are available to implement quality data systems, increase coordination and improve systems of care for people experiencing homelessness; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into Inter-Governmental Agreement No. FCSEH10641 with the Illinois Department of Human Services, copies of which are attached to and incorporated as a part of this resolution by reference (ATTACHMENT II); and

WHEREAS, the terms of the agreements are from July 1, 2025 through June 30, 2026; and

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

WHEREAS, acceptance of these grants does not add any additional subsidy from the County; and

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

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that Inter-Governmental Agreement No. FCSEH10641 (ATTACHMENT II) between DuPage County and Illinois Department of Human Services are hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$90,920 ( NINETY THOUSAND NINE HUNDRED TWENTY AND NO/100 DOLLARS ) be made to establish the Illinois Department of Human Services Homeless System Capacity Expansion Grant PY26, Company 5000 - Accounting Unit 1760, for the period July 1, 2025 through June 30, 2026; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County's Authorized Representative; and

BE IT FURTHER RESOLVED that should state and/or federal funding cease for these grants, the Human Services Committee shall review the need for continuing the specified program and related head count; and

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

Enacted and approved this 14<sup>th</sup> day of April, 2026 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ACCEPTANCE AND APPROPRIATION TO ESTABLISH  
ILLINOIS DEPARTMENT OF HUMAN SERVICES  
HOMELESS SYSTEM CAPACITY EXPANSION GRANT PY26  
INTER-GOVERNMENTAL AGREEMENT NO. FCSEH10641  
COMPANY 5000 – ACCOUNTING UNIT 1760  
\$90,920

REVENUE

41400-0002- State Operating Grant- IDHS \$ 90,920

TOTAL ANTICIPATED REVENUE \$ 90,920

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries \$ 37,671  
51010-0000 - Employer Share I.M.R.F. 3,357  
51030-0000 - Employer Share Social Security 2,586  
51040-0000 - Employee Med & Hosp Insurance 9,402

TOTAL PERSONNEL \$ 53,016

CONTRACTUAL

53820-0000 - Grant Services \$ 25,904  
53830-0000 - Other Contractual Expenses 12,000

TOTAL CONTRACTUAL \$ 37,904

TOTAL ADDITIONAL APPROPRIATION \$ 90,920

## GRANT AGREEMENT



**BETWEEN**  
**THE STATE OF ILLINOIS, DEPARTMENT OF HUMAN SERVICES**  
**AND**

**DUPAGE COUNTY DEPARTMENT OF**

The parties to this Grant Agreement (Agreement) are the State of Illinois (State), acting through the undersigned agency (Grantor) and DUPAGE COUNTY DEPARTMENT OF (Grantee)(collectively, the "Parties" and individually, a "Party"). The Agreement, consisting of the signature page, the parts listed below, and any additional exhibits or attachments referenced in this Agreement, constitute the entire agreement between the Parties. No promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, are binding upon either Grantee or Grantor.

**PART ONE – The Uniform Terms**

Article I	Definitions
Article II	Award Information
Article III	Grantee Certifications and Representations
Article IV	Payment Requirements
Article V	Scope of Award Activities/Purpose of Award
Article VI	Budget
Article VII	Allowable Costs
Article VIII	Lobbying
Article IX	Maintenance and Accessibility of Records; Monitoring
Article X	Financial Reporting Requirements
Article XI	Performance Reporting Requirements
Article XII	Audit Requirements
Article XIII	Termination; Suspension; Non-compliance
Article XIV	Subcontracts/Subawards
Article XV	Notice of Change
Article XVI	Structural Reorganization and Reconstitution of Board Membership
Article XVII	Conflict of Interest
Article XVIII	Equipment or Property
Article XIX	Promotional Materials; Prior Notification
Article XX	Insurance
Article XXI	Lawsuits and Indemnification
Article XXII	Miscellaneous
Exhibit A	Project Description
Exhibit B	Deliverables or Milestones
Exhibit C	Contact Information
Exhibit D	Performance Measures and Standards
Exhibit E	Specific Conditions
Exhibit F	Payment

**PART TWO – Grantor-Specific Terms**

**PART THREE – Project-Specific Terms**

The Parties or their duly authorized representatives hereby execute this Agreement.

**DEPARTMENT OF HUMAN SERVICES**

By: \_\_\_\_\_  
Signature of Dulce Quintero, Secretary

Date: \_\_\_\_\_

Designee Name: \_\_\_\_\_

Designee Title: Contract Obligations Analyst

By: \_\_\_\_\_  
Signature of Second Grantor Approver, if applicable

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_

Second Grantor Approver

By: \_\_\_\_\_  
Signature of Third Grantor Approver, if applicable

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_

Third Grantor Approver

**DUPAGE COUNTY DEPARTMENT OF**

By: \_\_\_\_\_  
Signature of Authorized Representative

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_

E-mail: mary.keating@dupagecounty.gov

FEIN: 366006551

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

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_

Second Grantee Approver  
(optional at Grantee's discretion)

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

**PART ONE – THE UNIFORM TERMS**

**ARTICLE I  
DEFINITIONS**

1.1. Definitions. Capitalized words and phrases used in this Agreement have the meanings stated in 2 CFR 200.1 unless otherwise stated below.

“Allowable Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Award” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Budget” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Catalog of State Financial Assistance” or “CSFA” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Close-out Report” means a report from the Grantee allowing Grantor to determine whether all applicable administrative actions and required work have been completed, and therefore closeout actions can commence.

“Conflict of Interest” has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Cooperative Research and Development Agreement" has the same meaning as in 15 USC 3710a.

“Direct Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Financial Assistance” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“GATU” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Grant Agreement” has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Grantee Compliance Enforcement System" has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Grant Funds” means the Financial Assistance made available to Grantee through this Agreement.

“Grantee Portal” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Indirect Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Indirect Cost Rate” means a device for determining in a reasonable manner the proportion of Indirect Costs each Program should bear. It is a ratio (expressed as a percentage) of the Indirect Costs to a Direct Cost base. If reimbursement of Indirect Costs is allowable under an Award, Grantor will not reimburse those Indirect Costs unless Grantee has established an Indirect Cost Rate covering the applicable activities and period of time, unless Indirect Costs are reimbursed at a fixed rate.

“Indirect Cost Rate Proposal” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Obligations” has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Period of Performance" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Prior Approval" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Profit" means an entity's total revenue less its operating expenses, interest paid, depreciation, and taxes. "Profit" is synonymous with the term "net revenue."

"Program" means the services to be provided pursuant to this Agreement. "Program" is used interchangeably with "Project."

"Program Costs" means all Allowable Costs incurred by Grantee and the value of the contributions made by third parties in accomplishing the objectives of the Award during the Term of this Agreement.

"Related Parties" has the meaning set forth in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-20.

"SAM" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"State-issued Award" means the assistance that a grantee receives directly from a State agency. The funding source of the State-issued Award can be federal pass-through, State or a combination thereof. "State-issued Award" does not include the following:

- contracts issued pursuant to the Illinois Procurement Code that a State agency uses to buy goods or services from a contractor or a contract to operate State government-owned, contractor-operated facilities;
- agreements that meet the definition of "contract" under 2 CFR 200.1 and 2 CFR 200.331, which a State agency uses to procure goods or services but are exempt from the Illinois Procurement Code due to an exemption listed under 30 ILCS 500/1-10, or pursuant to a disaster proclamation, executive order, or any other exemption permitted by law;
- amounts received for services rendered to an individual;
- Cooperative Research and Development Agreements;
- an agreement that provides only direct cash assistance to an individual;
- a subsidy;
- a loan;
- a loan guarantee; or
- insurance.

"Illinois Stop Payment List" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unallowable Cost" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unique Entity Identifier" or "UEI" has the same meaning as in 44 Ill. Admin. Code 7000.30.

**ARTICLE II  
AWARD INFORMATION**

2.1 Term. This Agreement shall be effective on Jul 1, 2025 and expires on Jun 30, 2026 (the TERM), unless terminated pursuant to this Agreement.

2.2 Amount of Agreement. Grant Funds (check one)  must not exceed or  are estimated to be \$90,920.00, of which \$0.00 are federal funds. Grantee accepts Grantor’s payment as specified in this ARTICLE.

2.3 Payment. Payment will be made as follows (see additional payment requirements in ARTICLE IV; additional payment provisions specific to this Award may be included in **PART TWO** or **PART THREE**):

Refer to "Exhibit F - Payment" for your organization's payment terms for this award

2.4 Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is See ExhibitA, the Federal awarding agency is See ExhibitA, and the Federal Award date is See ExhibitA. If applicable, the Assistance Listing Program Title is See ExhibitA and Assistance Listing Number is See ExhibitA. The Catalog of State Financial Assistance (CSFA) Number is See ExhibitA and CSFA Name is See ExhibitA. If applicable, the State Award Identification Number (SAIN) is Not Applicable.

**ARTICLE III  
GRANTEE CERTIFICATIONS AND REPRESENTATIONS**

3.1. Registration Certification. Grantee certifies that: (i) it is registered with SAM and W7KRN7E54898 is Grantee’s correct UEI; (ii) it is in good standing with the Illinois Secretary of State, if applicable; and (iii) Grantee has successfully completed the annual registration and prequalification through the Grantee Portal.

Grantee must remain current with these registrations and requirements. If Grantee’s status with regard to any of these requirements changes, or the certifications made in and information provided in the uniform grant application changes, Grantee must notify Grantor in accordance with ARTICLE XV.

3.2. Tax Identification Certification. Grantee certifies that: 36-6006551 is Grantee’s correct federal employer identification number (FEIN) or Social Security Number. Grantee further certifies, if applicable: (a) that Grantee is not subject to backup withholding because (i) Grantee is exempt from backup withholding, or (ii) Grantee has not been notified by the Internal Revenue Service (IRS) that Grantee is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Grantee that Grantee is no longer subject to backup withholding; and (b) Grantee is a U.S. citizen or other U.S. person. Grantee is doing business as a (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Individual                            | <input type="checkbox"/> Pharmacy-Non Corporate   |
| <input type="checkbox"/> Sole Proprietorship                   | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery Corp.                             |
| <input type="checkbox"/> Partnership                           | <input type="checkbox"/> Tax Exempt   |
| <input type="checkbox"/> Corporation (includes Not For Profit) | <input type="checkbox"/> Limited Liability Company (select applicable tax classification) |
| <input type="checkbox"/> Medical Corporation                   | <input type="checkbox"/> P = partnership  |
| <input checked="" type="checkbox"/> Governmental Unit          | <input type="checkbox"/> C = corporation  |
| <input type="checkbox"/> Estate or Trust                       |   |

If Grantee has not received a payment from the State of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

3.3. Compliance with Uniform Grant Rules. Grantee certifies that it must adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are published in Title 2, Part 200 of the Code of Federal Regulations (2 CFR Part 200) and are incorporated herein by reference. 44 Ill. Admin. Code 7000.40(c)(1)(A). The requirements of 2 CFR Part 200 apply to the Grant Funds awarded through this Agreement, regardless of whether the original source of the funds is State or federal, unless an exception is noted in federal or State statutes or regulations. 30 ILCS 708/5(b).

3.4. Representations and Use of Funds. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement must be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions will be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

3.5. Specific Certifications. Grantee is responsible for compliance with the enumerated certifications in this Paragraph to the extent that the certifications apply to Grantee.

(a) **Bribery.** Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor made an admission of guilt of such conduct which is a matter of record.

(b) **Bid Rigging.** Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 2012 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).

(c) **Debt to State.** Grantee certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because Grantee, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless Grantee, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt.

(d) **International Boycott.** Grantee certifies that neither it nor any substantially owned affiliated company is participating or will participate in an international boycott in violation of the provision of the Anti-Boycott Act of 2018, Part II of the Export Control Reform Act of 2018 (50 USC 4841 through 4843), and the anti-boycott provisions set forth in Part 760 of the federal Export Administration Regulations (15 CFR Parts 730 through 774).

(e) **Discriminatory Club Dues or Fees.** Grantee certifies that it is not prohibited from receiving an Award because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses employees or agents for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/2).

(f) **Pro-Children Act.** Grantee certifies that it is in compliance with the Pro-Children Act of 2001 in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education or library services to children under the age of eighteen (18) (except such portions of the facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

(g) **Drug-Free Workplace.** If Grantee is not an individual, Grantee certifies it will provide a

drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3. If Grantee is an individual and this Agreement is valued at more than \$5,000, Grantee certifies it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the Agreement. 30 ILCS 580/4. Grantee further certifies that if it is a recipient of federal pass-through funds, it is in compliance with the government-wide requirements for a drug-free workplace as set forth in 41 USC 8103.

(h) **Motor Voter Law.** Grantee certifies that it is in full compliance with the terms and provisions of the National Voter Registration Act of 1993 (52 USC 20501 *et seq.*).

(i) **Clean Air Act and Clean Water Act.** Grantee certifies that it is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC 7401 *et seq.*) and the Federal Water Pollution Control Act, as amended (33 USC 1251 *et seq.*).

(j) **Debarment.** Grantee certifies that it is not debarred, suspended, proposed for debarment or permanent inclusion on the Illinois Stop Payment List, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency (2 CFR 200.205(a)), or by the State (30 ILCS 708/25(6)(G)).

(k) **Non-procurement Debarment and Suspension.** Grantee certifies that it is in compliance with Subpart C of 2 CFR Part 180 as supplemented by 2 CFR Part 376, Subpart C.

(l) **Health Insurance Portability and Accountability Act.** Grantee certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, and the Social Security Act, 42 USC 1320d-2 through 1320d-7), in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information. Grantee must maintain, for a minimum of six (6) years, all protected health information.

(m) **Criminal Convictions.** Grantee certifies that:

(i) Neither it nor a managerial agent of Grantee (for non-governmental grantees only, this includes any officer, director or partner of Grantee) has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction; and

(ii) It must disclose to Grantor all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this Award. Failure to disclose may result in remedial actions as stated in the Grant Accountability and Transparency Act. 30 ILCS 708/40. Additionally, if Grantee receives over \$10 million in total federal Financial Assistance, during the period of this Award, Grantee must maintain the currency of information reported to SAM regarding civil, criminal or administrative proceedings as required by 2 CFR 200.113 and Appendix XII of 2 CFR Part 200, and 30 ILCS 708/40.

(n) **Federal Funding Accountability and Transparency Act of 2006 (FFATA).** Grantee certifies that it is in compliance with the terms and requirements of 31 USC 6101 with respect to Federal Awards greater than or equal to \$30,000. A FFATA subaward report must be filed by the end of the month following the month in which the award was made.

(o) **Illinois Works Review Panel.** For Awards made for public works projects, as defined in

the Illinois Works Jobs Program Act, Grantee certifies that it and any contractor(s) or subcontractor(s) that performs work using funds from this Award, must, upon reasonable notice, appear before and respond to requests for information from the Illinois Works Review Panel. 30 ILCS 559/20-25(d).

(p) **Anti-Discrimination.** Grantee certifies that its employees and subcontractors under subcontract made pursuant to this Agreement, must comply with all applicable provisions of State and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code 750- Appendix A, which is incorporated herein; Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*); Civil Rights Act of 1964 (as amended) (42 USC 2000a - 2000h-6); Section 504 of the Rehabilitation Act of 1973 (29 USC 794); Americans with Disabilities Act of 1990 (as amended) (42 USC 12101 *et seq.*); and the Age Discrimination Act of 1975 (42 USC 6101 *et seq.*).

(q) **Internal Revenue Code and Illinois Income Tax Act.** Grantee certifies that it complies with all provisions of the federal Internal Revenue Code (26 USC 1), the Illinois Income Tax Act (35 ILCS 5), and all regulations and rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

#### ARTICLE IV PAYMENT REQUIREMENTS

4.1. **Availability of Appropriation; Sufficiency of Funds.** This Agreement is contingent upon and subject to the availability of sufficient funds. Grantor may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to Grantor by the State or the federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or Grantor determines that funds will not or may not be available for payment. Grantor must provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Paragraph will be effective upon the date of the written notice unless otherwise indicated.

4.2. **Pre-Award Costs.** Pre-award costs are not permitted unless specifically authorized by Grantor in **Exhibit A, PART TWO or PART THREE** of this Agreement. If they are authorized, pre-award costs must be charged to the initial Budget Period of the Award, unless otherwise specified by Grantor. 2 CFR 200.458.

4.3. **Return of Grant Funds.** Grantee must liquidate all Obligations incurred under the Award within forty-five (45) days of the end of the Period of Performance, or in the case of capital improvement Awards, within forty-five (45) days of the end of the time period the Grant Funds are available for expenditure or obligation, unless Grantor permits a longer period in **PART TWO OR PART THREE**. Grantee must return to Grantor within forty-five (45) days of the end of the applicable time period as set forth in this Paragraph all remaining Grant Funds that are not expended or legally obligated.

4.4. **Cash Management Improvement Act of 1990.** Unless notified otherwise in **PART TWO or PART THREE**, Grantee must manage federal funds received under this Agreement in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 *et seq.*) and any other applicable federal laws or regulations. 2 CFR 200.305; 44 Ill. Admin. Code 7000.120.

4.5. **Payments to Third Parties.** Grantor will have no liability to Grantee when Grantor acts in good faith to redirect all or a portion of any Grantee payment to a third party. Grantor will be deemed to have acted in

good faith when it is in possession of information that indicates Grantee authorized Grantor to intercept or redirect payments to a third party or when so ordered by a court of competent jurisdiction.

4.6. Modifications to Estimated Amount. If the Agreement amount is established on an estimated basis, then it may be increased by mutual agreement at any time during the Term. Grantor may decrease the estimated amount of this Agreement at any time during the Term if (i) Grantor believes Grantee will not use the funds during the Term, (ii) Grantor believes Grantee has used Grant Funds in a manner that was not authorized by this Agreement, (iii) sufficient funds for this Agreement have not been appropriated or otherwise made available to Grantor by the State or the federal funding source, (iv) the Governor or Grantor reserves funds, or (v) the Governor or Grantor determines that funds will or may not be available for payment. Grantee will be notified, in writing, of any adjustment of the estimated amount of this Agreement. In the event of such reduction, services provided by Grantee under Exhibit A may be reduced accordingly. Grantor must pay Grantee for work satisfactorily performed prior to the date of the notice regarding adjustment. 2 CFR 200.308.

4.7. Interest.

(a) All interest earned on Grant Funds held by a Grantee or a subrecipient will be treated in accordance with 2 CFR 200.305(b)(12), unless otherwise provided in **PART TWO** or **PART THREE**. Grantee and its subrecipients must remit annually any amount due in accordance with 2 CFR 200.305(b)(12) or to Grantor, as applicable.

(b) Grant Funds must be placed in an insured account, whenever possible, that bears interest, unless exempted under 2 CFR 200.305(b)(10), (b)(11).

4.8. Timely Billing Required. Grantee must submit any payment request to Grantor within fifteen (15) days of the end of the quarter, unless another billing schedule is specified in **ARTICLE II, PART TWO, or PART THREE**. Failure to submit such payment request timely will render the amounts billed Unallowable Costs which Grantor cannot reimburse. In the event that Grantee is unable, for good cause, to submit its payment request timely, Grantee shall timely notify Grantor and may request an extension of time to submit the payment request. Grantor's approval of Grantee's request for an extension shall not be unreasonably withheld.

4.9. Certification. Pursuant to 2 CFR 200.415, each invoice and report submitted by Grantee (or subrecipient) must contain the following certification by an official authorized to legally bind Grantee (or subrecipient):

By signing this report [or payment request or both], I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any other expenditure described herein is considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

**ARTICLE V  
SCOPE OF AWARD ACTIVITIES/PURPOSE OF AWARD**

5.1. Scope of Award Activities/Purpose of Award. Grantee must perform as described in this Agreement, including as described in Exhibit A (Project Description), Exhibit B (Deliverables or Milestones), and Exhibit D (Performance Measures and Standards), as applicable. Grantee must further comply with all terms and conditions set forth in the Notice of State Award (44 Ill. Admin. Code 7000.360) which is incorporated herein by reference. All Grantor-specific provisions and programmatic reporting required under this Agreement are described in PART TWO (Grantor-Specific Terms). All Project-specific provisions and reporting required under this Agreement are described in PART THREE (Project-Specific Terms).

5.2. Scope Revisions. Grantee must obtain Prior Approval from Grantor whenever a scope revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b)(2). All requests for scope revisions that require Grantor approval must be signed by Grantee’s authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. 2 CFR 200.308.

5.3. Specific Conditions. If applicable, specific conditions required after a risk assessment are included in Exhibit E. Grantee must adhere to the specific conditions listed therein. 44 Ill. Admin. Code 7000.340(e).

**ARTICLE VI  
BUDGET**

6.1. Budget. The Budget submitted by Grantee at application, or a revised Budget subsequently submitted and approved by Grantor, is considered final and is incorporated herein by reference.

6.2. Budget Revisions. Grantee must obtain Prior Approval, whether mandated or discretionary, from Grantor whenever a Budget revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b). All requests for Budget revisions that require Grantor approval must be signed by Grantee’s authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval.

6.3. Notification. Within thirty (30) calendar days from the date of receipt of the request for Budget revisions, Grantor will review the request and notify Grantee whether the Budget revision has been approved, denied, or the date upon which a decision will be reached. 44 Ill. Admin. Code 7000.370(b)(7).

**ARTICLE VII  
ALLOWABLE COSTS**

7.1. Allowability of Costs; Cost Allocation Methods. The allowability of costs and cost allocation methods for work performed under this Agreement will be determined in accordance with 2 CFR Part 200 Subpart E and Appendices III, IV, V, and VII.

7.2. Indirect Cost Rate Submission.

(a) All grantees, except for Local Education Agencies (as defined in 34 CFR 77.1), must make an Indirect Cost Rate election in the Grantee Portal, even grantees that do not charge or expect to charge Indirect Costs. 44 Ill. Admin. Code 7000.420(e).

(i) Waived and de minimis Indirect Cost Rate elections will remain in effect until Grantee elects a different option.

(b) Grantee must submit an Indirect Cost Rate Proposal in accordance with federal and State regulations, in a format prescribed by Grantor. For grantees who have never negotiated an Indirect Cost Rate before, the Indirect Cost Rate Proposal must be submitted for approval no later than three months after the effective date of the Award. For grantees who have previously negotiated an Indirect Cost Rate, the Indirect Cost Rate Proposal must be submitted for approval within 180 days of Grantee's fiscal year end, as dictated in the applicable appendices, such as:

(i) Appendix VII to 2 CFR Part 200 governs Indirect Cost Rate Proposals for state and Local Governments and Indian Tribes,

(ii) Appendix III to 2 CFR Part 200 governs Indirect Cost Rate Proposals for public and private institutions of higher education,

(iii) Appendix IV to 2 CFR Part 200 governs Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, and

(iv) Appendix V to 2 CFR Part 200 governs state/Local Government-wide Central Service Cost Allocation Plans.

(c) A grantee who has a current, applicable rate negotiated by a cognizant federal agency must provide to Grantor a copy of its Indirect Cost Rate acceptance letter from the federal government and a copy of all documentation regarding the allocation methodology for costs used to negotiate that rate, e.g., without limitation, the cost policy statement or disclosure narrative statement. Grantor will accept that Indirect Cost Rate, up to any statutory, rule-based or programmatic limit.

(d) A grantee who does not have a current negotiated rate, may elect to charge a *de minimis* rate up to 15 percent of modified total direct costs, which may be used indefinitely. No documentation is required to justify the *de minimis* Indirect Cost Rate. 2 CFR 200.414(f).

7.3. Transfer of Costs. Cost transfers between Grants, whether as a means to compensate for cost overruns or for other reasons, are unallowable. 2 CFR 200.451.

7.4. Commercial Organization Cost Principles. The federal cost principles and procedures for cost analysis and the determination, negotiation and allowance of costs that apply to commercial organizations are set forth in 48 CFR Part 31.

7.5. Financial Management Standards. The financial management systems of Grantee must meet the following standards:

(a) **Accounting System.** Grantee organizations must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state- and federally-funded Program. Accounting records must contain information pertaining to State and federal pass-through awards, authorizations, Obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly. Cash contributions to the Program from third parties must be accounted for in the general ledger with other Grant Funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. To comply with 2 CFR 200.305(b)(9) and 30 ILCS 708/97, Grantee must use reasonable efforts to ensure that funding streams are delineated within Grantee's accounting system. 2 CFR 200.302.

(b) **Source Documentation.** Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation must be clearly identified with the Award and general ledger accounts which are to be charged or credited.

(i) The documentation standards for salary charges to Grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the Grantee's organization.

(ii) If records do not meet the standards in 2 CFR 200.430, then Grantor may notify Grantee in **PART TWO, PART THREE** or **Exhibit E** of the requirement to submit personnel activity reports. 2 CFR 200.430(g)(8). Personnel activity reports must account on an after-the-fact basis for one hundred percent (100%) of the employee's actual time, separately indicating the time spent on the Award, other grants or projects, vacation or sick leave, and administrative time, if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records must be used to record the distribution of salary costs to the appropriate accounts no less frequently than quarterly.

(iii) Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of Grantee.

(iv) If third party in-kind (non-cash) contributions are used for Award purposes, the valuation of these contributions must be supported with adequate documentation.

(c) **Internal Control.** Grantee must maintain effective control and accountability for all cash, real and personal property, and other assets. Grantee must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantee must also have systems in place that provide reasonable assurance that the information is accurate, allowable, and compliant with the terms and conditions of this Agreement. 2 CFR 200.303.

(d) **Budget Control.** Grantee must maintain records of expenditures for each Award by the cost categories of the approved Budget (including Indirect Costs that are charged to the Award), and actual expenditures are to be compared with budgeted amounts at least quarterly.

(e) **Cash Management.** Requests for advance payment must be limited to Grantee's immediate cash needs. Grantee must have written procedures to minimize the time elapsing between the receipt and the disbursement of Grant Funds to avoid having excess funds on hand. 2 CFR 200.305.

7.6. **Profits.** It is not permitted for any person or entity to earn a Profit from an Award. *See, e.g.,* 2 CFR 200.400(g); *see also* 30 ILCS 708/60(a)(7).

7.7. **Management of Program Income.** Grantee is encouraged to earn income to defray Program Costs where appropriate, subject to 2 CFR 200.307.

## ARTICLE VIII LOBBYING

8.1. **Improper Influence.** Grantee certifies that it will not use and has not used Grant Funds to influence or attempt to influence an officer or employee of any government agency or a member or employee of the State or federal legislature in connection with the awarding of any agreement, the making of any grant, the

making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

8.2. Federal Form LLL. If any federal funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

8.3. Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs must be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

8.4. Procurement Lobbying. Grantee warrants and certifies that it and, to the best of its knowledge, its subrecipients have complied and will comply with Illinois Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

8.5. Subawards. Grantee must include the language of this ARTICLE in the award documents for any subawards made pursuant to this Award at all tiers. All subrecipients are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Grantee must forward all disclosures by contractors regarding this certification to Grantor.

8.6. Certification. This certification is a material representation of fact upon which reliance was placed to enter into this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications will be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

## ARTICLE IX MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING

9.1. Records Retention. Grantee must maintain for three (3) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with 2 CFR 200.334, unless a different retention period is specified in 2 CFR 200.334, 44 Ill. Admin. Code 7000.430(a) and (b) or **PART TWO** or **PART THREE**. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

9.2. Accessibility of Records. Grantee, in compliance with 2 CFR 200.337 and 44 Ill. Admin. Code 7000.430(f), must make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized Grantor representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, Grantor's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by Grantor (including auditors), by the State of Illinois or by federal statute. Grantee must cooperate fully in any such audit or inquiry.

9.3. Failure to Maintain Books and Records. Failure to maintain adequate books, records and supporting documentation, as described in this ARTICLE, will result in the disallowance of costs for which there is insufficient supporting documentation and also establishes a presumption in favor of the State for the recovery of any Grant Funds paid by the State under this Agreement for which adequate books, records and supporting documentation are not available to support disbursement.

9.4. Monitoring and Access to Information. Grantee must monitor its activities to assure compliance with applicable state and federal requirements and to assure its performance expectations are being achieved. Grantor will monitor the activities of Grantee to assure compliance with all requirements, including applicable programmatic rules, regulations, and guidelines that the Grantor promulgates or implements, and performance expectations of the Award. Grantee must timely submit all financial and performance reports, and must supply, upon Grantor's request, documents and information relevant to the Award. Grantor may make site visits as warranted by Program needs. 2 CFR 200.329; 200.332. Additional monitoring requirements may be in PART TWO or PART THREE.

## ARTICLE X FINANCIAL REPORTING REQUIREMENTS

10.1. Required Periodic Financial Reports. Grantee must submit financial reports as requested and in the format required by Grantor no later than the dues date(s) specified in PART TWO or PART THREE. Grantee must submit reports to Grantor describing the expenditure(s) of the funds related thereto at the intervals specified by Grantor, which must be no less frequent than annually and no more frequent than quarterly, unless otherwise specified in either PART TWO or PART THREE (approved as an exception by GATU) or on Exhibit E pursuant to specific conditions. 2 CFR 200.328(b). Any report required by 30 ILCS 708/125 may be detailed in PART TWO or PART THREE.

### 10.2. Financial Close-out Report.

(a) Grantee must submit a financial Close-out Report, in the format required by Grantor, by the due date specified in PART TWO or PART THREE, which must be no later than sixty (60) calendar days following the end of the Period of Performance for this Agreement or Agreement termination. The format of this financial Close-out Report must follow a format prescribed by Grantor. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b).

(b) If an audit or review of Grantee occurs and results in adjustments after Grantee submits a Close-out Report, Grantee must submit a new financial Close-out Report based on audit adjustments, and immediately submit a refund to Grantor, if applicable. 2 CFR 200.345; 44 Ill. Admin. Code 7000.450.

10.3. Effect of Failure to Comply. Failure to comply with the reporting requirements in this Agreement may cause a delay or suspension of funding or require the return of improper payments or Unallowable Costs, and will be considered a material breach of this Agreement. Grantee's failure to comply with ARTICLE X, ARTICLE XI, or ARTICLE XVII will be considered prima facie evidence of a breach and may be admitted as such, without further proof, into evidence in an administrative proceeding before Grantor, or in any other legal proceeding. Grantee should refer to the State Grantee Compliance Enforcement System for policy and consequences for failure to comply. 44 Ill. Admin. Code 7000.80.

## ARTICLE XI PERFORMANCE REPORTING REQUIREMENTS

11.1. Required Periodic Performance Reports. Grantee must submit performance reports as requested and in the format required by Grantor no later than the due date(s) specified in PART TWO or PART THREE. 44 Ill. Admin. Code 7000.410. Grantee must report to Grantor on the performance measures listed in Exhibit D, PART TWO or PART THREE at the intervals specified by Grantor, which must be no less frequent than annually and no more frequent than quarterly, unless otherwise specified in either PART TWO or PART THREE (approved as an exception by GATU), or on Exhibit E pursuant to specific conditions. For certain construction-related Awards, such reports may be exempted as identified in PART TWO or PART THREE. 2 CFR 200.329.

11.2. Performance Close-out Report. Grantee must submit a performance Close-out Report, in the format required by Grantor by the due date specified in PART TWO or PART THREE, which must be no later than 60 calendar days following the end of the Period of Performance or Agreement termination. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b).

11.3. Content of Performance Reports. Pursuant to 2 CFR 200.329(b) and (c), all performance reports must relate the financial data and project or program accomplishments to the performance goals and objectives of this Award and also include the following: a comparison of actual accomplishments to the objectives of the Award established for the reporting period (for example, comparing costs to units of accomplishment); computation of the cost and demonstration of cost effective practices (e.g., through unit cost data); performance trend data and analysis if required; the reasons why established goals were not met, if appropriate; and additional information, analysis, and explanation of any cost overruns or higher-than-expected unit costs. Additional content and format guidelines for the performance reports will be determined by Grantor contingent on the Award’s statutory, regulatory and administrative requirements, and are included in PART TWO or PART THREE of this Agreement.

**ARTICLE XII  
AUDIT REQUIREMENTS**

12.1. Audits. Grantee is subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor’s Office of Management and Budget. 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

12.2. Consolidated Year-End Financial Reports (CYEFR). All grantees must complete and submit a CYEFR through the Grantee Portal, except those exempted by federal or State statute or regulation, as set forth in PART TWO or PART THREE. The CYEFR is a required schedule in Grantee’s audit report if Grantee is required to complete and submit an audit report as set forth herein.

(a) Grantee’s CYEFR must cover the same period as the audited financial statements, if required, and must be submitted in accordance with the audit schedule at 44 Ill. Admin. Code 7000.90. If Grantee is not required to complete audited financial statements, the CYEFR must cover Grantee’s fiscal year and must be submitted within 6 months of the Grantee’s fiscal year-end.

(b) The CYEFR must include an in relation to opinion from the auditor of the financial statements included in the audit.

(c) The CYEFR must follow a format prescribed by Grantor.

12.3. Entities That Are Not “For-Profit”.

(a) This Paragraph applies to Grantees that are not “for-profit” entities.

(b) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends at least \$1,000,000 in federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse, as required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters issued by the auditors and their respective corrective action plans if significant deficiencies or material weaknesses are identified, and the CYEFR(s) must be submitted to the Grantee Portal at the same time the audit report packet is submitted to the Federal Audit Clearinghouse. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor’s report(s) or (ii) nine (9) months after the end of Grantee’s audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$1,000,000 in federal Awards, Grantee is subject to the following audit requirements:

(i) If, during its fiscal year, Grantee expends at least \$750,000 in State-issued Awards, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to additional requirements in **PART TWO, PART THREE** or **Exhibit E** based on Grantee’s risk profile.

(ii) If, during its fiscal year, Grantee expends less than \$750,000 in State-issued Awards, but expends at least \$500,000 in State-issued Awards, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards (GAAS).

(iii) If Grantee is a Local Education Agency (as defined in 34 CFR 77.1), Grantee must have a financial statement audit conducted in accordance with GAGAS, as required by 23 Ill. Admin. Code 100.110, regardless of the dollar amount of expenditures of State-issued Awards.

(iv) If Grantee does not meet the requirements in subsections 12.3(b) and 12.3(c)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.

(v) Grantee must submit its financial statement audit report packet, as set forth in 44 Ill. Admin. Code 7000.90(h)(2) and the current GATA audit manual, to the Grantee Portal within the earlier of (i) thirty (30) calendar days after receipt of the auditor’s report(s) or (ii) six (6) months after the end of Grantee’s audit period.

#### 12.4. “For-Profit” Entities.

(a) This Paragraph applies to Grantees that are “for-profit” entities.

(b) Program-Specific Audit. If, during its fiscal year, Grantee expends at least \$1,000,000 in federal pass-through funds from State-issued Awards, Grantee must have a program-specific audit conducted in accordance with 2 CFR 200.507. The auditor must audit federal pass-through programs with federal pass-through Awards expended that, in the aggregate, cover at least 50 percent (0.50) of total federal pass-through Awards expended. The audit report packet must be completed as described in 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90 and the current GATA audit manual, and must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor’s report(s) or (ii) nine (9) months after the end of Grantee’s audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$1,000,000 in federal pass-through funds from State-issued Awards, Grantee must follow all of the audit requirements in Paragraphs 12.3(c)(i)-(v), above.

(d) Publicly-Traded Entities. If Grantee is a publicly-traded company, Grantee is not subject to the single audit or program-specific audit requirements, but must submit its annual audit conducted in accordance with its regulatory requirements.

12.5. Performance of Audits. For those organizations required to submit an independent audit report, the audit must be conducted by the Illinois Auditor General (as required for certain governmental entities only), or a Certified Public Accountant or Certified Public Accounting Firm licensed in the State of Illinois or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to GAGAS or Generally Accepted Auditing Standards, Grantee must request and maintain on file a copy of the auditor’s most recent peer review report and acceptance letter. Grantee must follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

12.6. Delinquent Reports. When audit reports or financial statements required under this ARTICLE are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they must be provided to Grantor within thirty (30) days of becoming available. Grantee should refer to the State Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

**ARTICLE XIII  
TERMINATION; SUSPENSION; NON-COMPLIANCE**

13.1. Termination.

(a) Either Party may terminate this Agreement, in whole or in part, upon thirty (30) calendar days’ prior written notice to the other Party.

(b) If terminated by the Grantee, Grantee must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If Grantor determines in the case of a partial termination that the reduced or modified portion of the Award will not accomplish the purposes for which the Award was made, Grantor may terminate the Agreement in its entirety. 2 CFR 200.340(a)(3).

(c) This Agreement may be terminated, in whole or in part, by Grantor:

(i) Pursuant to a funding failure under Paragraph 4.1;

(ii) If Grantee fails to comply with the terms and conditions of this or any Award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any Award; or

(iii) If the Award no longer effectuates the Program goals or agency priorities and if this termination is permitted in the terms and conditions of the Award, which must be detailed in Exhibit A, PART TWO or PART THREE.

13.2. Suspension. Grantor may suspend this Agreement, in whole or in part, pursuant to a funding failure under Paragraph 4.1 or if the Grantee fails to comply with terms and conditions of this or any Award. If suspension is due to Grantee's failure to comply, Grantor may withhold further payment and prohibit Grantee from incurring additional Obligations pending corrective action by Grantee or a decision to terminate this Agreement by Grantor. Grantor may allow necessary and proper costs that Grantee could not reasonably avoid during the period of suspension.

13.3. Non-compliance. If Grantee fails to comply with the U.S. Constitution, applicable statutes, regulations or the terms and conditions of this or any Award, Grantor may impose additional conditions on Grantee, as described in 2 CFR 200.208. If Grantor determines that non-compliance cannot be remedied by imposing additional conditions, Grantor may take one or more of the actions described in 2 CFR 200.339. The Parties must follow all Grantor policies and procedures regarding non-compliance, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 44 Ill. Admin. Code 7000.80 and 7000.260.

13.4. Objection. If Grantor suspends or terminates this Agreement, in whole or in part, for cause, or takes any other action in response to Grantee's non-compliance, Grantee may avail itself of any opportunities to object and challenge such suspension, termination or other action by Grantor in accordance with any applicable processes and procedures, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 2 CFR 200.342; 44 Ill. Admin. Code 7000.80 and 7000.260.

13.5. Effects of Suspension and Termination.

(a) Grantor may credit Grantee for allowable expenditures incurred in the performance of authorized services under this Agreement prior to the effective date of a suspension or termination.

(b) Except as set forth in subparagraph (c), below, Grantee must not incur any costs or Obligations that require the use of Grant Funds after the effective date of a suspension or termination, and must cancel as many outstanding Obligations as possible.

(c) Costs to Grantee resulting from Obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless Grantor expressly authorizes them in the notice of suspension or termination or subsequently. However, Grantor may allow costs during a suspension or after termination if:

(i) The costs result from Obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or termination, and the costs would be allowable if the Agreement was not suspended or terminated prematurely. 2 CFR 200.343.

13.6. Close-out of Terminated Agreements. If this Agreement is terminated, in whole or in part, the Parties must comply with all close-out and post-termination requirements of this Agreement. 2 CFR 200.340(d).

#### ARTICLE XIV SUBCONTRACTS/SUBAWARDS

14.1. Subcontracting/Subrecipients/Delegation. Grantee must not subcontract nor issue a subaward for any portion of this Agreement nor delegate any duties hereunder without Prior Approval of Grantor. The requirement for Prior Approval is satisfied if the subcontractor or subrecipient has been identified in the uniform

grant application, such as, without limitation, a Project description, and Grantor has approved. Grantee must follow all applicable requirements set forth in 2 CFR 200.332.

14.2. Application of Terms. If Grantee enters into a subaward agreement with a subrecipient, Grantee must notify the subrecipient of the applicable laws and regulations and terms and conditions of this Award by attaching this Agreement to the subaward agreement. The terms of this Agreement apply to all subawards authorized in accordance with Paragraph 14.1. 2 CFR 200.101(b).

14.3. Liability as Guaranty. Grantee will be liable as guarantor for any Grant Funds it obligates to a subrecipient or subcontractor pursuant to this ARTICLE in the event Grantor determines the funds were either misspent or are being improperly held and the subrecipient or subcontractor is insolvent or otherwise fails to return the funds. 2 CFR 200.345; 30 ILCS 705/6; 44 Ill. Admin. Code 7000.450(a).

## **ARTICLE XV NOTICE OF CHANGE**

15.1. Notice of Change. Grantee must notify Grantor if there is a change in Grantee's legal status, FEIN, UEI, SAM registration status, Related Parties, senior management (for non-governmental grantees only) or address. If the change is anticipated, Grantee must give thirty (30) days' prior written notice to Grantor. If the change is unanticipated, Grantee must give notice as soon as practicable thereafter. Grantor reserves the right to take any and all appropriate action as a result of such change(s).

15.2. Failure to Provide Notification. To the extent permitted by Illinois law (see Paragraph 21.2), Grantee must hold harmless Grantor for any acts or omissions of Grantor resulting from Grantee's failure to notify Grantor as required by Paragraph 15.1.

15.3. Notice of Impact. Grantee must notify Grantor in writing of any event, including, by not limited to, becoming a party to litigation, an investigation, or transaction that may have a material impact on Grantee's ability to perform under this Agreement. Grantee must provide notice to Grantor as soon as possible, but no later than five (5) days after Grantee becomes aware that the event may have a material impact.

15.4. Effect of Failure to Provide Notice. Failure to provide the notice described in this ARTICLE is grounds for termination of this Agreement and any costs incurred after the date notice should have been given may be disallowed.

## **ARTICLE XVI STRUCTURAL REORGANIZATION AND RECONSTITUTION OF BOARD MEMBERSHIP**

16.1. Effect of Reorganization. This Agreement is made by and between Grantor and Grantee, as Grantee is currently organized and constituted. Grantor does not agree to continue this Agreement, or any license related thereto, should Grantee significantly reorganize or otherwise substantially change the character of its corporate structure, business structure or governance structure. Grantee must give Grantor prior notice of any such action or changes significantly affecting its overall structure or, for non-governmental grantees only, management makeup (for example, a merger or a corporate restructuring), and must provide all reasonable documentation necessary for Grantor to review the proposed transaction including financial records and corporate and shareholder minutes of any corporation which may be involved. Grantor reserves the right to terminate the Agreement based on whether the newly organized entity is able to carry out the requirements of the Award. This ARTICLE does not require Grantee to report on minor changes in the makeup of its board

membership or governance structure, as applicable. Nevertheless, **PART TWO** or **PART THREE** may impose further restrictions. Failure to comply with this ARTICLE constitutes a material breach of this Agreement.

**ARTICLE XVII  
CONFLICT OF INTEREST**

17.1. Required Disclosures. Grantee must immediately disclose in writing any potential or actual Conflict of Interest to Grantor. 2 CFR 200.112; 30 ILCS 708/35.

17.2. Prohibited Payments. Payments made by Grantor under this Agreement must not be used by Grantee to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. In addition, where Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee must request permission from Grantor to compensate, directly or indirectly, any officer or any person employed by an office or agency of the State of Illinois. An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and State universities. An instrumentality of the State of Illinois does not include, without limitation, units of Local Government and related entities.

17.3. Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 17.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and that Grantor may grant an such exemption subject to additional terms and conditions as Grantor may require.

**ARTICLE XVIII  
EQUIPMENT OR PROPERTY**

18.1. Purchase of Equipment. For any equipment purchased in whole or in part with Grant Funds, if Grantor determines that Grantee has not met the conditions of 2 CFR 200.439, the costs for such equipment will be disallowed. Grantor must notify Grantee in writing that the purchase of equipment is disallowed.

18.2. Prohibition against Disposition/Encumbrance. Any equipment, material, or real property that Grantee purchases or improves with Grant Funds must not be sold, transferred, encumbered (other than original financing) or otherwise disposed of during the Award Term without Prior Approval of Grantor unless a longer period is required in **PART TWO** or **PART THREE** and permitted by 2 CFR Part 200 Subpart D. Use or disposition of real property acquired or improved using Grant Funds must comply with the requirements of 2 CFR 200.311. Real property, equipment, and intangible property that are acquired or improved in whole or in part using Grant Funds are subject to the provisions of 2 CFR 200.316. Grantor may require the Grantee to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with this Award and that use and disposition conditions apply to the property.

18.3. Equipment and Procurement. Grantee must comply with the uniform standards set forth in 2 CFR 200.310–200.316 governing the management and disposition of property, the cost of which was supported by Grant Funds. Any waiver from such compliance must be granted by either the President’s Office of Management and Budget, the Governor’s Office of Management and Budget, or both, depending on the source of the Grant Funds used. Additionally, Grantee must comply with the standards set forth in 2 CFR 200.317-200.327 to establish procedures to use Grant Funds for the procurement of supplies and other expendable property, equipment, real property and other services.

18.4. Equipment Instructions. Grantee must obtain disposition instructions from Grantor when

equipment, purchased in whole or in part with Grant Funds, is no longer needed for their original purpose. Notwithstanding anything to the contrary contained in this Agreement, Grantor may require transfer of any equipment to Grantor or a third party for any reason, including, without limitation, if Grantor terminates the Award or Grantee no longer conducts Award activities. Grantee must properly maintain, track, use, store and insure the equipment according to applicable best practices, manufacturer’s guidelines, federal and state laws or rules, and Grantor requirements stated herein.

18.5. Domestic Preferences for Procurements. In accordance with 2 CFR 200.322, to the greatest extent practicable and consistent with law, Grantee must, under this Award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this Paragraph must be included in all subawards and in all contracts and purchase orders under this Award.

**ARTICLE XIX  
PROMOTIONAL MATERIALS; PRIOR NOTIFICATION**

19.1. Promotional and Written Materials. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). To use Grant Funds in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, these uses must be allowable under 2 CFR 200.421 and 200.467 and Grantee must include in these publications, announcements, reports, flyers, brochures and all other such material, the phrase “Funding provided in whole or in part by the [Grantor].” 2 CFR 200.467. Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

19.2. Prior Notification/Release of Information. Grantee must notify Grantor ten (10) days prior to issuing public announcements or press releases concerning work performed pursuant to this Agreement, or funded in whole or in part by this Agreement, and must cooperate with Grantor in joint or coordinated releases of information.

**ARTICLE XX  
INSURANCE**

20.1. Maintenance of Insurance. Grantee must maintain in full force and effect during the Term of this Agreement casualty and bodily injury insurance, as well as insurance sufficient to cover the replacement cost of any and all real or personal property (including equipment), or both, purchased or, otherwise acquired, or improved in whole or in part, with funds disbursed pursuant to this Agreement. 2 CFR 200.310. Additional insurance requirements may be detailed in PART TWO or PART THREE.

20.2. Claims. If a claim is submitted for real or personal property, or both, purchased in whole with funds from this Agreement and such claim results in the recovery of money, such money recovered must be surrendered to Grantor.

**ARTICLE XXI  
LAWSUITS AND INDEMNIFICATION**

21.1. Independent Contractor. Neither Grantee nor any employee or agent of Grantee acquires any employment rights with Grantor by virtue of this Agreement. Grantee must provide the agreed services and

achieve the specified results free from the direction or control of Grantor as to the means and methods of performance. Grantee must provide its own equipment and supplies necessary to conduct its business; provided, however, that in the event, for its convenience or otherwise, Grantor makes any such equipment or supplies available to Grantee, Grantee's use of such equipment or supplies provided by Grantor pursuant to this Agreement is strictly limited to official Grantor or State of Illinois business and not for any other purpose, including any personal benefit or gain.

21.2. Indemnification and Liability.

(a) **Non-governmental entities.** This subparagraph applies only if Grantee is a non-governmental entity. Grantee must hold harmless Grantor against any and all liability, loss, damage, cost or expenses, including attorneys' fees, arising from the intentional torts, negligence or breach of contract of Grantee, with the exception of acts performed in conformance with an explicit, written directive of Grantor. Indemnification by Grantor is governed by the State Employee Indemnification Act (5 ILCS 350/.01 *et seq.*) as interpreted by the Illinois Attorney General. Grantor makes no representation that Grantee, an independent contractor, will qualify or be eligible for indemnification under said Act.

(b) **Governmental entities.** This subparagraph applies only if Grantee is a governmental unit as designated in Paragraph 3.2. Neither Party shall be liable for actions chargeable to the other Party under this Agreement including, but not limited to, the negligent acts and omissions of the other Party's agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement is not construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

**ARTICLE XXII  
MISCELLANEOUS**

22.1. Gift Ban. Grantee is prohibited from giving gifts to State employees pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/10-10) and Illinois Executive Order 15-09.

22.2. Assignment Prohibited. This Agreement must not be sold, assigned, or transferred in any manner by Grantee, to include an assignment of Grantee's rights to receive payment hereunder, and any actual or attempted sale, assignment, or transfer by Grantee without the Prior Approval of Grantor in writing renders this Agreement null, void and of no further effect.

22.3. Copies of Agreements upon Request. Grantee must, upon request by Grantor, provide Grantor with copies of contracts or other agreements to which Grantee is a party with any other State agency.

22.4. Amendments. This Agreement may be modified or amended at any time during its Term by mutual consent of the Parties, expressed in writing and signed by the Parties.

22.5. Severability. If any provision of this Agreement is declared invalid, its other provisions will remain in effect.

22.6. No Waiver. The failure of either Party to assert any right or remedy pursuant to this Agreement will not be construed as a waiver of either Party's right to assert such right or remedy at a later time or constitute a course of business upon which either Party may rely for the purpose of denial of such a right or remedy.

22.7. Applicable Law; Claims. This Agreement and all subsequent amendments thereto, if any, are

governed and construed in accordance with the laws of the State of Illinois. Any claim against Grantor arising out of this Agreement must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1 *et seq.* Grantor does not waive sovereign immunity by entering into this Agreement.

22.8. Compliance with Law. Grantee is responsible for ensuring that Grantee’s Obligations and services hereunder are performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, including but not limited to 44 Ill. Admin. Code Part 7000, laws and rules which govern disclosure of confidential records or other information obtained by Grantee concerning persons served under this Agreement, and any license requirements or professional certification provisions.

22.9. Compliance with Freedom of Information Act. Upon request, Grantee must make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. 5 ILCS 140/7(2).

22.10. Compliance with Whistleblower Protections. Grantee must comply with the Whistleblower Act (740 ILCS 174/1 *et seq.*) and the whistleblower protections set forth in 2 CFR 200.217, including but not limited to, the requirement that Grantee and its subrecipients inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

22.11. Precedence.

(a) Except as set forth in subparagraph (b), below, the following rules of precedence are controlling for this Agreement: In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement controls. In the event there is a conflict between **PART ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** controls. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** controls. In the event there is a conflict between this Agreement and relevant statute(s) or rule(s), the relevant statute(s) or rule(s) controls.

(b) Notwithstanding the provisions in subparagraph (a), above, if a relevant federal or state statute(s) or rule(s) requires an exception to this Agreement’s provisions, or an exception to a requirement in this Agreement is granted by GATU, such exceptions must be noted in **PART TWO** or **PART THREE**, and in such cases, those requirements control.

22.12. Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act control. 30 ILCS 708/80.

22.13. Headings. Articles and other headings contained in this Agreement are for reference purposes only and are not intended to define or limit the scope, extent or intent of this Agreement or any provision hereof.

22.14. Counterparts. This Agreement may be executed in one or more counterparts, each of which are considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document are deemed original for all purposes.

22.15. Attorney Fees and Costs. Unless prohibited by law, if Grantor prevails in any proceeding to enforce the terms of this Agreement, including any administrative hearing pursuant to the Grant Funds Recovery Act or the Grant Accountability and Transparency Act, Grantor has the right to recover reasonable attorneys’ fees,

costs and expenses associated with such proceedings.

22.16. Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including, without limitation, final Indirect Cost Rate adjustments and those funds obligated pursuant to ARTICLE XIV; (c) the CYEFR(s); (d) audit requirements established in 44 Ill. Admin. Code 7000.90 and ARTICLE XII ; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XVIII; or (f) records related requirements pursuant to ARTICLE IX. 44 Ill. Admin. Code 7000.440.

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EXHIBIT A  
PROJECT DESCRIPTION

FEDERAL PROGRAM NAME: STATE PROGRAM NAME: CAPACITY EXPANSION

PURPOSE OF GRANT

ACCOUNT\_LINE(s) SUMMARY:

Acct.Line#: 1  
CSFA Number: 444-80-3520  
Appropriation FY: 2026  
Appropriation Code: 0001.44480.4900.002600NE  
WBS Element: 444HMIL026-HMILSCIP-SNMT  
Sponed. Prog: HMIL  
Appropriation Amount: \$90,920.00  
These funds are Used/Reported by the Provider as Federal Funds: No  
Use by DHS as Maintenance of Effort (MOE): No  
Use by DHS as Matching Funds: No  
Assistance Listing Program Number: N/A  
Assistance Listing Program Title: N/A  
FAIN Number: N/A - FAIN Award Agency: N/A  
FAIN Award Date: N/A

The Illinois Homeless Response Collaborative will increase the capacity of local homeless crisis response systems to implement best practices to reduce the number of people experiencing homelessness. The grant will expand local capacity for leading systems improvement and build dynamic, reliable data systems that can measure real-time changes in homelessness. Expanded capacity, including but not limited to new staff members, will be supported through consultants to convene stakeholder workgroups to collectively build strategies and steer plans for testing changes that are likely to produce positive statewide results.

The following costs will be eligible for reimbursement under the contract: personnel, fringe, travel, contractual, telecommunications, supplies and peer stipends. Administrative costs will be available to the recipient and capped at 15% of the total contract.

----- END OF PROGRAM: CAPACITY EXPANSION -----

**EXHIBIT B**  
**DELIVERABLES**

1) Provide expanded capacity to the Homeless Continuum of Care to work in at least one of the following domains:

- a) System Coordination improvements
- b) Homeless Management Information System improvements

This program leverages and promotes continuous quality improvement best practices to actively reshape community processes and behavioral norms. The CoC develops a shared vision for success across the community, provides program and project management support to actualize that vision, and embeds Collective Impact principles into community processes to achieve and sustain system-level improvement. The CoC establishes and maintains critical communication and knowledge-sharing lanes between end users, provider organizations, the whole community, and the broader systems that impact housing and homelessness. The CoC measures and communicates progress towards ending homelessness.

CoCs will engage in this area of focus:

**Data Analysis and Reporting:** Collect, report, manage, and analyze data related to population-level homelessness and the CoC's performance. Utilize data-driven insights to inform decision-making, identify trends, and assess the impact of system changes.

CoCs will choose at least one additional area of focus:

**Change Cycle Leadership:** Lead and facilitate strategic planning & action cycles within the CoC, to identify areas of improvement and implement evidence-based practices. Collaborate with stakeholders to develop and execute strategies that enhance service delivery and outcomes.

**System Analysis & Improvement:** Work closely with member agencies to identify gaps, inefficiencies, and opportunities for improvement in the homeless services system, through activities such as needs and risk assessments, asset and process mapping, and other targeted analyses. Develop and implement action plans to address these issues effectively.

**Collaboration and Networking:** Build and maintain strong relationships with key stakeholders, including government agencies, service providers, community organizations, housing providers, service users, and the community at-large. Foster a collaborative environment to promote effective communication and resource sharing.

**Center Equity & Lived Expertise:** Lead (or contribute to) efforts to identify the community's systemic inequities in housing security and homelessness and center those inequities in plans and strategies to reduce homelessness. Champion and facilitate the inclusion of input from people with lived experience of homelessness in system improvement priorities and plans.

**EXHIBIT B  
DELIVERABLES**

Capacity Building: Identify training and capacity-building needs for CoC member agencies and stakeholders. Organize and facilitate workshops, seminars, and training sessions to enhance service providers' skills and knowledge. Support individual organizations/agencies in their own tests of change, by establishing improvement projects, facilitating provider goal setting, and serving as an accountability partner.

Facilitate Learning & Path-Clearing: Harvest insights, bright spots, challenges, and systemic or structural barriers from the applied experience of the community's efforts to prevent, resolve, measure, and reduce homelessness. Establish and/or contribute to 'learning systems' that circulate knowledge in the interest of shared understanding, problem solving, and larger-scale 'path-clearing' of systemic issues.

----- END OF PROGRAM: CAPACITY EXPANSION -----

**EXHIBIT C**

**CONTACT INFORMATION**

**CONTACTS FOR NOTIFICATION AND GRANT ADMINISTRATION:**

Unless specified elsewhere, all notices required or desired to be sent by either Party must be sent to the persons listed below. Grantee must notify Grantor of any changes in its contact information listed below within five (5) business days from the effective date of the change, and Grantor must notify Grantee of any changes to its contact information as soon as practicable. The Party making a change must send any changes in writing to the contact for the other Party. No amendment to this Agreement is required if information in this Exhibit is changed.

**FOR OFFICIAL GRANT NOTIFICATIONS**

**GRANTOR CONTACT**

Name: David Esposito  
Title: Associate Director  
Address: 823 E Monroe St  
Springfield, IL 62701-1915

**GRANTEE CONTACT**

Name: Eduardo Castillo  
Title: Lieutenant  
Address: 421 N County Farm Rd  
Wheaton, IL 60187-3978

**GRANTEE PAYMENT ADDRESS**

(If different than the address above)

Address: \_\_\_\_\_  
\_\_\_\_\_

**FOR GRANT ADMINISTRATION**

**GRANTOR CONTACT**

Name: David Esposito  
Title: Associate Director  
Address: 823 E Monroe St  
Springfield, IL 62701-1915

**GRANTEE CONTACT**

Name: Eduardo Castillo  
Title: Lieutenant  
Address: 421 N County Farm Rd  
Wheaton, IL 60187-3978

Phone: 217-494-9417

Phone: 630-407-2317

TTY #: \_\_\_\_\_

TTY #: \_\_\_\_\_

E-mail Address: david.esposito@illinois.gov

E-mail Address: eduardo.castillo@dupagesheriff.org

**EXHIBIT D**  
**PERFORMANCE MEASURES**

- 1) Actively participate in the Illinois Homeless Response Collaborative CoC monthly calls.
- 2) Report aggregate data by the 15th of the month to a statewide dashboard starting no later than October 1, 2025. Data will include inflow, active homeless and outflow numbers for veterans, chronic, youth, singles and families.
- 3) At the time of HUD submission, provide a copy of the following reports: Point in Time Count, Housing Inventory Chart, System Performance Measure and Longitudinal System Analysis.
- 4) Completion of the "All Singles Data Quality Scorecard" at the beginning and end of grant term with improved score at the end of the grant term.
- 5) Completion of the Partnership Assessment Checklist.
- 6) Submission of a midyear report describing progress on achieving quality data, expanding the partnerships of the CoC and any local aims to reduce homelessness.
- 7) Set a measurable CoC-level aim statement for reduction of homelessness in any population. For example, the CoC will reduce chronic homelessness by 20% or the CoC will reduce family inflow by 35%. (OPTIONAL)

----- END OF PROGRAM: CAPACITY EXPANSION -----

**EXHIBIT D**  
**PERFORMANCE STANDARDS**

- 1.Submission of accurate Periodic Financial Report by the 15th of each month for expenses incurred in the previous month.
- 2.Submission of monthly data to the dashboard by the 15th of each month starting in October.
- 3.Submission of a midyear report describing progress on achieving quality data, expanding the partnerships of the CoC and any local aims to reduce homelessness.
- 4.At least 90% of the deliverables will be achieved consistent with the timetable detailed under Exhibit B.
5. 100% of the financial and program reports will be submitted by the deadline established under Exhibit B.
- 6.Any budget or program revision will be submitted timely for appropriate implementation of any new program plan or budget. No budget revisions will be accepted in the last 60 days of the grant term.
- 7.Must respond timely and participate in on-site and/or desk review program monitoring when requested.

----- END OF PROGRAM: CAPACITY EXPANSION -----

**EXHIBIT E  
SPECIFIC CONDITIONS**

Reporting Requirements

- 1. Time Period for Required Periodic Financial Reports. Unless a different reporting requirement is specified in Exhibit G, Grantee shall submit financial reports to Grantor pursuant to Paragraph 13.1 and reports must be submitted no later than 20 days after the quarter ends.
- 2. Time Period for Close-out Reports. Grantee shall submit a Close-out Report pursuant to Paragraph 13.2 and no later than 30 days after this Agreement's end of the period of performance or termination. (July 31, 2024)
- 3. Time Period for Required Periodic Performance Reports. Unless a different reporting requirement is specified in Exhibit G, Grantee shall submit Performance Reports to Grantor pursuant to Paragraph 14.1 and such reports must be submitted no later than 20 days after the month ends.
- 4. Time Period for Close-out Performance Reports. Grantee agrees to submit a Close-out Performance Report, pursuant to Paragraph 14.2 and no later than 45 days after this Agreement's end of the period of performance or termination. (August 15, 2024)

Grantee shall submit monthly Periodic Performance Reports (GOMBGATU-4001 (N-08-17)).

Grantee shall submit monthly Periodic Financial Reports (GOMBGATU-4002 (N-08-17)).

Reported expenses should be consistent with the approved annual grant budget. Any expenditure variances require prior Grantor approval in accordance with Article VI of the Uniform Grant Agreement to be reimbursable.

----- END OF PROGRAM: CAPACITY EXPANSION -----

**EXHIBIT F  
PAYMENT**

Grantee will receive payment by one of the three payment methodologies (Advance Payment, Reimbursement or Working Capital Advance). Requests for advance payment must be accompanied by an IDHS Advance Payment Request Cash Budget Template (Cash Budget).

I. Advance Payment Method (Advance and Reconcile)

A. An initial payment will be processed in an amount equal to the first two months' cash requirements as reflected in the Advance Payment Requirements Forecast (Cash Budget) Form submitted with the Grantee's application. The initial payment will be processed upon execution of the grantee's Uniform Grant Agreement.

B. Grantees must submit monthly invoices in the format and method prescribed in the Grantee's executed Uniform Grant Agreement. The first invoice is due within 20 days after the first month of the grant operations. Invoices must include only allowable incurred costs that have been paid by the Grantee. For programs that have Grantee matching requirements, allowable costs are only reimbursable when matching costs have also been incurred.

C. Subsequent monthly payments will be based on each monthly invoice submitted to the grant program, and will be adjusted up or down, based on a comparison of actual cumulative expenditures to cumulative advance payments, to date.

D. Grantees that do not expend all advance payment amounts by the end of the grant term or that are unable to demonstrate that all incurred costs were necessary, reasonable, allowable, or allocable as approved in their respective grant budget, must return the funds or be subject to grant funds recovery.

E. Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.

F. Failure to abide by advance payment governance requirements may result in grantee losing their right to advance payments

G. Approp Allows for prior year expenditures.

II. Reimbursement Method

A. IDHS will disburse payments to Grantee based on actual allowable costs incurred as reported in the monthly financial invoice submitted for the respective month, as described below.

B. Grantees must submit monthly invoices in a format prescribed by Grantor. Invoices must include all allowable incurred costs for the first and each subsequent month of operations until the end of the grant term. Invoices must be submitted on or before the 20th day following the end of any respective monthly invoice period. As practicable, Grantor shall process payment within 30 calendar days after receipt of the invoice, unless the State awarding agency reasonably believes the request to be improper.

C. Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.

III. Working Capital Advance Method

A. IDHS Grant Program Managers will advance working capital payments to the grantee to

**EXHIBIT F  
PAYMENT**

cover their estimated disbursement needs for an initial period not to exceed two months of grant expenses. Startup costs may be approved if determined by IDHS Grant Program Managers to be allowable.

B. Grantees must submit monthly invoices for each of the one or two months covered by the Working Capital Advance in the format and method prescribed by the Grantor. The first invoice is due 20 calendar days after the first month of the grant term. Invoices must include only allowable incurred costs that have been paid by the grantee. For grant programs that have grantee matching requirements, allowable costs are only reimbursable when matching costs have also been incurred.

C. Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.

D. Working Capital Advance Payments are limited to a single occurrence per grant term.

E. Following the initial working capital advance payment, grantees will be paid via reimbursement method Unless an IDHS Advance Payment Request Cash Budget Template is submitted for Advanced Payment Method.

----- END OF PROGRAM: CAPACITY EXPANSION -----

**PART TWO –GRANTOR-SPECIFIC TERMS**

In addition to the uniform requirements in PART ONE, Grantor has the following additional requirements for its Grantee:

**ARTICLE XXIII  
ADDITIONAL CERTIFICATIONS**

23.1 Certifications. Grantee shall be responsible for compliance with the enumerated certifications to the extent that the certifications legally apply to Grantee:

(a) **Adult Protective Services Act.** Grantee certifies that it is in compliance with the Adult Protective Services Act to protect people with disabilities who are abused, neglected or financially exploited and who, because of their disability, cannot seek assistance on their own behalf. Anyone who believes a person with a disability living in a domestic setting is being abused, neglected or financially exploited must file a complaint with the Illinois Department on Aging. Grantee has an obligation to report suspected fraud or irregularities committed by individuals or other entities with whom it interacts on Grantor’s behalf and should make a report to the appropriate program office (320 ILCS 20/1 *et seq.*).

(b) **Grant Award Requirements.** Grantee certifies that it is in compliance with 45 CFR Part 93 and 45 CFR Part 94.

(c) **Business Entity Registration.** Grantee certifies that it is not required to register as a business entity with the State Board of Elections pursuant to the Procurement Code (30 ILCS 500/20-160 and 30 ILCS 500/50-37). Further, Grantee acknowledges that all contracts between State agencies and a business entity that do not comply with this Paragraph shall be voidable under Section 50-60 of the Procurement Code (30 ILCS 500/50-60).

**ARTICLE XXIV  
ADDITIONAL TERMS**

24.1 Renewal. This Agreement may be renewed for additional periods by mutual consent of the Parties, expressed in writing and signed by the Parties. Grantee acknowledges that this Agreement does not create any expectation of renewal.

24.2 Multiple Locations. In the event that Grantee has more than one location, Grantee shall include in EXHIBIT C either (1) the address, phone number and hours of operation of each location, or (2) the address, phone number and hours of operation of Grantee’s primary location.

24.3 Changes in Key Grant Personnel. When it is specifically required as a condition of an Award, the replacement of the Program director or a key person or a substantial reduction in the level of their effort, e.g., their unanticipated absence for more than three (3) months, or a twenty-five percent (25%) reduction in the time devoted to the Award purposes, requires Prior Approval from Grantor. When it is specifically required as a condition of an Award, Prior Approval will be required for the replacement or the substantial reduction in the level of effort of other personnel whose work is deemed by Grantor to be critical to the Award's successful completion. All requests for approval of changes in key Grant personnel shall be signed by Grantee’s authorized representative and submitted to the appropriate Grantor program personnel. Evidence of the qualifications for replacement personnel (such as a résumé) shall be included. 2 CFR 200.308.

24.4 Grant Funds Recovery. The provisions of 89 Ill. Admin. Code 511 shall apply to any funds awarded that are subject to the Illinois Grant Funds Recovery Act.

24.5 Employee and Subcontractor Background Checks. Grantee certifies that neither Grantee, nor any employee or subcontractor who works on Grantor’s premises, has a felony conviction. Any request for an exception to this rule must be made in writing, listing the name of the individual, home address, type of conviction and date of conviction. Grantee will also supply Grantor with a list of individuals assigned to work on DHS’ premises at least ten (10) working days prior to the start of their employment, unless circumstances prevent Grantee from giving a list within that time. If Grantee cannot provide a list, or the name of an individual, at least ten (10) working days prior to his/her employment, it shall do so as soon as possible. Grantor may conduct, at its expense, criminal background checks on Grantee’s employees and subcontractors assigned to work on Grantor’s premises. To the extent permitted by Illinois law, Grantee agrees to indemnify and hold harmless Grantor and its employees for any liability accruing from said background checks.

24.6 Gifts. In addition to the Gift ban described in Paragraph 22.1, Grantee will provide Grantor with advance notice of Grantee’s provision of gifts, excluding charitable donations, given as incentives to community-based organizations in Illinois and clients in Illinois to assist Grantee in carrying out its responsibilities under this Agreement.

24.7 Current Contact Information and Notices. Grantee shall update its contact information, including email address, phone number and job title, in the Community Services Agreement (CSA) Tracking System under the My Info tab, when any such information changes. In addition, Grantee shall contact the DHS Office of Contract Administration when its mailing address changes to update that information. Grantee acknowledges and agrees that any notices from Grantor may be made to its mailing address, electronic mail (email) address, or facsimile (fax) telephone number, at Grantor’s choosing. Such notice shall be effective upon dispatch.

24.8 Supplies Disposition. Grantee must obtain disposition instructions from Grantor when supplies, purchased in whole or in part with Grant Funds, are no longer needed for their intended purpose. Notwithstanding anything to the contrary contained within this Agreement, Grantor may require transfer of any supplies to Grantor or a third party for any reason, including, without limitation, an Award is terminated or Grantee no longer conducts Award activities. The Grantee shall properly maintain, track, use, store and insure the supplies according to applicable best practices, manufacturer’s guidelines, federal and State laws or rules, including without limitation those contained at 2 CFR 200.310 to 2 CFR 200.326, and Department requirements stated herein. All obligations regarding use and ownership of supplies, purchased in whole or in part with Grant Funds, shall survive the termination of this Agreement.

24.9 Reporting Requirements. The reporting timeframes described in Paragraphs 10.1, 10.2, 11.1 and 11.2 are specified in EXHIBIT B.

24.10 Payment Information. Payment information described in PART ONE is specified in EXHIBIT F.

**ARTICLE XXV  
MONITORING AND INFORMATION**

25.1 Monitoring of Conduct. In addition to ARTICLE IX of **PART ONE**, Grantor shall monitor Grantee’s conduct under this Agreement which may include, but shall not be limited to, reviewing records of performance in accordance with administrative rules, license status review, fiscal and audit review, Agreement compliance and compliance with the affirmative action requirements of this Agreement. Grantor shall have the authority to

conduct announced and unannounced monitoring visits and Grantee shall cooperate with Grantor in connection with all such monitoring visits. Failure of Grantee to cooperate with Grantor in connection with announced and unannounced monitoring visits is grounds for Grantor's termination of this Agreement.

25.2 Requests for Information. Grantor may request, and Grantee shall supply, upon request, necessary information and documentation regarding transactions constituting contractual (whether a written contract exists or not) or other relationships, paid for with funds received hereunder. Documentation may include, but is not limited to, information regarding Grantee's contractual agreements, identity of employees, shareholders and directors of Grantee and any party providing services which will or may be paid for with funds received hereunder, including, but not limited to, management and consulting services rendered to Grantee.

25.3 Rights of Review. This ARTICLE XXV does not give Grantor the right to review a license that is not directly related to the Award being audited nor does it allow Grantor to unilaterally revoke a license without complying with all due process rights to which Grantee is entitled under Federal, State or local law or applicable rules promulgated by Grantor.

## **ARTICLE XXVI WORK PRODUCT**

26.1 Assignment of Work Product. "Work Product" means all the tangible materials, regardless of format, delivered by Provider to DHS under this Agreement. Grantee assigns to Grantor all right, title and interest in and to Work Product. However, nothing in this Agreement shall be interpreted to grant Grantor any right, title or interest in Grantee's intellectual property that has been or will later be developed outside this Award.

26.2 License to Grantor. To the extent Grantee-owned works are incorporated into Work Product, Grantee grants to Grantor a perpetual, non-exclusive, paid-up, world-wide license in the use, reproduction, publication and distribution of such Grantee-owned works when included within the Work Product. Grantee shall not copyright Work Product without Grantor's prior written consent.

26.3 License to Grantee; Objections. Grantor grants to Grantee a perpetual, non-exclusive, paid-up license to publish academic and scholarly articles based upon the services rendered under this Agreement. All materials to be published shall first be submitted to Grantor at least forty-five (45) days prior to publication or other disclosure. Upon written objection from Grantor, Grantee shall excise any confidential information, as that term is defined in applicable State and Federal statutes, federal regulations and Grantor administrative rules, from materials before publication. Grantor may also object to the publication on grounds other than confidentiality. As to the latter objections, Grantee and Grantor will attempt to resolve Grantor's concerns within the forty-five (45) day review period, or as otherwise agreed between the Parties. Grantor waives any objections not made to Grantee in writing before expiration of the review period.

26.4 Unresolved Objections; Disclaimer. If Grantor's objections on grounds other than confidentiality are not resolved within the review period or other such time as agreed by the Parties, then Grantee may publish the materials but shall include therein the following disclaimer: "Although the research or services underlying this article were funded in whole or in part by the [Grantor], the [Grantor] does not endorse or adopt the opinions or conclusions presented in the article." Notwithstanding the above, Grantor shall not have the right to control or censor the contents of Grantee publications.

**ARTICLE XXVII  
POST-TERMINATION/NON-RENEWAL**

27.1 Duties. Upon notice by Grantor to Grantee of the termination of this Agreement or notice that Grantor will not renew, extend or exercise any options to extend the term of this Agreement, or that Grantor will not be contracting with Grantee beyond the term of this Agreement, Grantee shall, upon demand:

(a) Cooperate with Grantor in assuring the transition of recipients of services hereunder for whom Grantee will no longer be providing the same or similar services or who choose to receive services through another Grantee.

(b) To the extent permitted by law, provide copies of all records related to recipient services funded by Grantor under this Agreement.

(c) Grant reasonable access to Grantor to any and all Program sites serving recipients hereunder to facilitate interviews of recipients to assure a choice process by which recipients may indicate provider preference.

(d) Provide detailed accounting of all service recipients' funds held in trust by Grantee, as well as the identity of any recipients for whom Grantee is acting as a representative payee of last resort.

27.2 Survival. The promises and covenants of this Article shall survive the Term of this Agreement for the purposes of the necessary transition of recipients of services hereunder.

**ARTICLE XXVIII  
LINGUISTIC AND CULTURAL COMPETENCY GUIDELINES AND ASSURANCE**

28.1 Applicability. This Article does not apply to governmental bodies or institutions of higher education.

28.2 Plan Creation. For Grantees that do not have a Linguistic and Cultural Competency (LCC) Plan, the Grantee shall create its LCC Plan within one year following execution of this Agreement. The LCC Plan, including creation guidelines, is described on the Internet at <http://www.dhs.state.il.us/page.aspx?item=66602>.

28.3 Plan Implementation. For Grantees that have an LCC Plan, the Grantee certifies that it is updated annually to identify all goals met and to describe any efforts made toward meeting additional goals still in progress.

28.4 Plan Submission. Upon request, Grantee shall submit to the Grantor its LCC Plan, including any updates.

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**PART THREE –PROJECT-SPECIFIC TERMS**

In addition to the uniform requirements in **PART ONE** and Grantor-Specific Terms in **PART TWO**, Grantor has the following additional requirements for this Project:

**ARTICLE XXIX  
ADDITIONAL REQUIREMENTS**

29.1 Program Manual. The related Program Manual, if applicable, can be found via the following DHS website: <http://www.dhs.state.il.us/page.aspx?item=29741> and is hereby incorporated into this Agreement.

29.2 Program Attachment. The related Program Attachment, if applicable, is H . It can be found via the following DHS website: <http://www.dhs.state.il.us/page.aspx?item=29741> and is hereby incorporated into this Agreement.

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**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

Agreement Numbers. **FCSEH10641**

**State Agency** Illinois Department of Human Services

**FY.** 2026

**Grantee** DUPAGE COUNTY DEPARTMENT OF

**Notice of Funding Opportunity (NOFO) Number.** N/A

**Data Universal Number System (DUNS) Number** 135836026

**FEIN** \_\_\_\_\_

**Catalog of State Financial Assistance (CSFA) Number** 444-80-3520

**CSFA Short Description.** CAPACITY EXPANSION

**Catalog of Federal Domestic Assistance (CFDA) Number** see linked Agreement Exhibit-A

**CFDA Short Description.** see linked Agreement Exhibit-A

**Section A: State of Illinois Funds**

<b>REVENUES</b>	<b>Total</b>
State of Illinois Requested:	\$90,920.00
<b>Budget Expenditure Categories</b>	
1. Personnel (200.430)	\$32,718.13
2. Fringe Benefits (200.431)	\$13,560.38
3. Travel (200.475)	N/A
4. Equipment (200.439 and 200.436(a))	N/A
5. Supplies (200.1 and 200.453)	N/A
6. Contractual Services/Subawards (200.318 and 200.1)	\$25,904.00
7. Consultant (200.459)	N/A
8. Construction	N/A
9. Occupancy - Rent and Utilities (200.465 and 200.436(a))	N/A
10. Research and Development (R & D) (200.1)	N/A
11. Telecommunications	N/A
12. Training and Education (200.473)	N/A
13. Direct Administrative Costs (200.413)	\$6,738.44
14. Other or Miscellaneous Costs	N/A
15. Grant Exclusive Line Item(s)	\$12,000.00
16. Total Direct Costs (add lines 1-15) (200.413)	\$90,920.95
17. Indirect Cost (200.414)	N/A
Rate %: N/A	
Base: N/A	
18. Total Costs State Grant Funds Lines 16 and 17 <b>MUST EQUAL REVENUE TOTALS ABOVE</b>	\$90,920.00

**Note: Total may be adjusted for rounding.**



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

Agreement Numbers. **FCSEH10641**

**State Agency** Illinois Department of Human Services

**FY.** 2026

**Grantee** DUPAGE COUNTY DEPARTMENT OF

**Notice of Funding Opportunity (NOFO) Number.** N/A

**Data Universal Number System (DUNS) Number** 135836026

**FEIN** \_\_\_\_\_

**Catalog of State Financial Assistance (CSFA) Number** 444-80-3520

**CSFA Short Description.** CAPACITY EXPANSION

**Catalog of Federal Domestic Assistance (CFDA) Number** see linked Agreement Exhibit-A

**CFDA Short Description.** see linked Agreement Exhibit-A

**Section B: Non-State of Illinois Funds**

REVENUES	Total
Grantee Match Requirement %: N/A	
b) Cash	N/A
c) Non-Cash	N/A
d) other Funding and Contributions	N/A
Total Non-State Funds (lined b through d)	N/A
<b>Budget Expenditure Categories</b>	
1. Personnel (200.430)	N/A
2. Fringe Benefits (200.431)	N/A
3. Travel (200.475)	N/A
4. Equipment (200.439 and 200.436(a))	N/A
5. Supplies (200.1 and 200.453)	N/A
6. Contractual Services/Subawards (200.318 and 200.1)	N/A
7. Consultant (200.459)	N/A
8. Construction	N/A
9. Occupancy - Rent and Utilities (200.465 and 200.436(a))	N/A
10. Research and Development (R & D) (200.1)	N/A
11. Telecommunications	N/A
12. Training and Education (200.473)	N/A
13. Direct Administrative Costs (200.413)	N/A
14. Other or Miscellaneous Costs	N/A
15. Grant Exclusive Line Item(s)	N/A
16. Total Direct Costs (add lines 1-15) (200.413)	N/A
17. Indirect Cost (200.414)	N/A
Rate %: N/A	
Base: N/A	
18. Total Costs Non-State Grant Funds Lines 16 and 17 <b>MUST EQUAL REVENUE TOTALS ABOVE</b>	N/A

**Note: Total may be adjusted for rounding.**

**Contract Published Date Time: 2026.03.31.08.08.45 727**



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

Agreement Numbers. **FCSEH10641**

**State Agency** Illinois Department of Human Services

**FY.** 2026

**Grantee** DUPAGE COUNTY DEPARTMENT OF

**Notice of Funding Opportunity (NOFO) Number.** N/A

**Data Universal Number System (DUNS) Number** 135836026

**FEIN** \_\_\_\_\_

**Catalog of State Financial Assistance (CSFA) Number** 444-80-3520

**CSFA Short Description.** CAPACITY EXPANSION

**Catalog of Federal Domestic Assistance (CFDA) Number** see linked Agreement Exhibit-A

**CFDA Short Description.** see linked Agreement Exhibit-A

**Budget Narrative Summary**

When you have completed the budget Category pages, the totals for each category should appear in the corresponding rows below. Additionally, the amount of State requested funds and non-State funds that will support the project are also listed. Verify the amounts and the Total Project Costs.

<b>Budget Category</b>	<b>State</b>	<b>Non-State</b>	<b>Total</b>
1. Personnel	\$32,718.13	N/A	\$32,718.13
2. Fringe Benefits	\$13,560.38	N/A	\$13,560.38
3. Travel	N/A	N/A	N/A
4. Equipment	N/A	N/A	N/A
5. Supplies	N/A	N/A	N/A
6. Contractual Services	\$25,904.00	N/A	\$25,904.00
7. Consultant (Professional Services)	N/A	N/A	N/A
8. Construction	N/A	N/A	N/A
9. Occupancy (Rent and Utilities)	N/A	N/A	N/A
10. Research and Development (R & D)	N/A	N/A	N/A
11. Telecommunications	N/A	N/A	N/A
12. Training and Education	N/A	N/A	N/A
13. Direct Administrative Costs	\$6,738.44	N/A	\$6,738.44
14. Other or Miscellaneous Costs	N/A	N/A	N/A
15. GRANT EXCLUSIVE LINE ITEM(S)	\$12,000.00	N/A	\$12,000.00
16. Total Direct Costs (add lines 1-15) (200.413)	\$90,920.95	N/A	\$90,920.95
17. Indirect Cost	N/A	N/A	N/A
State Request	\$90,920.00		
Non-State Amount		N/A	
<b>TOTAL PROJECT COSTS</b>			\$90,920.00

**Note: Total may be adjusted for rounding.**



## Finance Resolution

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

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**File #:** FI-R-0065-26

**Agenda Date:** 4/7/2026

**Agenda #:** 10.G.

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ACCEPTANCE AND APPROPRIATION OF THE  
ILLINOIS DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES  
ACCESS AND VISITATION GRANT PY27  
INTERGOVERNMENTAL AGREEMENT NO. 2027-55-024-IGA-B  
COMPANY 5000 - ACCOUNTING UNIT 1670  
\$102,000

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage has been notified by the Illinois Department of Healthcare and Family Services that grant funds in the amount of \$102,000 (ONE HUNDRED TWO THOUSAND AND NO/100 DOLLARS) are available to be used to provide mediation services to never-married parents when ordered by the Circuit Court of DuPage County; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into Intergovernmental Agreement No. 2027-55-024-IGA-B with the Illinois Department of Healthcare and Family Services, a copy of which is attached to and incorporated as a part of this resolution by reference (Attachment II); and

WHEREAS, the period of the Intergovernmental Agreement is from July 1, 2026 through June 30, 2027; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that Intergovernmental Agreement No. 2027-55-024-IGA-B (ATTACHMENT II) between DuPage County and Illinois Department of Healthcare and Family Services is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$102,000 (ONE HUNDRED TWO THOUSAND AND NO/100 DOLLARS) be made to establish the Illinois Department of Healthcare and Family Services Access and Visitation Grant PY27, Company 5000 - Accounting Unit 1670, for the period July 1, 2026 through June 30, 2027; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County's Authorized Representative; and

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

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

Enacted and approved this 14<sup>th</sup> day of April, 2026 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION TO ESTABLISH  
ILLINOIS DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES  
ACCESS AND VISITATION GRANT PY27  
INTER-GOVERNMENTAL AGREEMENT NO. 2027-55-024-IGA B  
COMPANY 5000 – ACCOUNTING UNIT 1670  
\$102,000

REVENUE

41000-0002 - Federal Operating Grant - HHS	\$	91,800
41400-0003 - State Operating Grant - IDHFS		<u>10,200</u>

TOTAL ANTICIPATED REVENUE \$ 102,000

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries	\$	85,248
51010-0000 - Employer Share I.M.R.F.		8,218
51030-0000 - Employer Share Social Security		6,474
51040-0000 - Employee Med & Hosp Insurance		<u>2,060</u>

TOTAL PERSONNEL \$ 102,000

TOTAL ADDITIONAL APPROPRIATION \$ 102,000

**State of Illinois**  
**Intergovernmental Agreement**  
between  
**Illinois Department of Healthcare and Family Services**  
and  
**Community Services of DuPage County**

Agreement No. 2027-55-024-IGA-B

Pursuant to the authority granted by Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, the **Illinois Department of Healthcare and Family Services** (hereinafter referred to as Department), and the **Community Services of DuPage County** (hereinafter referred to as Contractor), in consideration of the mutual covenants contained herein, agree as follows:

**WHEREAS** the Department administers the Child Support Enforcement program under Title X of the Illinois Public Aid Code (305 ILCS 5/10-1 *et seq.*) and Title IV-D of the Social Security Act (42 U.S.C. 651, *et seq.*) (“Child Support Enforcement”); and

**WHEREAS** the Department seeks services to provide an Access and Visitation Program;

**WHEREAS** the Contractor desires to provide these services under the terms and conditions of this Agreement;

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

## **ARTICLE 1 — DEFINITIONS**

As used in this Agreement, the following terms have the following meanings:

- 1.1 “Child Support Enforcement Program” means the program administered by the Department under Article X of the Illinois Public Aid Code 305 ILCS 5/10-1 *et seq.*
- 1.2 The term “IV-D” refers to the Child Support Enforcement Program set forth in 89 Illinois Administrative Code 160.10 established in compliance with Title IV-D of the Social Security Act (42 U.S.C. 651, *et seq.*).
- 1.3 The term “IV-D matter” is defined as all administrative and judicial proceedings involving the establishment of parentage and the establishment, modification, enforcement and collection of all IV-D Child Support obligations on behalf of IV-D clients.
- 1.4 The term “non-IV-D” is defined as that which pertains to any support matter other than IV-D as defined in **Sections 1.2 and 1.3**.
- 1.5 The term “ALN” is defined as Assistance Listing Number. The Department’s Division of Child Support Enforcement’s ALN Number is 93.597.

## **ARTICLE 2 — TERM AND SCOPE**

- 2.1 **Term.** The term of this Agreement shall be from July 1, 2026 through June 30, 2027, unless the Agreement is otherwise terminated as set forth herein.
- 2.2 **Renewal.** This Agreement is not subject to renewal.

**2.3 Entirety of Agreement.** The terms and conditions of this Agreement along with applicable Department Administrative Rules and any documents expressly incorporated herein shall constitute the entire present agreement between the parties. This Agreement constitutes a total integration of all rights, benefits and obligations of the parties, and there exist no other agreements or understandings, oral or otherwise, that bind any of the parties regarding the subject matter of this Agreement. This Agreement supersedes and revokes any prior Agreement between the parties as to the subject matter of this Agreement.

## **ARTICLE 3— TERMINATION OF AGREEMENT**

- 3.1 Availability of Appropriation; Sufficiency of Funds.** Funding for the implementation of this Agreement consists of both Federal and State funds obtained by and payable through the Department. This Agreement is contingent upon and subject to the availability of sufficient funds. The Department may terminate or suspend this Agreement, in whole or in part, without advance notice and without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Department by the State or the Federal funding source, (ii) the Governor or the Department reserves funds, or (iii) the Governor or the Department determines that funds will not or may not be available for payment. The Department shall provide notice, in writing, to Contractor of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.
- 3.2 Termination Without Cause.** Notwithstanding any contrary provision in this Agreement, this Agreement may be terminated at the option of the Department upon thirty (30) days' written notice to Contractor. If the Department elects to terminate, Contractor shall be entitled to payment for satisfactory services rendered under the Agreement up to the time of termination.
- 3.3 Termination For Cause.** In the event of Contractor's or the Department's failure to comply with a term of this Agreement, either party may provide written notice to the other of the breach. If such breach is not cured to the satisfaction of the non-breaching party within sixty (60) days after such written notice, or within such time as reasonably determined by either party and specified in the notice, the non-breaching party may proceed to termination by serving a written notice of termination upon the breaching party, which shall immediately terminate this Agreement.
- 3.4 Notice of Change in Circumstances.** In the event Contractor becomes a party to any litigation, investigation or transaction that may reasonably be considered to have a material impact on Contractor's ability to perform under this Agreement, Contractor will immediately notify the Department in writing.
- 3.5 Nonwaiver.** Failure of either party to insist on performance of any term or condition of this Agreement or to exercise any right or privilege hereunder shall not be construed as a continuing or future waiver of such term, condition, right or privilege.
- 3.6 Inability to Perform.** Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, labor or material shortages, labor disputes, fire, flood, explosion, legislation, and governmental regulation.
- 3.7 Other Termination Rights.** This Agreement may be terminated upon written notice by either party in the event of the following. The County, the Department and the Office of the Illinois Attorney General will all cooperate with each other to create and implement a plan for transition of child support enforcement services, which plan will address the cost for transition.
- 3.7.1** Failure of either party to maintain the representations, warranties and certifications set forth in this Agreement.
- 3.7.2** Any case or proceeding is commenced by or against Contractor seeking a decree or order with respect to the other party under the United States Bankruptcy Code or any other applicable bankruptcy or other similar law, including, without limitation, laws governing

liquidation and receivership, and such proceeding is not dismissed within ninety (90) days after its commencement.

- 3.7.3 Material misrepresentation or falsification of any information provided by either party in the course of dealings between the parties.
- 3.7.4 Failure of the parties to negotiate an amendment necessary for statutory or regulatory compliance as provided in this Agreement.

## ARTICLE 4— AGREEMENT MANAGEMENT AND NOTICES

- 4.1 **Agreement Management.** The Department shall designate an Agreement Manager who will facilitate communication between Contractor and various administrative units within the Department. All communications from Contractor to the Department pertaining to this Agreement are to be directed to the Agreement Manager at the address and telephone number set forth herein. Nothing in this section shall be construed to prevent the Department’s counsel from contacting Contractor or Contractor’s counsel.
- 4.2 **Notices.** All written notices, requests and communications, unless specifically required to be given by a specific method, may be: (i) delivered in person, obtaining a signature indicating successful delivery; (ii) sent by a recognized overnight delivery service, obtaining a signature indicating successful delivery; (iii) sent by certified mail, obtaining a signature indicating successful delivery; or (iv) transmitted by telefacsimile, producing a document indicating the date and time of successful transmission, to the address or telefacsimile number set forth below. All telephonic communications between the parties shall be made to the telephone number(s) set forth below. Either party may at any time give notice in writing to the other party of a change of name, address, or telephone or telefacsimile number.

Contractor: Victoria Kappas  
DuPage County Family Center  
422 N. County Farm Road  
Wheaton, IL 60187

Telephone: 630-407-2454  
Email: [Victoria.Kappas@dupagecounty.gov](mailto:Victoria.Kappas@dupagecounty.gov)

Department: Irene Curran  
Division of Child Support Services  
115 S LaSalle, 18<sup>th</sup> floor  
Chicago, Illinois 60603

Telephone: 312.814.4250  
Email : [Irene.curran@illinois.gov](mailto:Irene.curran@illinois.gov)

## ARTICLE 5— RIGHTS AND RESPONSIBILITIES

### 5.1 Contractor’s Performance of Services and Duties.

- 5.1.1 Contractor shall perform all services and other duties as set forth in this Agreement in accordance with, and subject to, applicable Administrative Rules and Departmental policies including rules and regulations which may be issued or promulgated from time to time during the term of this Agreement. Contractor shall be provided copies of such upon Contractor’s written request.

**5.1.2** Contractor shall ensure that its employees who provide services under this Agreement are skilled in the profession for which they will be employed. In the event that the Department determines that any individual performing services for Contractor hereunder is not providing such skilled services, the Department shall promptly so notify Contractor and Contractor shall replace that individual.

**5.2 Consultation and Performance Reviews.**

**5.2.1** Contractor shall consult with and keep the Department fully informed as to the progress of all matters covered by this Agreement.

**5.2.2** The Department may conduct a post-performance review of Contractor's performance under the Agreement. Contractor shall cooperate with the Department in this review, which may require Contractor to provide records of Contractor's performance, including expense information.

**5.3 Contractor's Duties.** The Contractor shall

**5.3.1** Provide access and visitation services to non-married parents who were ordered by the 18<sup>th</sup> Judicial Circuit Court for mediation services for the resolution of visitation and custody-related disputes including but not limited to the following listed services:

**5.3.1.1** Mediation -The process whereby parents, with the help of a skilled and neutral mediator, can negotiate their differences. Mediation can help parents articulate their positions in a way that helps them reach their own resolution of their differences.

**5.3.1.2** Assessment -A means of examining a parents' needs in areas such as health, education, employment and parenting skills. This may include referral.

**5.3.1.3** Parenting education -This education can help give parents a basic framework for understanding the process and facing the challenges posed as their case moves through the legal system. Parenting education also can help parents understand and prepare for the effects their decisions will have on their lives and the lives of their children.

a. Parenting Plans -Plans means a written description of the parental decision-making, parenting time, and residential arrangements that parents who do not live together agree upon for their children, which may include an assessment and referral.

b. Supervised visitation and neutral drop off sites. A safe environment where an impartial third party controls the visitation activity.

c. Evaluation Services. (In-house or consultant). Evaluation services means a comprehensive psychological evaluation requested by the court.

**5.3.2** Provide the Department with a Monthly Report no later than the fifteenth (15) day of the following month of the activity being reported.

**5.3.2.1** Monthly Reports shall include the following information for referred clients:

a. child support payment history of participants;

b. number of families participating, the number of children, the type of services provided, and the time period of the participants' involvement;

c. demographic information on participating families including wage, educational level and occupation of both parents, and age and sex of each child;

d. number of families who require further enforcement or drop out of the program and at what point of service either of these events occur;

e. number of families moving from supervised to unsupervised visitation; and

f. number of families completing specified services.

- 5.3.2.2 Monthly Reports shall be mailed to:
  - Irene Curran, Contract Manager
  - Division of Child Support Services
  - 115 S LaSalle 18<sup>th</sup> floor
  - Chicago, Illinois 60603
- 5.3.2.3 Failure to provide Monthly Reports as indicated will result in the withholding of payment (**Section 6.3.3**).
- 5.3.3 Submit an acceptable Final Report to the Department, which shall be due within thirty (30) days after the conclusion of the Agreement term, per **Article 2**.
  - 5.3.3.1 Final Report shall include the following information:
    - a. A program narrative and overview of the access and visitation program implementation for the term of the Agreement, including information reported in **Section 5.3**, above; and
    - b. A statement of services rendered during the term of the Agreement.
  - 5.3.3.2 Final Report shall be mailed to:
    - Irene Curran, Contract Manager
    - Division of Child Support Services
    - 115 S LaSalle 18<sup>th</sup> floor
    - Chicago, Illinois 60603
  - 5.3.3.3 Failure to provide a Final Report as indicated will result in the withholding of payment (**Section 6.3.3**).
- 5.3.4. **Federal Tax Information.** In performance of this Agreement, the Contractor will not have access to any Federal Tax Information, as defined in IRS Publication 1075.
- 5.4 **Department's Duties.** The Department shall pay the Contractor pursuant to **Article 6** of this Agreement for its performance of all duties and obligations hereunder. Unless specifically provided herein, no payment shall be made by the Department for extra charges, supplies or expenses.
- 5.5 **Joint Obligations.** Identifying information contained in the databases of both parties which are subject to the confidentiality provisions of federal and state statutes, rules and regulations. When confidential information is exchanged, the following rules shall apply: 1) the confidential nature of the information must be preserved; b) the information furnished must be used only for the purposes for which it was made available; c) assurance must be given that the proper steps shall be taken to safe guard the information; d) access to such information shall be limited to personnel who require the information to perform their duties or for whom access is permitted by statute; e) agree that the data access shall be limited to the minimum extent necessary to accomplish a proper government purpose; and (f) the data shall be transmitted between the Parties in a secure and encrypted format.
  - 5.5.1 The parties agree that the duties undertaken in this Agreement shall be performed in accordance with all applicable Federal and State laws, rules, regulations, policy and procedures including, but not limited to the following:
    - 5.5.1.1 Title IV-D of the Social Security Act, 42 USC section 651 et seq.
    - 5.5.1.2 Federal regulations promulgated under Title IV-D of the Social Security Act and appearing at Title 45 Code of Federal Regulations.
    - 5.5.1.3 Department rules pertaining to the establishment of parentage and the establishment, modification and enforcement of child support and medical support obligations in IV-D cases, appearing in Title 89 Illinois Administrative Code.
    - 5.5.1.4 The Department's Child Support Enforcement Manual.
    - 5.5.1.5 Title IV-D Action Transmittals issued by the Federal Office of Child Support Enforcement.
    - 5.5.1.6 Department letters and memoranda prescribing or interpreting IV-D policy and procedures.

## ARTICLE 6 — BILLING AND PAYMENT

- 6.1 Amount of Payment.** The maximum amount of the Department’s obligation under this Agreement is **\$102,000**. Contractor’s budget (**Appendix A**) as approved by the Department is set forth in the Appendix and made a part hereof.
- 6.2 Billing.** Contractor shall submit reports to the Department of actual expenditures no later than the 15th day of the month following the month of service. Reports shall detail services performed by date and individual performing the services. Reports shall meet the following requirements:
- 6.2.1** All record keeping shall be in accordance with sound accounting standards.
- 6.2.2** The Contractor shall sign and submit to the Department reports of actual expenditures fifteen (15) calendar days following the month of such expenditures. The monthly reports shall include a signed statement certifying that 100% of the employee expenditures submitted were dedicated to the Access and Visitation Program, pursuant to 2 CFR part 225/A-87. The Department will authorize payment to the Contractor within thirty (30) calendar days after receipt of complete, accurate and valid expenditure reports with appropriate documentation. Reports shall be mailed to:
- Illinois Department of Healthcare and Family Services  
Division of Finance  
Expenditure Processing and Reconciliation Unit  
201 S. Grand Ave. E. 2<sup>nd</sup> floor  
Springfield, Illinois 62763  
[HFS.DOF.BBCM.EPRU@illinois.gov](mailto:HFS.DOF.BBCM.EPRU@illinois.gov)
- 6.2.3** The Contractor agrees to maintain and submit to the Department records, including but not limited to, payroll records, purchase orders, leases, billings, adequate to identify total time expended each month by Contractor staff filling positions indicated in **Appendix A** and the purpose for which any non-personnel funds were expended under this Agreement. For purposes of amounts reimbursable under **Article 6**, only those expenses or portions thereof stated in **Appendix A** are reimbursable. For non-personnel items, the Contractor agrees to provide proofs of payments, in the form of canceled checks, contractor invoices (stating paid in full) or any other proof that payment has been made. The Contractor agrees to provide time sheets for any temporary employees or contractual employees hired by the Contractor to fulfill the duties of this Agreement.
- 6.3. Reimbursement.** The Department shall reimburse Contractor for Contractor’s performance of all duties and obligations hereunder. Unless specifically provided herein, no payment shall be made by the Department for extra charges, supplies or expenses. Reimbursement is subject to the following:
- 6.3.1** The Department shall not be liable to pay Contractor for any supplies provided or services performed, or expenses incurred prior to the term of this Agreement.
- 6.3.2** Reimbursement will be made in the amount expended to date of expenditure report.
- 6.3.3** All reports required under this Agreement must be received by the Department within the time period set forth in this Agreement.
- 6.3.4** The parties will make final determination of the necessary expenditures the Contractor has incurred as a result of this Agreement. Such expenditures, mutually agreed upon and subject to Federal Financial Participation (FFP), shall be determined as of the close of business on the date of termination of this Agreement from expenditure reports submitted by the Contractor. The Department will reimburse the Contractor for any underpayment of such finally determined expenditures and the Contractor shall reimburse the Department for any overpayment.
- 6.3.5** Reimbursements made by the Department pursuant to this Article shall constitute full payment owed to Contractor by the Department under Federal or State law for the duties

performed by Contractor under this Agreement. Contractor shall not seek any additional payment from the Department for the performance of these duties.

- 6.3.6** Contractor shall be solely responsible and liable for all expenditure disallowance resulting from Contractor's actions as set forth in any audit by the federal Office of Child Support Enforcement or by the Department. Contractor shall reimburse the Department for the amount of any such disallowance; provided however, the Department will be required to give Contractor timely notice of any such disallowances and an opportunity to rebut any question of Contractor's liability. Contractor, however, will not be held liable for any disallowance concerning expenditures Contractor undertook at the written request of, or with the written approval of, the Department.
- 6.3.7** All Title IV-D funds held by Contractor (not including reimbursements for expenditures made pursuant to this Agreement previously made by Contractor) shall be deposited in an interest-bearing bank account and any interest earned on this Title IV-D money shall be identified and deducted from actual expenditures reported to the Department each month.
- 6.3.8** If the Department determines that this Agreement is a grant, then the terms of the Grant Funds Recovery Act (30 ILCS 705/1 et seq.) shall apply.
- 6.3.9** Prior written approval from the Department's Agreement Manager must be secured by the Contractor in order to receive reimbursement for the following:
  - 6.3.9.1** The cost of new or additional leases or rental agreements for either real or personal property;
  - 6.3.9.2** The cost of any furniture and equipment of at least \$100.00 in unit cost or, regardless of price, any camera or calculator requires written approval from the Department, prior to purchase, which approval shall not be unreasonably withheld. The Department shall provide a written response within ten (10) business days for Electronic Data Processing (EDP) equipment and three (3) business days for all other equipment after receiving said request. Any equipment purchased during the terms of this Agreement, if approved by the Department, having a unit acquisition cost of \$25,000 or less may be claimed in the period acquired. Equipment purchased and approved by the Department under the terms of this Agreement having a unit acquisition cost of more than \$25,000 shall be depreciated in equal amounts over a five-year period, at the discretion of the Department.
- 6.3.10** The Contractor shall be responsible for obtaining hardware, software and office equipment, maintenance agreements, excluding software purchased by the Department, and for purchasing supplies, i.e., paper, toner, ink cartridges, cleaning kits, etc.) for all equipment under this or any Agreement between the parties.
- 6.4 Retention of Payments.** In addition to pursuit of actual damages, or termination of this Agreement, if any failure of Contractor to meet any requirement of this Agreement result in the withholding of Federal funds from the State, the Department will withhold and retain an equivalent amount from payment(s) to Contractor until such Federal funds are released to the State, at which time the Department will release to Contractor the equivalent withheld funds.
- 6.5. Computational Error.** The Department reserves the right to correct any mathematical or computational error in payment subtotals or total contractual obligation. The Department will notify Contractor of any such corrections.

- 6.6. Travel.** Payment for approved travel expenses will be made by the Department in accordance with the Department's Employee Travel regulations. Requests for travel expenses must be approved prior to the travel dates to be eligible for reimbursement.
- 6.7. State Fiscal Year.**
- 6.7.1** Notwithstanding any other provision of this Agreement, all invoices for supplies ordered or services performed, and expenses incurred by Contractor prior to July 1 of each year must be presented to the Department no later than August 5 of each year in order to ensure payment under this Agreement. Failure by Contractor to present such invoices prior to August 5 may require Contractor to seek payment of such invoices through the Illinois Court of Claims and the Illinois General Assembly.
- 6.7.2** All payments shall be made to conform to State fiscal year requirements regardless of what might or might not be stated elsewhere in this Agreement or any order placed pursuant to the Agreement. Contracts that extend beyond the end of the State's fiscal year (July 1 - June 30), or the payments thereon, may have to be prorated to ensure funds of the appropriate fiscal year are utilized for payment.
- 6.7.3** It is recognized by the parties that payments at the beginning of the State's fiscal year (July and August payments) are often delayed because of the appropriation process. Such delayed payments shall not be considered late for any purpose, nor shall they constitute a breach.

## **ARTICLE 7 — GENERAL TERMS**

- 7.1 Amendments.** This Agreement may be amended or modified by the mutual consent of the parties at any time during its term. Amendments to this Agreement must be in writing and signed by the parties. No change, in addition to, or waiver of any term or condition of this Agreement shall be binding on the Department unless approved in writing by an authorized representative of the Department.
- 7.2 Amendments Necessary for Statutory or Regulatory Compliance.** Contractor shall, upon request by the Department and receipt of a proposed amendment to this Agreement, negotiate in good faith with the Department to amend the Agreement if and when required, in the opinion of the Department, to comply with Federal or State laws or regulations. If the parties are unable to agree upon an amendment within sixty (60) days, or such shorter time required by Federal or State law or regulation, the Department may terminate this Agreement.
- 7.3 Assignment and Subcontracting.** After notice to Contractor, the Department may transfer this Agreement or payment responsibility to another State agency or assign this Agreement to a third party for financing purposes. Assignment, subcontracting, or transfer of all or part of the interests of Contractor in the work covered by this Agreement is prohibited without prior written consent of the Department. In the event the Department gives consent to Contractor to assign, subcontract or transfer all or part of the interests of Contractor in the work covered by this Agreement, the following provisions shall apply:
- 7.3.1** The terms and conditions of this Agreement shall apply to and bind the party or parties to whom such work is subcontracted, assigned, or transferred as fully and completely as Contractor is hereby bound and obligated.
- 7.3.2** Any proposed assignee, subcontractor or transferee must meet the same requirements applicable to Contractor, including, but not limited to, certifications and disclosures.
- 7.3.3** Contractor shall list the names and addresses of all subcontractors in an addendum to this Agreement, together with the anticipated amount of money that each subcontractor is expected to receive pursuant to this Agreement.
- 7.4 Audits and Records.**
- 7.4.1 Right of Audit.** This Agreement, and all books, records, and supporting documents related thereto, shall be available for review or audit by the Department, the Office of Inspector General for the Department, the United States Department of Health and Human Services,

the Illinois Auditor General and other State and Federal agencies with monitoring authority related to the subject matter of this Agreement (“Authorized Persons”), and Contractor agrees to cooperate fully with any such review or audit. Upon reasonable notice by any Authorized Person, Contractor shall provide, in Illinois, or any other location designated by the Authorized Person, during normal business hours, full and complete access to the relevant portions of Contractor’s books and billing records as they relate to payments under this Agreement. If the audit findings indicate overpayment(s) to Contractor, the Department shall adjust future or final payments otherwise due Contractor. If no payments are due and owing Contractor, or if the overpayments(s) exceed the amount otherwise due Contractor, Contractor shall immediately refund all amounts which may be due to the Department.

**7.4.2 Audits.** Grantee shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor’s Office of Management and Budget. See 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

**7.4.3 Audit Requirements.**

**7.4.3.1** This Paragraph applies to Grantees that are not “for-profit” entities.

**7.4.3.2 Single and Program-Specific Audits.** If, during its fiscal year, Grantee expends \$1,000,000 or more in Federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse, as required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters, AU-C 265 communications and the Consolidated Year-End Financial Report(s) must be submitted to the Grantee Portal. The due date of all required submissions set forth in this paragraph is the earlier of (i) 30 calendar days after receipt of the auditor’s report(s) or (ii) nine (9) months after the end of the Grantee’s audit period.

**7.4.3.3 Financial Statement Audit.** If, during its fiscal year, Grantee expends less than \$1,000,000 in Federal Awards, Grantee is subject to the following audit requirements:

- a.** If, during its fiscal year, Grantee expends \$750,000 or more in Federal and State Awards, singularly or in any combination, from all sources, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to additional requirements based on the Grantee’s risk profile.
- b.** If, during its fiscal year, Grantee expends less than \$750,000 in Federal and State Awards, singularly or in any combination, from all sources, but expends \$500,000 or more in Federal and State Awards, singularly or in any combination, from all sources, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards (GAAS).
- c.** If Grantee is a Local Education Agency (as defined in 34 CFR 77.1), Grantee shall have a financial statement audit conducted in accordance with GAGAS, as required by 23 Ill. Admin. Code 100.110, regardless of the dollar amount of expenditures of Federal and State Awards.
- d.** If Grantee does not meet the requirements in subsections 7.4.3(b) and 7.4.3(c)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.

- e. Grantee must submit its financial statement audit report packet, as set forth in 44 Ill. Admin. Code 7000.90(h)(2) and the current GATA audit manual, to the Grantee Portal within the earlier of (i) 30 calendar days after receipt of the auditor’s report(s) or (ii) 6 months after the end of the Grantee’s audit period.

**7.4.4 Performance of Audits.** For those organizations required to submit an independent audit report, the audit is to be conducted by the Illinois Auditor General, or a Certified Public Accountant or Certified Public Accounting Firm licensed in the state of Illinois or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to Generally Accepted Government Auditing standards or Generally Accepted Auditing standards, Grantee shall request and maintain on file a copy of the auditor’s most recent peer review report and acceptance letter. Grantee shall follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

**7.4.5 Delinquent Reports.** Notwithstanding anything herein to the contrary, when such reports or statements required under this section are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they will be provided to Grantor within thirty (30) days of becoming available. Otherwise, Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

**7.4.6 Retention of Records.** Contractor shall maintain all business, professional, and other records in accordance with State law 45 CFR Part 74, 45 CFR Part 160 and 45 CFR Part 164 subparts A and E, the specific terms and conditions of this Agreement, and pursuant to generally accepted accounting practice. Contractor shall maintain such books and records for a period of six (6) years from the later of the date of final payment under the Agreement or completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement. If an audit, litigation, or other action involving the records is begun before the end of the six-year period, the records must be retained until all issues arising out of the action are resolved. Failure to maintain the books, records, and supporting documents required by this Article shall establish a presumption in favor of the Department for the recovery of any funds paid by the Department under the Agreement for which adequate books, records, and other documents are not available to support the purported disbursement.

**7.5 Background Checks.** The Department reserves the right to conduct background checks of Contractor’s officers, employees or agents who would directly supervise the Agreement or physically perform the Agreement requirements at Department facilities to determine their suitability for performing this Agreement. If the Department finds such officer, employee or agent to be unsuitable, the Department reserves the right to require Contractor to provide a suitable replacement immediately.

**7.6 Choice of Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any claim against the Department arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1) or, if jurisdiction is not accepted by that court, with the appropriate State or Federal court located in Sangamon County, Illinois. The State shall not enter into binding arbitration to resolve any Agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this Agreement.

**7.7 Confidentiality.**

**7.7.1 Proprietary Information.** Performance of the Agreement may require Contractor to have access to and use of documents and data which may be confidential or considered proprietary to the State or to a State County, or which may otherwise be of such a nature that its dissemination or use, other than in performance of the Agreement, would be adverse to the

interest of the State or others. Any documents or data obtained by Contractor from the Department in connection with carrying out the services under this Agreement shall be kept confidential and not provided to any third party unless disclosure is approved in writing by the Department. Each party shall protect the confidentiality of information provided by the other party, or to which the receiving party obtains access by virtue of its performance under this Agreement, that either has been reasonably identified as confidential by the disclosing party or by its nature warrants confidential treatment. The receiving party shall use such information only for the purpose of this Agreement and shall not disclose it to anyone except those of its employees who need to know the information. These nondisclosure obligations shall not apply to information that is or becomes public through no breach of this Agreement that is received from a third party free to disclose it that is independently developed by the receiving party, or that is required by law to be disclosed. Confidential information shall be returned to the disclosing party upon request.

**7.7.2 Confidentiality of Program Recipient Identification.** Personally identifiable information maintained by both Parties is subject to the confidentiality provisions of Federal and State statutes, rules and regulations, including, but not limited to, Title XIX of the *Social Security Act (42 USC 1396 et seq.)*. When personally identifiable information is exchanged or shared by Contractor and HFS, the following rules shall apply: (i) the confidential nature of the information must be preserved; (ii) the information furnished must be used only for the purposes for which it was made available; (iii) assurance must be given that the proper steps shall be taken to safeguard the information; and (iv) access to such information shall be limited to personnel who require the information to perform their duties or for whom access is permitted by statute or regulation. The release of personally identifiable information, data or records by either Party and/or their respective staff to any unauthorized person may subject HFS or Contractor and their respective staff to criminal and/or civil penalties as imposed by law.

**7.8 Disputes Between Contractor and Other Parties.** Any dispute between Contractor and any subcontractor or other party, shall be solely between such party or subcontractor and Contractor, and the Department shall be held harmless by Contractor.

**7.9 Fraud and Abuse.** Contractor shall report in writing to the Department's Office of Inspector General (OIG) any suspected fraud, abuse or misconduct associated with any service or function provided for under this Agreement by any parties directly or indirectly affiliated with this Agreement including but not limited to, Contractor's staff, Contractor's subcontractors, Department employees or Department's contractor. Contractor shall make this report within three days of first suspecting fraud, abuse or misconduct. Contractor shall not conduct any investigation of the suspected fraud, abuse or misconduct without the express concurrence of the OIG; the foregoing notwithstanding, the Contractor may conduct and continue investigations necessary to determine whether reporting is required under this paragraph. Contractor must report to OIG as described in the first sentence above. Contractor shall cooperate with all investigations of suspected fraud, abuse or misconduct reported pursuant to this paragraph. The Contractor shall require adherence with these requirements in any contracts it enters into with Subcontractors. Nothing in this paragraph precludes the Contractor or subcontractors from establishing measures to maintain quality of services and control costs that are consistent with their usual business practices, conducting themselves in accordance with their respective legal or contractual obligations or taking internal personnel-related actions.

**7.10 Gifts.** Contractor and Contractor's principals, employees and subcontractors are prohibited from giving gifts to Department employees, and from giving gifts to, or accepting gifts from, any person who has a contemporaneous Agreement with the Department involving duties or obligations related to this Agreement.

**7.11 Indemnification.**

**7.11.1** Contractor assumes all risk of loss and shall indemnify and hold the State, its officers, agents and employees harmless from and against any and all liabilities, demands, claims, suits,

losses, damages, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for any and all injuries to persons (including death), and any or all loss of, damage to, or destruction of property (including property of the State), resulting from the negligent or intentional acts or omissions of Contractor or any employee, agent, or representative of Contractor or Contractor's subcontractors. Contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction of, or damage to State property, and shall upon request and at the State's expense, furnish to the State all reasonable assistance and cooperation, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the State in obtaining recovery.

**7.11.2** Neither party shall be liable for incidental, special or consequential damages.

**7.11.3** Contractor further agrees to assume all risk of loss and to indemnify and hold the Department and its officers, agents, and employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs, attorneys' and witnesses' fees, and expenses incident thereto, for Contractor's failure to pay any subcontractor, either timely or at all, regardless of the reason.

**7.12 Media Relations and Public Information.** Subject to any disclosure obligations of Contractor under applicable law, rule, or regulation, news releases pertaining to this Agreement or the services or project to which it relates shall only be made with prior approval by, and in coordination with, the Department. Contractor shall not disseminate any publication, presentation, technical paper, or other information related to Contractor's duties and obligations under this Agreement unless such dissemination has been previously approved in writing by the Department.

**7.13 Multiple Counterparts.** This Agreement may be executed in one or more counterparts, all of which shall be considered to be one and the same document, binding on all parties hereto, notwithstanding that all parties are not signatories to the same counterpart.

**7.14 Nondiscrimination.** In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the Department does not unlawfully discriminate in employment, Agreements, or any other activity. Contractor and Contractor's principals, employees and subcontractors shall abide by all Federal and State laws, regulations and orders which prohibit discrimination because of race, creed, color, religion, sex, national origin, ancestry, age, or physical or mental disability, including but, not limited to, the Federal Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Federal Rehabilitation Act of 1973, the Illinois Human Rights Act, and Executive Orders 11246 and 11375. Contractor further agrees to take affirmative action to ensure that no unlawful discrimination is committed in any manner, including, but not limited to, in the delivery of services under this Agreement.

**7.15 Non-solicitation of Employees.** Contractor shall give notice to the Department's Ethics Officer, or such other person as the Department may designate, if Contractor solicits or intends to solicit for employment any Department employee during any part of the term of this Agreement and for one (1) year after its termination or expiration. This notice shall be given in writing at the earliest possible time. Contractor shall not employ any person or persons employed by the Department at any time during the term of this Agreement for any work required by the terms of this agreement.

**7.16 Purchase of Equipment.**

**7.16.1** Contractor shall not purchase equipment with funds received under this Agreement without having obtained the Department's prior approval. For purposes of this Article, "equipment" shall include any product, tangible and non-tangible, used solely in Contractor's performance under this Agreement and having a useful life of two years or more and an acquisition cost of at least \$100. Contractor acknowledges that the Department is under no obligation to give consent and that the Department may, if it gives consent, subject that consent to such additional terms and conditions as the Department may require.

- 7.16.2** Contractor shall review, verify, sign and note any discrepancies on inventory lists submitted by the Department's Electronic Data Processing (EDP) and Non-EDP equipment. The Contractor shall submit inventory reports no later than thirty (30) calendar days after the receipt to the Department as per instructions provided with these reports.
- 7.17 Rules of Construction.** Unless the context otherwise requires or unless otherwise specified, the following rules of construction apply to this Agreement:
- 7.17.1** Provisions apply to successive events and transactions;
- 7.17.2** "Or" is not exclusive;
- 7.17.3** References to statutes and rules include subsequent amendments and successors thereto;
- 7.17.4** The various headings of this Agreement are provided for convenience only and shall not affect the meaning or interpretation of this Agreement or any provision hereof;
- 7.17.5** If any payment or delivery hereunder shall be due on any day which is not a business day, such payment or delivery shall be made on the next succeeding business day;
- 7.17.6** "Days" shall mean calendar days; "business day" shall mean a weekday (Monday through Friday), excluding State holidays, between the hours of 8:30 a.m. Central Time and 5:00 p.m. Central Time;
- 7.17.7** Use of the male gender (e.g., "he", "him," "his") shall be construed to include the female gender (e.g., "she", "her"), and vice versa; and
- 7.17.8** Words in the plural which should be singular by context shall be so read, and vice versa.
- 7.17.9** References to "Department," "Illinois Department of Healthcare and Family Services" or "HFS" shall include any successor agency or office charged with administering Contractor under the Illinois Public Aid Code (305 ILCS 5/1-1 et seq.).
- 7.18 Severability.** In the event that any provision, term or condition of this Agreement is declared void, unenforceable, or against public policy, then said provision, term or condition shall be construed as though it did not exist and shall not affect the remaining provisions, terms, or conditions of this Agreement, and this Agreement shall be interpreted as far as possible to give effect to the parties' intent.
- 7.19 Sexual Harassment.** Contractor shall have written sexual harassment policies which shall comply with the requirements of 775 ILCS 5/2-105.
- 7.20 Survival of Obligations.** Those obligations under this Agreement which by their nature are intended to continue beyond the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement.

## ARTICLE 8 - CERTIFICATIONS

By signing this Agreement, Contractor makes the following certifications and warranties. This Agreement may be terminated immediately or upon notice by the Department in its sole discretion upon Contractor's failure to maintain these certifications and warranties.

### 8.1 General Warranties of Contractor.

- 8.1.1** The services and deliverables products herein required to be performed or provided will be completed in a good and professional manner.
- 8.1.2** The person executing this Agreement on behalf of Contractor is duly authorized to execute the Agreement and bind Contractor to all terms and conditions hereunder.
- 8.1.3** For a period of ninety (90) days after completion of all services and deliverable products provided for under this Agreement and any subsequent related Agreement, and acceptance of the same by the Department, any defects or problems found in the work performed or submitted by Contractor will be expeditiously corrected by Contractor without additional charge to the Department.

- 8.1.4** Violation of any of these warranties by Contractor shall subject this Agreement to automatic termination.
- 8.2 Bribery.** Contractor is not barred from being awarded an Agreement or subcontract under Section 50-5 of the Illinois Procurement Code, 30 ILCS 500/1-1 et seq.
- 8.3 Child Support.** Contractor shall ensure that its employees who provide services to the Department under this Agreement are in compliance with child support payments pursuant to a court or administrative order of this or any other State. Contractor will not be considered out of compliance with the requirements of this Article if, upon request by the Department, Contractor provides:
- 8.3.1** Proof of payment of past due amounts in full;
- 8.3.2** Proof that the alleged obligation of past due amounts is being contested through appropriate court or administrative proceedings and Contractor provides proof of the pendency of such proceedings; or
- 8.3.3** Proof of entry into payment arrangements acceptable to the appropriate State agency.
- 8.4 Conflict of Interest.** Contractor is not prohibited from contracting with the Department on any of the bases provided in 30 ILCS 500/50-13. Contractor and Contractor's principals, employees and subcontractors neither have nor shall acquire any interest, public or private, direct or indirect, which may conflict in any manner with performance under this Agreement, and Contractor shall not employ any person having such an interest in connection with Contractor's performance under the Agreement. Contractor shall be under a continuing obligation to disclose any conflicts to the Department, which shall, in its sole good faith discretion, determine whether such conflict is cause for the non-execution or termination of the Agreement.
- 8.5 Excluded Individuals/Entities.** Contractor shall screen all current and prospective employees, contractors and subcontractors prior to engaging their services under this Agreement and at least annually thereafter, by:
- 8.5.1** Requiring that current or prospective employees, contractors or sub-contractors to disclose whether they are Excluded Individuals/Entities; and
- 8.5.2** Reviewing the list of sanctioned persons maintained by the Department's Office of Inspector General (OIG) (available at <http://www.state.il.us/agency/oig>), and the Excluded Parties List System maintained by the U.S. General Services Administration (available at <http://epls.arnet.gov/>).
- 8.5.3** For purposes under this section, "Excluded Individual/Entity" shall mean a person or entity which:
- 8.5.3.1** Under Section 1128 of the Social Security Act, is or has been terminated, barred, suspended or otherwise excluded from participation in, or as the result of a settlement agreement has voluntarily withdrawn from participation in, any program under federal law, including any program under Titles IV, XVIII, XIX, XX or XXI of the Social Security Act;
- 8.5.3.2** Has not been reinstated in the program after a period of exclusion, suspension, debarment, or ineligibility; or
- 8.5.3.3** Has been convicted of a criminal offense related to the provision of items or services to a federal, state or local government entity within the last ten (10) years.
- 8.5.4** Contractor shall terminate its relations with any employee, contractor or sub-contractor immediately upon learning that such employee, contractor or sub-contractor meets the definition of an Excluded Individual/Entity and shall notify the OIG of the termination.
- 8.6 Federal Taxpayer Identification Number and Legal Status Disclosure.** Contractor has completed **Attachment A** and certifies, under penalties of perjury, that the information contained thereon is correct.
- 8.7 Legal Ability To Contract:** Contractor certifies it is under no legal prohibition on contracting with the State of Illinois, has no known conflicts of interest and further specifically certifies that:

- 8.7.1** Contractor, its employees and subcontractors will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and applicable rules in performance under this Agreement.
- 8.7.2** Contractor will, pursuant to the Drug Free Workplace Act, provide a drug free workplace, and if an individual shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the Contract. This certification applies to contracts of \$5000 or more with: individuals; and to entities with twenty-five (25) or more employees (30 ILCS 580).
- 8.7.3** Neither Contractor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This certification applies to contracts that exceed \$10,000 (30 ILCS 582).
- 8.7.4** Contractor complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (775 ILCS 5/2-105).
- 8.7.5** Contractor does not pay dues to, or reimburse or subsidize payments by its employees for, any dues or fees to any “discriminatory club” (775 ILCS 25/2).
- 8.7.6** Contractor complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (PA 93-0307).
- 8.7.7** Contractor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12 (PA 94-0264).
- 8.7.8** Contractor certifies that it is not in violation of Section 50-14.5 of the Illinois Procurement Code that states, “Owners of residential buildings who have committed a willful or knowing violation of the Lead Poisoning Prevention Act (410 ILCS 45) are prohibited from doing business with the State of Illinois or any State agency until the violation is mitigated.”
- 8.7.9** Contractor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits vendors and subcontractors from hiring the then-serving Governor’s family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity (EO No. 1 (2007)).
- 8.8 Licenses and Certificates.** Contractor and Contractor’s principals, employees, and subcontractors possess all certificates or licenses, including professional, necessary to perform the duties and obligations under this Agreement; any certificates or licenses are currently in good standing with the certifying or licensing entity or entities; any certificates or licenses will continue to be maintained in good standing. Contractor may meet the license requirement through use of a subcontractor; provided however, Contractor's use of a subcontractor in that circumstance does not relieve Contractor of any obligations under the Agreement.
- 8.9 New Hire Reporting and Electronic Funds Transfer of Child Support Payments.** Contractor certifies that it shall comply with the requirements of 820 ILCS 405/1801.1 and 750 ILCS 28.35.
- 8.10 Non solicitation of Agreement.** Contractor has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement, and has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of

this warranty, the Department shall have the right to annul this Agreement without liability or, in its discretion, to deduct from compensation otherwise due Contractor such commission, percentage, brokerage fee, gift or contingent fee.

**8.11 Prevailing Wage.** Contractor shall comply with the Davis-Bacon Act, 40 USC 276a, and the Illinois Prevailing Wage Act, 820 ILCS 130/0.01, et seq., as applicable.

**8.12 Revolving Door.** Contractor is not in violation of section 50-30 of the Illinois Procurement Code, 30 ILCS 500/50-30.

**In Witness Whereof**, the parties have hereunto caused this Agreement to be executed on the dates shown, by their duly authorized representatives.

THE STATE OF ILLINOIS  
DEPARTMENT OF HEALTHCARE  
AND FAMILY SERVICES

COMMUNITY SERVICES OF  
DUPAGE COUNTY

By: \_\_\_\_\_  
Elizabeth M. Whitehorn, Director

By: \_\_\_\_\_  
Mary A. Keating, Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX A**

**COMMUNITY SERVICES OF DUPAGE COUNTY'S BUDGET**

**JULY 1, 2026 THROUGH JUNE 30, 2027**

Individual Line-Item Amounts Are Estimated

	<b>SFY 27 Budget</b>
<b>Personnel Services</b>	
Full-Time Salaries	\$85,248
IMRF	\$8,218
SS	\$6,474
Insurance	\$2,060
SUBTOTAL PERSONNEL SERVICES	\$102,000
<b>Non-Personnel Services</b>	
Contractual Services	\$0
Travel	\$0
SUBTOTAL NON-PERSONNEL SERVICES	\$0
PERSONNEL SERVICES SUBTOTAL	\$102,000
NON PERSONNEL SERVICES SUBTOTAL	\$0
<b>GRAND TOTAL</b>	<b>\$102,000</b>

## Attachment A

### Taxpayer Identification Certification

- A. Contractor certifies that:
1. The number shown on this form is Contractor's correct taxpayer identification number (or Contractor is waiting for a number to be issued to Contractor); **and**
  2. Contractor is not subject to backup withholding because:
    - (a) Contractor is exempt from backup withholding, or
    - (b) Contractor has not been notified by the Internal Revenue Service (IRS) that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or
    - (c) The IRS has notified Contractor that Contractor is no longer subject to backup withholding, **and**
  3. Contractor is a U.S. person (including a U.S. resident alien).

B. Contractor's Name: **DuPage County Community Services**

C. Contractor's Taxpayer Identification Number:

Social Security Number (SSN): \_\_\_\_\_

**or**

Employer Identification Number (EIN): **36-6006551**

*(If Contractor is an individual, enter Contractor's name and SSN as it appears on Contractor's Social Security Card. If Contractor is completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)*

D. Contractor's Legal Status (*check one*):

- |   |  |
|---|--|
| <input type="checkbox"/> Individual   | <input checked="" type="checkbox"/> Governmental               |
| <input type="checkbox"/> Sole Proprietor  | <input type="checkbox"/> Nonresident alien                     |
| <input type="checkbox"/> Partnership/Legal Corporation  | <input type="checkbox"/> Estate or trust                       |
| <input type="checkbox"/> Tax-exempt   | <input type="checkbox"/> Pharmacy (Non-Corp.)                  |
| <input type="checkbox"/> Corporation providing or billing medical or health care services     | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp) |
| <input type="checkbox"/> Corporation NOT providing or billing medical or health care services | <input type="checkbox"/> Other:                                |

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE COMMUNITY SERVICES OF DUPAGE COUNTY.

\_\_\_\_\_  
Mary A. Keating, Director

\_\_\_\_\_  
Date



## Finance Resolution

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

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**File #:** FI-R-0066-26

**Agenda Date:** 4/7/2026

**Agenda #:** 10.H.

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ACCEPTANCE OF AN EXTENSION OF TIME FOR THE  
ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
THE HOME WEATHERIZATION ASSISTANCE PROGRAM DOE-BIL GRANT PY23  
INTER-GOVERNMENTAL AGREEMENT NO. 23-461028  
COMPANY 5000 - ACCOUNTING UNIT 1400

(Under the administrative direction of  
the Community Services Department)

WHEREAS, the County of DuPage heretofore accepted and appropriated the Illinois Department of Commerce and Economic Opportunity the Home Weatherization Assistance Program DOE-BIL Grant PY23, Inter-Governmental Agreement No. 23-461028, Company 5000 - Accounting Unit 1400, pursuant to Resolution FI-R-0122-23 for the period March 1, 2023, through February 28, 2025; as amended; and

WHEREAS, the County of DuPage has been notified by the Illinois Department of Commerce and Economic Opportunity with Amendment No. 003 (ATTACHMENT I) that the grant may be extended to June 30, 2029.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that expiration date of Illinois Home Weatherization Assistance Program DOE-BIL Grant FY23, Inter-Governmental Agreement No. 23-461028, Company 5000 - Accounting Unit 1400, be extended until June 30, 2029.

Enacted and approved this 14<sup>th</sup> day of April, 2026 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

AMENDMENT TO THE GRANT AGREEMENT



BETWEEN  
THE STATE OF ILLINOIS, DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
AND  
DuPage County

The State of Illinois (State), acting through the undersigned agency (Grantor) and **DuPage County** (Grantee) (collectively, the "Parties" and individually, a "Party") agree that this Amendment (Amendment) will amend the Grant Agreement (Agreement) referenced herein. All terms and conditions set forth in the original Agreement and any subsequent amendment, but not amended herein, shall remain in full force and effect as written. In the event of conflict, the terms of this Amendment shall prevail.

The Parties or their duly authorized representatives hereby execute this Amendment.

**ILLINOIS DEPARTMENT OF COMMERCE AND  
ECONOMIC OPPORTUNITY**

**DuPage County**

By: \_\_\_\_\_  
Signature of Kristin A. Richards, Director

By: \_\_\_\_\_  
Signature of Authorized Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Designee

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_  
Designee

By: \_\_\_\_\_  
Signature of Second Grantor Approver, if applicable

By: \_\_\_\_\_  
Signature of Second Grantee Approver, if applicable

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_  
Second Grantor Approver

Printed Title: \_\_\_\_\_  
Second Grantee Approver  
(optional at Grantee's discretion)

By: \_\_\_\_\_  
Signature of Third Grantor Approver, if applicable

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_  
Third Grantor Approver

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**ARTICLE I**  
**AWARD AND AMENDMENT INFORMATION AND CERTIFICATION**

- 1.1. Original Agreement. The Agreement, numbered **23-461028**, has an original term from **03/01/2023** to **02/28/2025**.
- 1.2. Prior Amendments. Below is the list of all prior amendments to the Agreement (mark N/A if none):

Amendment Number	Effective Date (MM/DD/YYYY)
001	06/14/2025
002	02/05/2025

- 1.3. Current Agreement Term. The Agreement expires on **06/30/2027**, unless terminated pursuant to the Agreement.
- 1.4. Item(s) Altered. Identify which of the following Agreement elements are amended herein (check all that apply):
- |  |  |
|--|--|
| <input type="checkbox"/> Exhibit A (Project Description)         | <input checked="" type="checkbox"/> Award Term               |
| <input type="checkbox"/> Exhibit B (Deliverables/Milestones)     | <input type="checkbox"/> Award Amount                        |
| <input type="checkbox"/> Exhibit C (Contact Information)         | <input type="checkbox"/> PART TWO (Grantor-Specific Terms)   |
| <input type="checkbox"/> Exhibit D (Performance Measures/Std.s.) | <input type="checkbox"/> PART THREE (Project-Specific Terms) |
| <input type="checkbox"/> Exhibit E (Specific Conditions)         | <input type="checkbox"/> Budget                              |
|  | <input type="checkbox"/> Budget (Unilateral)                 |
|  | <input type="checkbox"/> Funding Source                      |
|  | <input type="checkbox"/> Other (specify):                    |

- 1.5. Effective Date. This Amendment shall be effective on \_\_\_N/A\_\_\_\_\_. If an effective date is not identified in this Paragraph, the Amendment shall be effective upon the last dated signature of the Parties.

- 1.6. Certification. Grantee certifies under oath that (1) all representations made in this Amendment are true and correct and (2) all Grant Funds awarded pursuant to the Agreement shall be used only for the purpose(s) described therein, including all subsequent amendments. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions shall be the basis for immediate termination of the Agreement and repayment of all Grant Funds.

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**ARTICLE II  
AMENDMENTS**

2.1 Paragraph 1.4 of the Agreement is amended to expire on 06/30/2029, unless terminated pursuant to the agreement.

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## Care Center Requisition \$30,000 and Over

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

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**File #:** HS-P-0021-26

**Agenda Date:** 4/7/2026

**Agenda #:** 15.C.

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AWARDING RESOLUTION ISSUED TO  
HENRY SCHEIN, INCORPORATED  
FOR OVER BED TABLES  
FOR THE DUPAGE CARE CENTER  
(CONTRACT TOTAL AMOUNT \$39,177.60)

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 the Governmental Joint Purchasing Act (30 ILCS 525/2), the County is authorized to enter into a Joint Purchasing Agreement for over bed tables; and

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and the OMNIA Partners, the County of DuPage will contract with Henry Schein, Inc; and

WHEREAS, the Human Services recommends County Board approval for the issuance of a contract to Henry Schein, Inc., FOR over bed tables, for the period of April 15, 2026 through November 30, 2026, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for over bed tables, for the period of April 15, 2026 through November 30, 2026, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract by the Procurement Division to Henry Schein, Inc., 135 Duryea Road, Melville, New York 11747, for a contract total amount not to exceed \$39,177.60, per contract pursuant to the OMNIA Partners contract #2021002973.

Enacted and approved 14<sup>th</sup> day of April, 2026 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-0967	RFP, BID, QUOTE OR RENEWAL #: 1977244	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$39,177.60
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$39,177.60
	CURRENT TERM TOTAL COST: \$39,177.60	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Henry Schein, Incorporated	VENDOR #: 19276	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Joseph Maltese	VENDOR CONTACT PHONE: 313-515-3308	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov
VENDOR CONTACT EMAIL: joseph.maltese@henryschein.com	VENDOR WEBSITE:	DEPT REQ #: 7572	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Deluxe top over bed table with base for the DuPage Care Center 1North, 1East and 2East Neighborhoods, covering the period of April 15, 2026 through November 30, 2026, for a total amount not to exceed \$39,177.60, per Cooperative (DPC2-352), Government Joint Purchasing Act (30ILCS525) or GSA Pricing. (Omnia Partners contract #2021002973)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement tables for over the bed, for Neighborhoods 1North, 1East and 2East			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

<b>SECTION 3: DECISION MEMO</b>	
SOURCE SELECTION	Describe method used to select source. quote 1977244 and OMNIA Partners
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 for replacement over bed tables for the 1North, 1East and 2East Neighborhoods, for a period of April 15, 2026 through November 30, 2026, for a total amount not to exceed \$39,177.60, per Cooperative (DPC2-352), Government Joint Purchasing Act (30ILCS525) or GSA Pricing. (Omnia Partners contract #2021002973). 2) Do not approve contract for replacement over bed tables for the 1North, 1East and 2East Neighborhoods, however, they will not match the existing over bed tables for the other newly renovated floor and would result in a higher cost, due to other vendors not being part of a Cooperative, Joint Purchasing.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Henry Schein, Incorporated	Vendor#: 19276	Dept: DuPage Care Center	Division:
Attn: Joseph Maltese	Email: joseph.maltese@henryschein.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 135 Duryea Road	City: Melville	Address: 400 N. County Farm Road	City: Wheaton
State: New York	Zip: 11747	State: IL	Zip: 60187
Phone: 313-515-3308	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Henry Schein, Incorporated	Vendor#: 19276	Dept: DuPage Care Center	Division:
Attn:	Email:	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: PO Box 360920	City: Pittsburgh	Address: 400 N. County Farm Road	City: Wheaton
State: PA	Zip: 15251-6920	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4273	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): April 15, 2026	Contract End Date (PO25): November 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		396155	156 Deluxe top over bed table with base and shipping and handling	FY26	1200	2000	52000		39,177.60	39,177.60
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 39,177.60

*Comments*

HEADER COMMENTS	Provide comments for P020 and P025. Deluxe top over bed table with base for the DuPage Care Center 1North, 1East and 2East Neighborhoods, covering the period of April 15, 2026 through November 30, 2026, for a total amount not to exceed \$39,177.60, per Cooperative (DPC2-352), Government Joint Purchasing Act (30ILCS525) or GSA Pricing. (Omnia Partners contract #2021002973)
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 7, 2026 Human Services Committee April 14, 2026 County Board
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Color is Walnut with Black Bull-nose edge & spill Containment - includes double mirror vanity H-base in opal powder coat
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

04/07/2026

**Quote #1977244 expires 4/30/2026**

<b>Presented to: jde 1288817</b> <b>DuPage Cty Convalescent Ctr</b> <b>400 North County Farm Road</b> <b>Wheaton, IL 60187-2517</b> <b>Omnia Contract #2021002973</b>			<b>From: Joe Maltese</b> <b>Henry Schein Medical</b>	
<b>Qty</b>	<b>Part #</b>	<b>Description</b>	<b>Ea price</b>	<b>Extended</b>

<b>156</b>	<b>396155</b>	<b>DELUXE TOP OVERBED TABLE W/ H-BASE, TOP COLOR: GUNSTOCK WALNUT W/ BLACK BULLNOSE EDGE &amp; SPILL CONTAINMENT. INCLUDES DOUBLE MIRROR VANITY H-BASE IN OPAL POWDER COAT</b>	<b>\$243.35</b>	<b>\$37,962.60</b>
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**Shipping and handling not to exceed \$1,215 w/o approval**

**\*\*\* 30 business day lead time\*\*\***

**Buyer:** \_\_\_\_\_  
  
**By:** \_\_\_\_\_  
  
**Date:** \_\_\_\_\_

**Seller:**  
**Henry Schein Medical**  
  
**By:** \_\_\_\_\_  
  
**Date:** \_\_\_\_\_



As a result of Request for Proposal # 2018AO UC San Diego Medical and Surgical Supplies, attached hereto as Attachment A (the "RFP"), this Master Agreement ("Master Agreement" or "Agreement") to furnish certain goods ("Goods") and services ("Services") described herein and in the documents referenced herein is made by and between The Regents of the University of California, a California public corporation ("UC") on behalf of the University of California, San Diego and Henry Schein Medical, a division of Henry Schein, Inc. ("Supplier"). This Agreement is binding only if it is negotiated and executed by an authorized representative with the proper delegation of authority.

**1. Statement of Work**

Supplier agrees to provide the Goods and Services referenced in the Scope of Work section of Attachment A, the Catalog Discount Program attached hereto as Attachment B, the Market Basket attached hereto as Attachment C, and any other documents referenced in the Incorporated Documents section herein (the "Incorporated Documents"), at the prices set forth therein and any other documents referenced in the Incorporated Documents section herein. Unless otherwise provided in this Agreement, UC will not be obligated to purchase a minimum amount of Goods and/or Services from Supplier.

**2. Cooperative Purchasing**

Supplier agrees to extend Goods and/or Services to public agencies (state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") registered with OMNIA Partners, Public Sector ("Participating Public Agencies") under the terms of this Agreement. All contractual administration (e.g. terms, conditions, extensions, and renewals) will remain UC's responsibility except as outlined in the above referenced RFP. Operational issues, fiduciary responsibility, payment issues and liabilities, and disputes involving individual Participating Public Agencies will be addressed, administered, and resolved by each Participating Public Agency.

**3. Term of Agreement**

The initial term of the Agreement will be from July 9, 2021 and through January 31, 2026 ("Initial Term") and is subject to earlier termination as provided below. UC and Supplier may renew the Agreement for 3 successive 1-year periods upon mutual written agreement (each, a "Renewal Term"). The Initial Term and any Renewal Term shall collectively be referred to as (the "Term").

**4. Purchase Order; Advance Payments**

Unless otherwise provided in the Agreement, Supplier may not begin providing Goods and/or Services until UC approves a Purchase Order for the Goods and/or Services.

**5. Pricing, Invoicing Method, and Settlement Method and Terms**

Refer to Attachment B, Attachment C or Purchase Order for Pricing. Each UC Location will specify the Invoicing Method and Payment Options that will apply, taking into account the operational capabilities of Supplier and the UC Location. See UC's Procure to Pay Standards <http://www.ucop.edu/procurement-services/files/Matrix%20for%20website.pdf> for the options that will be considered. In the case of systemwide agreements, each UC Location will specify these terms in a Statement of Work or Purchase Order, as the case may be.

As a UC San Diego supplier payment will be issued via Virtual Credit Card. Virtual Credit Card is a card-less Visa credit card product. Credit card number and credentials are emailed to your selected Accounts Receivable contact. Terms are net 10 days. Standard credit card processing fees apply. For more information on this payment method refer to <https://ipps.ucsd.edu/supplier-resources/goods-services/payments/virtual-card.html>



For non-systemwide agreements, the Invoicing Method, and Settlement Method and Terms are addressed below:

Invoicing Method

Notwithstanding the provisions of Article 3 of the Terms and Conditions of Purchase, Supplier will submit invoices following the designated invoice method directly to UC Accounts Payable Departments at each UC Location.

Notwithstanding the provisions of Article 3 of the Terms and Conditions of Purchase, UC will pay freight and shipping/handling as follows: Supplier will pay FOB Destination Prepaid.

All invoices must clearly indicate the following information:

- California sales tax as a separate line item;
- Shipping costs as a separate line item;
- UC Purchase Order or Release Number;
- Description, quantity, catalog number and manufacturer number of the item ordered;
- Net cost of each item;
- Any pay/earned/dynamic discount;
- Reference to original order number for all credit memos issued;

Supplier will submit invoices following the designated invoice method directly to UC Accounts Payable Departments at each UC Location, unless UC notifies the Supplier otherwise by amendment to the Agreement.

Settlement Method and Terms

Notwithstanding the provisions of Article 3 of the Terms and Conditions of Purchase, the Settlement Method and Terms for any other campus will be as established by each campus location.

**5. Notices**

As provided in the UC Terms and Conditions of Purchase, notices may be given by email, which will be considered legal notice only if such communications include the following text in the Subject field: FORMAL LEGAL NOTICE – [insert, as the case may be, Supplier name or University of California]. If a physical format notice is required, it must be sent by overnight delivery or by certified mail with return receipt requested, at the addresses specified below.

To UC, regarding confirmed or suspected Breaches as defined under Appendix – Data Security:



To UC, regarding confirmed or suspected Breaches as defined under Appendix – Electronic Commerce:





To UC, regarding contract issues not addressed above:



To Supplier:



**6. Intellectual Property, Copyright and Patents**

The Goods and/or Services do not involve Work Made for Hire

**7. Patient Protection and Affordable Care Act (PPACA)**

The Services do not involve temporary or supplementary staffing, and they are not subject to the PPACA warranties in the T&Cs.

**8. Prevailing Wages**

Supplier is not required to pay prevailing wages when providing the Services.

**9. Fair Wage/Fair Work**

Supplier is not required to pay the UC Fair Wage (defined as \$13 per hour as of 10/1/15, \$14 per hour as of 10/1/16, and \$15 per hour as of 10/1/17) when providing the Services.

**10. Restriction Relating to Consulting Services or Similar Contracts—  
Follow-on Contracts**

Please note a Supplier that is awarded a consulting services or similar contract cannot later submit a bid or be considered for any work "required, suggested, or otherwise deemed appropriate" as the end product of the Services (see Public Contract



Code Section 10515).

## 11. Insurance

Deliver the PDF version of the Certificate of Insurance to UC's Buyer, by email with the following text in the Subject field: CERTIFICATE OF INSURANCE -- Henry Schein, Inc.

## 12. Service-Specific and/or Goods-Specific Provisions

- a. Pandemic response
- b. Stock arrangements
- c. Last Mile
- d. RX Products and Controlled Substances
- e. The Drug Supply Chain Security Act
- f. Discount Disclosure

### Pricing Protection

Prices for the Goods and/or Services referenced in Part II of the Statement of Work must be firm for the first twelve (12) months of the Term with the exception of infection control products, pharmaceutical and IV fluid products. Price changes thereafter, if any, shall be made on an annual basis as negotiated by both parties. Supplier endeavors to use commercially reasonable efforts to provide reasonable notice on infection control products, pharmaceuticals, and IV fluid products, upon Supplier receiving notification from the applicable manufacturer. Any price changes require prior written notification and must follow the process outlined in Appendix B. In no event shall the pricing for the Goods and/or Services referenced in Attachment C be increased greater than 3% per year during the Term, provided that if the cost of any Good or Service, due to economic or supply issues, is raised over 3% to Supplier, Supplier may raise the price of such Product that same percentage upon 30 days' notice. Price increases for any agreement renewal periods must be supported by documented evidence of manufacturers' price increases. If the Supplier's catalog or list price is reduced, the University shall benefit from a corresponding price reduction.

## 13. Records about Individuals

Records created pursuant to the Agreement that contain personal information about individuals (including statements made by or about individuals) may become subject to the California Information Practices Act of 1977 ("CIPA"), which includes a right of access by the subject individual. Supplier agrees to work with UC in good faith to assist UC in responding to requests by individuals for personal information about individuals that Supplier has collected in connection with this Master Agreement. When collecting the information, Supplier must inform the individual that the record is being made, and the purpose of the record. Use of recording devices in discussions with employees is permitted by Supplier in connection with customer service calls, provided that the employee is notified of such recording.

## 14. Piggyback UC

Supplier agrees to extend the pricing basis, terms and conditions of the Agreement to all UC Locations. Supplier will make available to any UC Location its improved pricing basis, terms or conditions resulting from increased usage or aggregation of activity by multiple UC Locations. All contractual administration issues (e.g. terms and conditions, extensions, and renewals), operational issues, fiduciary responsibility, payment issues, performance issues and liabilities, and disputes involving individual UC Locations will be addressed, administered, and resolved by each UC Location. Any delay in payment or other operational issue involving one UC Location will not adversely affect any other UC Location.

## 15. Incorporated Documents

This Agreement and the Incorporated Documents, in order of the below precedent, contain the entire agreement between the parties concerning the subject matter hereof and shall supersede all prior or other agreements, oral and written declarations of intent and other legal arrangements (whether binding or non-binding) made by the parties in respect thereof.

- a. Attachment A: UC San Diego Medical and Surgical Supplies RFP #2018AO
- b. Appendix A: UC Terms and Conditions of Purchase



UNIVERSITY  
OF  
CALIFORNIA

Purchasing Agreement # 2021002973

- c. Attachment B: Catalog Discount Program
- d. Attachment C: Market Basket
- e. Appendix B: UC Appendix—Electronic Commerce
- f. Appendix C: Federal Government Contracts Special Terms and Conditions
- g. Appendix D: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- h. Appendix E: Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions



- i. Appendix F: Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (First Tier Subcontractor)
- j. Appendix G: UC FEMA Appendix
- k. Exhibit A: Response for National Cooperative Contract
- l. Exhibit F: Federal Funds Certifications
- m. Exhibit G: New Jersey Business Compliance
- n. Exhibit I: Henry Schein Return Policy

## 16. Additional Terms and Conditions

**RX PRODUCTS & CONTROLLED SUBSTANCES.** UC understands that regulations require Supplier to limit the sale of Rx and controlled substances only to registered, licensed healthcare professionals. UC shall furnish to Supplier with a copy of UC's state and federal registrations including any updated state and federal registrations during the Term verifying the applicable shipping location of UC. UC understands that all orders for controlled substances are subject to a due diligence review process by Supplier. UC understands Schedule II controlled substances can be ordered electronically or by mail. To the extent UC requires additional information on Supplier Controlled Substance Ordering System the UC shall visit [www.henryschein.com/e222](http://www.henryschein.com/e222). To the extent and applicable to UC location, if UC prefer to use Federal 222 Forms to order Schedule II controlled substances, the UC shall mail the form to: Henry Schein, Inc. 5315 West 74th Street, Indianapolis, IN 46268. UC understand and agrees that Supplier restricts the sale or other transfer of medications to prisons/correctional facilities for use in lethal injections, based on our Supplier manufacturer agreements. The products Supplier sells hereunder are intended to be used for their label approved purposes or applicable standards of care, which do not include human lethal injection.

**THE DRUG SUPPLY CHAIN SECURITY ACT (DSCSA).** (MN, DM, WH, M2) UC understands The Drug Supply Chain Security Act (DSCSA) information related to prescription drug products is available on Supplier's website [www.HenrySchein.com/pedigree](http://www.HenrySchein.com/pedigree). If UC has any problems accessing Supplier's website or would like to receive a copy of DSCSA documentation via fax, mail or email, UC shall contact Supplier's customer service department at 1-800-472-4346.

The parties agree that in carrying out their duties and responsibilities under this Master Agreement, they will neither undertake nor cause nor permit to be undertaken, any activity which either is illegal under any applicable laws, decrees, rules, or regulations. The parties acknowledge and agree that (i) the exclusive purpose of this Master Agreement is for the sale and purchase of Goods and Services for use for public agency and research purposes that do not include procedures or treatment paid for in whole or in part under Medicare, Medicaid or any other Federal health care programs; and (ii) Supplier shall not be required to sell any Product to UC or any Participating Public Agencies, under this Master Agreement, to the extent Supplier has actual knowledge that such Product will be used in procedures or treatment that is paid in whole or in part under Medicare, Medicaid or any other Federal health care programs.

All purchases for Goods will be subject to Henry Schein's Return Policy outlined in Exhibit thereto.

## 17. Entire Agreement

The Agreement and the Incorporated Documents contain the entire agreement between the parties and supersede all prior written or oral agreements with respect to the subject matter herein.

This Agreement can only be signed by an authorized representative with the proper delegation of authority.



This Amendment #2 ("Amendment") to Purchasing Agreement #2021002973, as amended by that certain Addendum #1 dated as of March 3, 2023 (the "Agreement") is entered into by and between The Regents of the University of California ("UC") on behalf of the University of California, San Diego and Henry Schein, Inc. ("Supplier") as of October 1, 2025 (the "Effective Date"). UC and Supplier may be referred to as the "Parties" in this Amendment.

AMENDMENT TO AGREEMENT

The Agreement is hereby amended as follows:

- 1. Capitalized terms used and not otherwise defined herein shall have the meanings ascribed to such terms in the Agreement.
2. Section 3 (Term of Agreement) is hereby deleted in its entirety and replaced with the following:

3. Term of Agreement

The initial term of the Agreement will be from July 9, 2021 through January 31, 2029 ("Initial Term") and is subject to earlier termination as provided below."

- 3. The Parties hereby agree that to the extent there is any inconsistency in any terms or conditions set forth in the Agreement and this Amendment, the terms and conditions of this Amendment shall control. Additionally, the Parties hereby agree that all other terms and conditions of the Agreement shall remain in full force and effect, except as modified by this Amendment.

This Amendment is signed by the Parties' duly authorized representatives and shall be effective as of the Effective Date.

Signature block for Henry Schein, Inc. and THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, including fields for Name, Title, and Date.



UNIVERSITY  
OF  
CALIFORNIA

Purchasing Agreement # 2021002973

THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

HENRY SCHEIN MEDICAL, A DIVISION OF  
HENRY SCHEIN, INC.

(Signature)

[Redacted Signature]

\_\_\_\_\_  
(Printed Name, Title)

\_\_\_\_\_  
June 25, 2021

(Signature)

Jeff Klingler

\_\_\_\_\_  
(Printed Name, Title) Jeff Klingler

VP & GM, Enterprise Health

\_\_\_\_\_  
June 25, 2021



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:	Quote # 1977244
COMPANY NAME:	Henry Schein Inc.
CONTACT PERSON:	Joe Maltese
CONTACT EMAIL:	joe.maltese@henryschein.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/](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](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: Joe Maltese

Signature: 

Title: Capital Equipment Specialist

Date: 3/13/26



## Care Center Requisition \$30,000 and Over

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

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**File #:** HS-P-0020-26

**Agenda Date:** 4/7/2026

**Agenda #:** 15.B.

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AWARDING RESOLUTION ISSUED TO  
AIRGAS USA, LLC  
TO PROVIDE OXYGEN, HELIUM AND CARBON DIOXIDE  
FOR THE DUPAGE CARE CENTER  
(CONTRACT TOTAL AMOUNT \$31,496.00)

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

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract to AirGas USA, LLC, to provide Oxygen, Helium and Carbon Dioxide, for the period of June 1, 2026 through May 31, 2028, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide Oxygen, Helium and Carbon Dioxide, for the period of June 1, 2026 through May 31, 2028 for the DuPage Care Center per bid renewal #24-042-DCC, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to AirGas USA, LLC, 1250 W. Washington Street, West Chicago, IL 60185, for a contract total amount of \$31,496.00.

Enacted and approved this 14th day of April, 2026 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1072	RFP, BID, QUOTE OR RENEWAL #: 24-042-DCC	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$29,500.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$60,996.00
	CURRENT TERM TOTAL COST: \$31,496.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: AirGas USA, LLC	VENDOR #: 10674	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Joel Thoms	VENDOR CONTACT PHONE: 630-231-7760	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov
VENDOR CONTACT EMAIL: joel.thoms@airgas.com	VENDOR WEBSITE:	DEPT REQ #: 7575	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a Contract Purchase Order to provide Oxygen, Helium and Carbon Dioxide, for the DuPage Care Center, for the period June 1, 2026 through May 31, 2028, for a total contract not to exceed \$31,496.00, under bid renewal #24-042-DCC, first and final option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Residents of the DuPage Care Center often times are compromised in the ability to breath. Therefore, to meet this medical need, the Care Center provided liquid Oxygen to allow for greater independence of the residents. This will have an overall positive effect to the Resident's quality of life. NOTE: Carbon Dioxide is used for stubborn clogs and Helium is used by Recreation Department to fill birthday balloons for the residents and fundraising events for the Care Center. Both these 2 two items are part of contract as needed and rarely purchased.			

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

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

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: AirGas USA, LLC	Vendor#: 10674	Dept: DuPage Care Center	Division: Environmental Services
Attn: Joel Thoms	Email: joel.thoms@airgas.com	Attn: Judy Ferro	Email: judy.ferro@dupagecounty.gov
Address: 259 N. Radnor-Chester Road	City: Radnor	Address: 400 N. County Farm Road	City: Wheaton
State: PA	Zip: 19087	State: IL	Zip: 60187
Phone: 630-465-1835	Fax:	Phone: 630-784-4422	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: AirGas USA, LLC	Vendor#: 10674	Dept: DuPage Care Center	Division: Environmental Services
Attn: Joel Thoms	Email: joel.thoms@airgas.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 1250 W. Washington Street	City: West Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60185	State: IL	Zip: 60187
Phone: 630-465-1835	Fax:	Phone: 630-784-4273	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): June 1, 2026	Contract End Date (PO25): May 31, 2028

**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		Oxygen, Helium & Carbon Dioxide	FY26	1200	2075	52320		2,400.00	2,400.00
2	1	EA		Rental	FY26	1200	2075	53410		12,700.00	12,700.00
3	1	EA		Oxygen, Helium & Carbon Dioxide	FY27	1200	2075	52320		3,696.00	3,696.00
4	1	EA		Rental	FY27	1200	2075	53410		12,700.00	12,700.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 31,496.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a Contract Purchase Order to provide Oxygen, Helium and Carbon Dioxide, for the DuPage Care Center, for the period June 1, 2026 through May 31, 2028, for a total contract not to exceed \$31,496.00, under bid renewal #24-042-DCC, first and final option to renew.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 7, 2026 HS Committee
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



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

**CONTRACT RENEWAL AGREEMENT**

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Airgas, Inc. located at 259 N. Radnor-Chester Road, Radnor, PA 19087, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #24-042-DCC which became effective on 06/01/2024 and which will expire 05/31/2026. The contract is subject to the first and final option to renew for a two (2) year period.

The contract renewal shall be effective on the date of last signature and shall terminate on 05/31/2028.

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**

**CONTRACTOR**

Signature on File

\_\_\_\_\_  
 SIGNATURE

Sara Rogers  
 \_\_\_\_\_  
 PRINTED NAME

Buyer II  
 \_\_\_\_\_  
 PRINTED TITLE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 SIGNATURE

Chris Shows  
 \_\_\_\_\_  
 PRINTED NAME

VP- HCLS  
 \_\_\_\_\_  
 PRINTED TITLE

3/10/2026  
 \_\_\_\_\_  
 DATE



THE COUNTY OF DUPAGE  
 FINANCE - PROCUREMENT  
 OXYGEN, HELIUM & CARBON DIOXIDE  
 24-042-DCC  
 BID TABULATION



				Airgas, Inc.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Medical Oxygen Type H (249 cu ft)	EA	400	\$ 28.32	\$ 11,328.00
2	Monthly Type H Cylinder Rental Charge	EA	864	\$ 8.70	\$ 7,516.80
3	Medical Oxygen Type E Tank w/ Build in Regulator (23 cu ft)	EA	200	\$ 8.05	\$ 1,610.00
4	Monthly Type E Cylinder Rental Charge	EA	576	\$ 8.10	\$ 4,665.60
5	Helium Type K (217 cu ft)	EA	20	\$ 295.00	\$ 5,900.00
6	Monthly Type K Cylinder Rental Charge	EA	96	\$ 8.70	\$ 835.20
7	Carbon Dioxide Liquid Siphon Tube Type G (50 lbs.)	EA	24	\$ 52.00	\$ 1,248.00
8	Monthly Type G Cylinder Rental Charge	EA	96	\$ 8.70	\$ 835.20
9	Trip/Delivery Charge (if any, must include any hazmat or other fees)	EA	48	\$ 80.00	\$ 3,840.00
<b>GRAND TOTAL</b>					<b>\$ 37,778.80</b>

**NOTES**  
 1. Linde Gas and Equipment has been deemed non-responsive due to not including required documents.

Bid Opening 4/2/2024 @ 4:00 PM	BR, HK
Invitations Sent	6
Total Vendors Requesting Documents	0
Total Bid Responses	2

QUOTE SIGNATURE PAGE

OXYGEN, HELIUM & CARBON DIOXIDE 24-042-DCC

Signature on File

X

(Signature and Title)

3/28/2024  
(Date)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Business Name of Bidder	Airgas Healthcare
Main Business Address	1250 W Washington St.
City, State, Zip Code	West Chicago, IL 60185
Telephone Number	630-231-7760
Email Address	Joel.Thoms@airgas.com
Bid Contact Person	Joel Thoms 630-465-1435

**PRICE**

The Contractor shall provide pricing for Section 1. Any quantities shown are estimated only for bid canvassing purposes. The County has made a good faith effort to estimate the quantity requirements for the contract term. The County reserves the right to increase or decrease quantities ordered under this contract. All goods are to be shipped F.O.B. Destination.

**Section 1**

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Medical Oxygen Type H (249 cu ft)	EA	400	\$28.32	\$11,328
2	Monthly Type H Cylinder Rental Charge	EA	864	\$8.70	\$7,516.80
3	Medical Oxygen Type E Tank w/ Build in Regulator (23 cu ft)	EA	200	\$8.05	\$1,610
4	Monthly Type E Cylinder Rental Charge	EA	576	\$8.10	\$4,665.60
5	Helium Type K (217 cu ft)	EA	20	\$295.00	\$5,900
6	Monthly Type K Cylinder Rental Charge	EA	96	\$8.70	\$835.20
7	Carbon Dioxide Liquid Siphon Tube Type G (50 lbs.)	EA	24	\$52.00	\$1,248.00
8	Monthly Type G Cylinder Rental Charge	EA	96	\$8.70	\$835.20
9	Trip/Delivery Charge (if any, must include any hazmat or other fees)	EA	48	\$80.00	\$3,840.00
<b>GRAND TOTAL</b>					<b>\$37,778.80</b>
<b>GRAND TOTAL</b>					
(In words) <i>Thirty-Seven thousand, seven hundred seventy-eight dollars and eighty cents.</i>					

**Section 2**

Location of nearest service facility must be stated below:

*Airgas West Chicago - 1250 W Washington St., West Chicago, IL 60185*

A condition of the bid is that a representative of the successful Contractor makes weekly calls to the County office in order to lend his professional advice regarding ways the County can reduce cost, such as by suggesting items and brands that represent better dollar value. Representatives must be available to consult with various County Departments regarding their requirements to review and expedite all back orders.



## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

### Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	24-042-DCC
COMPANY NAME:	Airgas USA LLC
CONTACT PERSON:	Joel Thoms
CONTACT EMAIL:	Joel.Thoms@airgas.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.

Signature on File

Printed Name: Joel Thoms

Signature: \_\_\_\_\_

Title: District Manager

Date: 3/17/2020



## HS Resolution

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

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**File #:** HS-R-0012-26

**Agenda Date:** 4/7/2026

**Agenda #:** 15.A.

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AMENDMENT TO RESOLUTION HS-P-0020-26  
ISSUED TO AIRGAS USA, LLC  
TO PROVIDE OXYGEN, HELIUM AND CARBON DIOXIDE  
FOR THE DUPAGE CARE CENTER  
(ONE-TIME PRICE INCREASE OF SPECIFIC MATERIALS)

WHEREAS, on April 14, 2026, through Resolution HS-P-0020-26, the DuPage County Board approved a renewed contract to provide Oxygen, Helium and Carbon Dioxide, for the DuPage Care Center (hereinafter the "CONTRACT") between the County of DuPage (hereinafter the "COUNTY") and AirGas USA, LLC (hereinafter the "CONTRACTOR") and

WHEREAS, the current CONTRACT, by and through the DuPage Care Center is \$31,496.00; and

WHEREAS, after consultation with CONTRACTOR, the COUNTY and CONTRACTOR seek to apply a one-time price increase of specific products in Exhibit A; and

WHEREAS, the Human Services Committee recommends approving the one-time price increase of specific materials of the CONTRACT; and

WHEREAS, all provisions of the CONTRACT not expressly changed in the Amendment shall remain the same in their entirety.

NOW THEREFORE BE IT RESOLVED, that the County Board adopts and approves this Amendment to Resolution HS-P-0020-26, issued to AirGas USA, LLC, to apply a one-time price increase of specific materials; and

BE IT FURTHER RESOLVED, that one (1) original copy of this Amendment be transmitted to AirGas USA, LLC at 1250 West Washington Street, West Chicago, Illinois 60185, by and through the DuPage Care Center.

Enacted and approved this 14th day of April, 2026 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



**DUPAGE  
COUNTY**

# FINANCE DEPARTMENT

630-407-6100

www.dupagecounty.gov/finance

## CONTRACT AMENDMENT

DuPage County - Procurement Division

Contract Number: 24-042-DCC

Contract Amendment No. 1

Effective June 1, 2026

This Contract is Amended to include the following specifications:

Contract Number: 24-042-DCC

Oxygen, Helium & Carbon Dioxide

1) One-time price increase of five percent (5%), as specified in Exhibit A, attached hereto.

All other provisions of the contract not expressly changed herein shall remain the same in their entirety.

The parties represent and warrant to each other that each party has full power, authority and legal right to execute, deliver and perform this Amendment and the execution, delivery & performance hereof have been duly authorized by all necessary actions.

IN WITNESS, WHEREOF the undersigned duly authorized representative of the parties has executed this Amendment as of the date below written.

**THE COUNTY OF DUPAGE, ILLINOIS**

**AIRGAS, INC.**  
Signature on File

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

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

SIGNATURE

SIGNATURE

Valerie Calvente

*Chris Shows*

PRINTED NAME

PRINTED NAME

Chief Procurement Officer

*VP- HCLS*

PRINTED TITLE

PRINTED TITLE

DATE

DATE

*3/10/2026*

March 5th, 2026

Christine Kliebhan  
DuPage Care Center  
400 N. County Farm Rd  
Wheaton, IL 60187

**Joel Thoms**  
District Manager  
**Airgas USA, LLC**  
1601 Nicholas Blvd.  
Elk Grove Village, IL 60007  
Cell Phone (630)-465-1835  
Fax (847) 434-5961  
Joel.thoms@airgas.com

Dear Christine,

Per our discussion, Airgas is requesting the cylinder gas rates below for Dupage Care Center. These rates would remain in-place from 6/1/2026 to 5/31/2028.

Material	Material Description	Current Rate	6/1/2026-5/31/2028	Unit c
OX USP200	OXYGEN USP MEDICAL PURE 200 CGA 540	\$ 28.32	\$ 29.74	CL
OX USPEAWBDS	OXYGEN USP MEDICAL PURE EA CGA WOB	\$ 8.05	\$ 8.45	CL
HE 200	HELIUM INDUSTRIAL 200 CGA 580	\$ 295.00	\$ 309.75	CL
CD USP50	CARBON DIOXIDE USP 50 POUND CGA 320	\$ 52.00	\$ 54.60	CL
RRCYLMLG	RENTAL MEDICAL LARGE	\$ 8.70	\$ 9.14	ZM
RRCYLMWB	RENTAL CYLINDER WALK-O-BOUT	\$ 8.10	\$ 8.51	ZM

Thank you for the opportunity to service your requirements. If you require additional information or have any questions, please feel free to call me at (630) 465-1835.

Sincerely,

Joel Thoms  
Medical Specialist  
Airgas USA, LLC.



## Care Center Requisition Under \$30,000

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

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**File #:** 26-1123

**Agenda Date:** 4/7/2026

**Agenda #:** 9.D.

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

**SECTION 1: DESCRIPTION**

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-0964	RFP, BID, QUOTE OR RENEWAL #: RFP #24-035-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$40,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 03/03/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$120,000.00
	CURRENT TERM TOTAL COST: \$20,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Healthlab	VENDOR #: 10019	DEPT: DuPage Care Center	DEPT CONTACT NAME: Annabel Leonida
VENDOR CONTACT: Sylvester Dazzo	VENDOR CONTACT PHONE: 630-933-2093	DEPT CONTACT PHONE #: 630-784-4250	DEPT CONTACT EMAIL: annabel.leonida@dupagecounty.gov
VENDOR CONTACT EMAIL: sylvester.dazzo@nm.org	VENDOR WEBSITE:	DEPT REQ #: 7567	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Patient phlebotomy and laboratory services, for the DuPage Care Center, for the period April 23, 2026 through April 22, 2027, for a total contract not to exceed \$20,000.00, under RFP #24-035-DCC, second of three one-year optional renewals.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished As part of their course of treatment the residents of the DuPage Care Center periodically need to have laboratory testing done, as ordered by their physician, to aid in determining a course of treatment. The fees are based on the CMS Physician Fee Schedule.			

**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.
RENEWAL OF RFP	

**SECTION 3: DECISION MEMO**

SOURCE SELECTION	Describe method used to select source. 40 invitations sent, 3 documents were requested and 2 RFP's were received. A team of three (3) staff members from the DPCC reviewed and analyzed the two (2) vendors that submitted Proposals. The criteria was based on Firm qualifications, key qualifications and project understanding. Both vendor fees were bass off of the CMS Physician Fee Schedule. Healthlab was scored higher as a result of the following: Company has a good understanding of project and a lower Stat and Draw fee per order compared to other vendor.
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) Recommendations for the approval of renewal of Healthlab for Patient phlebotomy and laboratory services, for the DuPage Care Center, for the period April 23, 2026 through April 22, 2027. 2) Do not approve renewal of Healthlab for Patient phlebotomy and laboratory services, for the DuPage Care Center, for the period April 23, 2026 through April 22, 2027, however, DPCC will still need to provide services for the resident's based off of prescribed orders by Physician.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Healthlab	Vendor#: 10019	Dept: DuPage Care Center	Division: Nursing Department
Attn: Sylvester Dazzo	Email: Sylvester.dazzo@nm.org	Attn: Connie Pureza	Email: connie.pureza@dupagecounty.gov
Address: 25 N. Winfield Road	City: Winfield	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60190	State: IL	Zip: 60187
Phone: 630-933-2093	Fax:	Phone: 630-784-4254	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Healthlab	Vendor#: 10019	Dept: DuPage Care Center	Division: Nursing Department
Attn: Lyndsey Rymarz	Email: lindsey.rymarz@nm.org	Attn: Annabel Leonida	Email: annabel.leonida@dupagecounty.gov
Address: 25 N. Winfield Road	City:	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip:	State: IL	Zip: 60187
Phone: 630-777-0851	Fax:	Phone: 630-784-4250	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): April 23, 2026	Contract End Date (PO25): April 22, 2027

**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		patient phlebotomy and laboratory services	FY26	1200	2050	53070		12,500.00	12,500.00
2	1	EA		patient phlebotomy and laboratory services	FY27	1200	2050	53070		7,500.00	7,500.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 20,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Patient phlebotomy and laboratory services, for the DuPage Care Center, for the period April 23, 2026 through April 22, 2027, for a total contract not to exceed \$20,000.00, under RFP #24-035-DCC, second of three one-year optional renewals.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 7, 2026 Human Services Committee
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



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

**CONTRACT RENEWAL AGREEMENT**

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Central DuPage Hospital Association dba HEALTHLAB located at 25 N. Winfield Road, Winfield, IL 60190, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #24-035-DCC which became effective on 4/18/2024 and which will expire 4/22/2026. The contract is subject to a 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 4/22/2027.

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**

**CONTRACTOR**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

Sara Rogers

Sylvester

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED NAME

Buyer I

Vice President,  
Administration

\_\_\_\_\_  
PRINTED TITLE

\_\_\_\_\_  
PRINTED TITLE

\_\_\_\_\_  
DATE

02/23/2026  
\_\_\_\_\_  
DATE



THE COUNTY OF DUPAGE  
 FINANCE - PROCUREMENT  
 PATIENT LABORATORY SERVICES 24-035-DCC  
 BID TABULATION

√

Criteria	Available Points	Central DuPage Hospital Association d/b/a HealthLab	Simple Laboratories LLC
Firm Qualifications	20	19	16
Key Qualifications	20	19	17
Project Understanding	40	38	35
Price	20	20	2
Total	100	96	70

Stat and Draw Fees Per Order	\$ 3.00	\$ 33.00
Percentage of points	100%	9%
Points awarded (wtd against lowest price)	20	2

NOTES

RFP Posted on 03/06/2024 Bid Opened On 03/21/2024, 2:30 PM by	DW, HK
Invitations Sent	40
Total Requesting Documents	3
Total Bid Responses Received	2

**SECTION 8 – PRICE PROPOSAL**

Provide any stat fees, draw fees, travel fees, pickup charges or other fees for services in addition to the lab fees.

FEE TYPE	FEE AMOUNT
Stat fee	
Draw fee	\$ 3.00
Daily trip fee	
Pickup charge	
Other _____	
Other _____	
Other _____	
Other _____	

Also provide prices for all exams which are not included in the current Clinical Diagnostic Lab Physician Pay Schedule as published by the Centers for Medicare and Medicaid Services (CMS).

**SECTION 9 - PROPOSAL FORM**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Offeror	Central DuPage Hospital Association dba HealthLab
Main Business Address	25 N Winfield Rd
City, State, Zip Code	Winfield, IL 60190
Telephone Number	(630) 433-2633
Fax Number	(630) 433-5292
Proposal Contact Person	Ben Shaw
Email Address	Benjamin.Shaw@dm.org

The undersigned certifies that he is:

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

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

\_\_\_\_\_  
 (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 Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. \_\_\_\_\_ and \_\_\_\_\_ issued thereto;

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed. Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

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

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

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. (Offeror may be requested

to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.) Further, the offeror certifies that he has provided services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the cost schedule.

**PROPOSAL AWARD CRITERIA**

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

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

X <sup>DocuSigned by:</sup>  
Signature on File \_\_\_\_\_ Vice President, Administration  
(Signature and Title)

CORPORATE SEAL  
(If available)

**PROPOSAL MUST BE SIGNED FOR CONSIDERATION**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ AD, 2024

\_\_\_\_\_

My Commission Expires: \_\_\_\_\_  
(Notary Public)

### EMERGENCY PREPAREDNESS PLAN

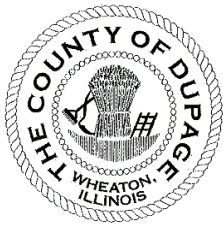
The Centers for Medicare and Medicaid Services have established requirements that all participating providers and their suppliers establish an Emergency Preparedness Plan. The DuPage Care Center therefore asks its vendors to participate in a memorandum of understanding (MOU) with the Care Center for the duration of this contract and its renewals.

This MOU is a voluntary agreement used to express the belief and commitment of the undersigned parties that, if a community emergency or disaster occurs, regardless of cause, the Care Center can obtain additional external help. In other words, should an emergency or disaster exceed the effective response capabilities of the DuPage Care Center, the undersigned vendor will use its best efforts to provide additional assistance to the Care Center; with such assistance most likely consisting of additional deliveries, rentals and/or services, to ensure uninterrupted care for our residents.

Please provide a contact person and a phone number so that if an emergency occurs, we can call to determine your availability to help. Additionally, if the vendor already has an Emergency Preparedness Policy (EPP) in place, please submit the EPP along with vendor's quote.

#### EMERGENCY PREPAREDNESS PLAN CONTACT INFORMATION:

EMERGENCY PREPAREDNESS PLAN CONTACT	
NAME	Samuel Boyle
CONTACT	Emergency Management
ADDRESS	25 N Winfield Rd
CITY ST ZIP	Winfield, IL 60190
EMERGENCY PHONE NO.	630-933-6516
EMAIL	Samuel.Boyle@nm.org



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:	24-035-DCC
COMPANY NAME:	Central Dupage Hospital Association DBA HealthLab
CONTACT PERSON:	Sylvester Dazzo
CONTACT EMAIL:	Sylvester.dazzo@nm.org

### 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](#)

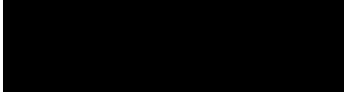
The full text of the County's Procurement Ordinance is available at:

[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: Sylvester Dazzo

Signature: 

Title: Vice President, Administration

Date: 02/23/2026



## Care Center Requisition Under \$30,000

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

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**File #:** 26-1124

**Agenda Date:** 4/7/2026

**Agenda #:** 9.E.

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

**SECTION 1: DESCRIPTION**

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1009	RFP, BID, QUOTE OR RENEWAL #: 4621	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$21,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$21,000.00
	CURRENT TERM TOTAL COST: \$21,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Comcast Cable	VENDOR #: 12382	DEPT: DuPage Care Center	DEPT CONTACT NAME: Shauna Berman
VENDOR CONTACT: Denice Corbin	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-784-4261	DEPT CONTACT EMAIL: shauna.berman@dupagecounty.gov
VENDOR CONTACT EMAIL: denice_corbin@comcast.com	VENDOR WEBSITE:	DEPT REQ #: 7573	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Cable services for 1 East, sub-acute and various lobby locations in different neighborhoods at the DuPage Care Center, for the period June 1, 2026 through May 31, 2027, for a contract total amount of \$21,000.00, under bid renewal 4621, second of three one-year renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Cable services to benefit our residents.			

**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

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

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Comcast Cable	Vendor#: 12382	Dept: DuPage Care Center	Division: Administration
Attn: Denice Corbin	Email: Denice_Corbin@comcast.com	Attn: Shauna Berman	Email: shauna.berman@dupagecounty.gov
Address: One Comcast Center, 32nd Floor	City: Philadelphia	Address: 400 N. County Farm Road	City: Wheaton
State: PA	Zip: 19103	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4261	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Comcast Cable	Vendor#:	Dept: DuPage Care Center	Division: Administration
Attn:	Email: Denice_Corbin@comcast.com	Attn:	Email: shauna.berman@dupagecounty.gov
Address: One Comcast Center, 32nd Floor	City:	Address: 400 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4261	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): June 1, 2026	Contract End Date (PO25): May 31, 2027

**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		Cable Services	FY26	1200	2000	53250		10,500.00	10,500.00
2	1	EA		Cable Services	FY27	1200	2000	53250		10,500.00	10,500.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 21,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Cable services for 1 East, sub-acute and various lobby locations in different neighborhoods at the DuPage Care Center, for the period June 1, 2026 through May 31, 2027, for a contract total amount of \$21,000.00, under bid renewal 4621, second of three one-year renewal.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 7, 2026 Human Services
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.

# Xfinity Service Proposal

for DuPage Care Center

Xfinity Total Solution Proposal includes

Popular Tier Video Service

**Monthly Rate:**

\$45.77

**Term:**

4 years

**Yearly Increase:**

3%

**Additional Information**

Comcast will replace box equipment and provide Voice Remotes for 25 Units

Comcast will provide 10 Common Area Courtesy Accounts

**Proposal Expiration Date**

5/1/2025

**Top reasons for residents to choose Xfinity Services:**



**xFi**

Keep control of your network for all your devices.



**Hotspot**

Stay connected with 22 million Xfinity WiFi hotspots nationwide.



**24/7 customer support**

Get service on your schedule with 24/7 prioritized support for your building.



**Stream**

Turn any screen into a TV and take the entertainment you love wherever you go.



**Mobile**

Enjoy unmatched value and the freedom to use your mobile how you want.

Updated Vendor Ethics Disclosure Form has been requested by Procurement.



## Care Center Requisition Under \$30,000

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

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**File #:** 26-1125

**Agenda Date:** 4/7/2026

**Agenda #:** 9.F.

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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1073	RFP, BID, QUOTE OR RENEWAL #: OMNIA Partners	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$18,337.50
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$18,337.50
	CURRENT TERM TOTAL COST: \$18,337.50	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Medline Industries	VENDOR #: 10299	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Brian Guth	VENDOR CONTACT PHONE: 800-633-5463	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov
VENDOR CONTACT EMAIL: bguth@medline.com	VENDOR WEBSITE:	DEPT REQ #: 7574	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract Purchase Order to Medline Industries, for replacement recliners for the DuPage Care Center, for the period covering April 8, 2026 through November 30, 2026, for a contract total not to exceed \$18,337.50, contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Cooperative Contract #2021003157.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement recliners for the DuPage Care Center, as needed. Some residents need frequent changes in sitting positions, a recliner can help improve leg circulation and blood flow to the feet. In addition, elevating legs regularly can help with circulatory problems such as swollen and painful ankles and feet or aching legs.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

<b>SECTION 3: DECISION MEMO</b>	
SOURCE SELECTION	Describe method used to select source. OMNIA Partners, contract #2021003157
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 for replacement recliners, for the DuPage Care Center, for the period April 8, 2026 through November 30, 2026, for a contract total not to exceed \$18,337.50, contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Cooperative Contract #2021003157. 2) Do not approve contract for replacement recliners, for the DuPage Care Center, for the period April 8, 2026 through November 30, 2026, for a contract total not to exceed \$18,337.50, contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Cooperative Contract #2021003157, however, DPCC will need to continue with safe and effective quality of care.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Medline Industries	Vendor#: 10299	Dept: DuPage Care Center	Division: Environmental Concerns
Attn: Brian Guth	Email: bguth@medline.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: Three Lakes Drive	City: Northfield	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60093	State: IL	Zip: 60187
Phone: 800-633-5463	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Medline Industries	Vendor#: 10299	Dept: DuPage Care Center	Division: Environmental Concerns
Attn: Customer Services	Email: service@medline.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: Dept CH 1440	City: Palatine	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60055-4400	State: IL	Zip: 60187
Phone: 800-633-5463	Fax:	Phone: 630-784-4273	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): April 8, 2026	Contract End Date (PO25): November 30, 2026

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA	LZBE1117GB	6 replacement recliners and estimated shipping	FY26	1200	2075	54110		18,337.50	18,337.50
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 18,337.50

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a contract Purchase Order to Medline Industries, for replacement recliners for the DuPage Care Center, for the period covering April 8, 2026 through November 30, 2026, for a contract total not to exceed \$18,337.50, contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Cooperative Contract #2021003157.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 7, 2026 Human Services Committee
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.



**We make  
healthcare  
run better™**

Three Lakes Drive, Northfield, IL 60093 | 1.800.MEDLINE (633.5463) | [medline.com](http://medline.com)

0001006778

Date: 03/25/2026

DUPAGE CARE CENTER  
400 N COUNTY FARM RD  
WHEATON, IL 60187-3908

Sales Rep: Guth, Brian (S6009)

[BGuth@medline.com](mailto:BGuth@medline.com)

The provided pricing is valid for 60 days unless otherwise specified. Pricing may be subject to adjustments due to changes in vendor confirmed eligibility, contract tier eligibility, applicable effective dates, or factors outside Medline's reasonable control. Applicable freight, taxes, and contracted surcharge will be added at the time of invoice.

Product #	Product Name	Qty	New Price	Total
LZBE117GB	650, EV, 0, RECLINER, GB	6	\$2,890.00	\$17,340.00
	Freight Estimate		\$997.50	\$18,337.50

OMNIA #

Purchasing Agreement # 2021003157



As a result of Request for Proposal # 2018AO UC San Diego Medical and Surgical Supplies, the Master Agreement to furnish certain goods and services described herein and in the documents referenced herein ("Goods and/or Services") is made by and between The Regents of the University of California, a California public corporation ("UC") on behalf of the University of California, San Diego and the supplier named below ("Supplier"). This Agreement is binding only if it is negotiated and executed by an authorized representative with the proper delegation of authority.

## 1. Statement of Work

Supplier agrees to perform the Services listed in the statement of work attached as Attachment A ("Statement of Work") and any other documents referenced in the Incorporated Documents section herein, at the prices set forth in the Statement of Work and any other documents referenced in the Incorporated Documents section herein. Unless otherwise provided in the Agreement, UC will not be obligated to purchase a minimum amount of Goods and/or Services from Supplier.

## 2. Term of Agreement/Termination

- a) The initial term of the Agreement will be from November 3<sup>rd</sup>, 2021, and through November 2<sup>nd</sup>, 2026 and is subject to earlier termination as provided below. UC may renew the Agreement for 3 successive 1 -year periods (each, a Renewal Term).
- b) UC may terminate the Agreement for convenience by giving Supplier at least 30 calendar days' written notice.
- c) UC or Supplier may terminate the Agreement for cause by giving the other party at least 15 days' notice to cure a breach of the Agreement (Cure Period). If the breaching party fails to cure the breach within the Cure Period, the non-breaching party may immediately terminate the Agreement.
- d) This agreement shall supersede and replace all other agreements between the Parties including UCOP-186. For the avoidance of doubt, no rebates or other fees shall be due and payable to UC by Supplier under any previous agreement following the effective date of this agreement.

## 3. Cooperative Purchasing:

Supplier may extend Goods and/or Services to public agencies (state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") registered with OMNIA Partners, Public Sector ("Participating Public Agencies") under the terms of this agreement. All contractual administration (e.g. terms, conditions, extensions, and renewals) will remain the UC's responsibility except as outlined in the above referenced RFP (title of RFP). Operational issues, fiduciary responsibility, payment issues and liabilities, and disputes involving individual Participating Public Agencies will be addressed, administered, and resolved by each Participating Public Agency.

## 4. Purchase Order; Advance Payments

Unless otherwise provided in the Agreement, Supplier may not begin providing Goods and/or Services until UC approves a Purchase Order for the Goods and/or Services.

## 5. Pricing, Invoicing Method, and Settlement Method and Terms

Refer to Statement of Work or Purchase Order for Pricing. Each UC Location will specify the Invoicing Method and Payment Options that will apply, taking into account the operational capabilities of Supplier and the UC Location. See UC's Procure to Pay Standards [http://www.ucop.edu/procurement-services/\\_files/Matrix%20for%20website.pdf](http://www.ucop.edu/procurement-services/_files/Matrix%20for%20website.pdf) for the options that will be



considered. In the case of systemwide agreements, each UC Location will specify these terms in a Statement of Work or Purchase Order, as the case may be.]

For non-systemwide agreements, the Invoicing Method, and Settlement Method and Terms are addressed below:

Invoicing Method

Notwithstanding the provisions of Article 3 of the Terms and Conditions of Purchase, Supplier will submit invoices following the designated invoice method directly to UC Accounts Payable Departments at each UC Location.

Notwithstanding the provisions of Article 3 of the Terms and Conditions of Purchase, UC will pay freight and shipping/handling as follows: Supplier will pay FOB Destination Prepaid.

All invoices must clearly indicate the following information:

- California sales tax as a separate line item;
- Shipping costs as a separate line item;
- UC Purchase Order or Release Number;
- Description, quantity, catalog number and manufacturer number of the item ordered;
- Net cost of each item;
- Any pay/earned/dynamic discount;
- Reference to original order number for all credit memos issued;

Supplier will submit invoices following the designated invoice method directly to UC Accounts Payable Departments at each UC Location, unless UC notifies the Supplier otherwise by amendment to the Agreement.

Settlement Method and Terms

Notwithstanding the provisions of Article 3 of the Terms and Conditions of Purchase, the Settlement Method and Terms for any other campus will be as established by each campus location.

## 5. Notices

As provided in the UC Terms and Conditions of Purchase, notices may be given by email, which will be considered legal notice only if such communications include the following text in the Subject field: FORMAL LEGAL NOTICE – [insert, as the case may be, Supplier name or University of California]. If a physical format notice is required, it must be sent by overnight delivery or by certified mail with return receipt requested, at the addresses specified below.

To UC, regarding confirmed or suspected Breaches as defined under Appendix – Data Security:

<b>Name</b>	Daniel Quach
<b>Phone</b>	858-246-5779
<b>Email</b>	<a href="mailto:dquach@ucsd.edu">dquach@ucsd.edu</a>
<b>Address</b>	Information Technology Services TPC/S 3rd Fl/152 Mail Code 0928
	Mailing Address:9500 Gilman Drive #0928 La Jolla, CA 92093-0928

To UC, regarding confirmed or suspected Breaches as defined under Appendix – Electronic Commerce:

<b>Name</b>	Anne Hewett
<b>Phone</b>	858-534-9426
<b>Email</b>	<a href="mailto:ahewett@ucsd.edu">ahewett@ucsd.edu</a>
<b>Address</b>	10280 N. Torrey Pines Rd., Ste. 415 La Jolla, CA 92037

To UC, regarding contract issues not addressed above:

<b>Name</b>	Andrea Orozco
<b>Phone</b>	858-534-5730
<b>Email</b>	<a href="mailto:anorozco@ucsd.edu">anorozco@ucsd.edu</a>
<b>Address</b>	10280 N. Torrey Pines Rd., Ste. 415 La Jolla, CA 92037

<b>Name</b>	Antony Esquer
<b>Phone</b>	858-534-1479
<b>Email</b>	<a href="mailto:amesquer@ucsd.edu">amesquer@ucsd.edu</a>
<b>Address</b>	10280 N. Torrey Pines Rd., Ste. 415 La Jolla, CA 92037

To Supplier:

<b>Name</b>	Kevin Feighery
<b>Phone</b>	704-975-5477
<b>Email</b>	<a href="mailto:kfeighery@medline.com">kfeighery@medline.com</a>
<b>Address</b>	1 Medline PI Mundelein, IL 60060

## 6. Intellectual Property, Copyright and Patents

/x The Goods and/or Services **do not** involve Work Made for Hire

## 7. Patient Protection and Affordable Care Act (PPACA)

/x The Services do not involve temporary or supplementary staffing, and they are not subject to the PPACA warranties in the T&Cs.

## 8. Prevailing Wages

/x Supplier is not required to pay prevailing wages when providing the Services.

## 9. Fair Wage/Fair Work

/x Supplier is not required to pay the UC Fair Wage (defined as \$13 per hour as of 10/1/15, \$14 per hour as of 10/1/16, and \$15 per hour as of 10/1/17) when providing the Services.

## 10. Restriction Relating to Consulting Services or Similar Contracts – Follow-on Contracts

Please note a Supplier that is awarded a consulting services or similar contract cannot later submit a bid or be considered for any work "required, suggested, or otherwise deemed appropriate" as the end product of the Services (see Public Contract Code Section 10515).

## 11. Insurance

Deliver the PDF version of the Certificate of Insurance to UC's Buyer, by email with the following text in the Subject field: CERTIFICATE OF INSURANCE – Medline Industries, Inc.

## 12. Service-Specific and/or Goods-Specific Provisions

- a. Pandemic response
- b. Stock arrangements
- c. Last Mile
- d. Sustainability Incentive: To support UC's zero waste goal and to improve campus waste and diversion, Medline agrees to provide an annual sustainability incentive, in the amount of \$5,000 payable to the UC Regents. This incentive will be allocated to all 10 campus sustainability programs, to support campus waste and diversion programs.

### Pricing Protection

Prices quoted on this solicitation must be firm for the first twelve (12) months of the initial term of any awarded agreement(s). Price changes after the initial period, if any, shall be made on an annual basis as negotiated by both parties. Any price changes require prior written notification and must follow the process outlined in Appendix B. However, in no event shall price increase on an aggregate basis exceed three (3) percent or CPI whichever is less. Price increases for any agreement renewal periods must be supported by documented evidence of manufacturers' price increases. If the supplier's catalog or list price is reduced, the University shall benefit from a corresponding price reduction.

## 13. Records about Individuals

Records created pursuant to the Agreement that contain personal information about individuals (including statements made by or about individuals) may become subject to the California Information Practices Act of 1977, which includes a right of access by the subject individual. While ownership of confidential or personal information about individuals is subject to negotiated agreement between UC and Supplier, records will normally become UC's property, and subject to state law and UC policies governing privacy and access to files. When collecting the information, Supplier must inform the individual that the record is being made, and the purpose of the record. Use of recording devices in discussions with employees is permitted only as specified in the Statement of Work.

## 14. Piggyback UC

Supplier agrees to extend the pricing basis, terms and conditions of the Agreement to all UC Locations. Supplier will make available to any UC Location its improved pricing basis, terms or conditions resulting from increased usage or aggregation of activity by multiple UC Locations. All contractual administration issues (e.g. terms and conditions, extensions, and renewals), operational issues, fiduciary responsibility, payment issues, performance issues and liabilities, and disputes involving individual UC Locations will be addressed, administered, and resolved by each UC Location. Any delay in payment or other operational issue involving one UC Location will not adversely affect any other UC Location.

## 15. Incorporated Documents

This Agreement and its Incorporated Documents contain the entire agreement between the Parties, in order of the below precedent, concerning its subject matter and shall supersede all prior or other agreements, oral and written declarations of intent and other legal arrangements (whether binding or non-binding) made by the Parties in respect thereof.

- a. Attachment A: UC San Diego Medical and Surgical Supplies RFP #2018AO

- b. Appendix A: UC Terms and Conditions of Purchase
- c. Appendix B: UC Appendix—Electronic Commerce
- d. Appendix C: Federal Government Contracts Special Terms and Conditions
- e. Appendix D: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- f. Appendix E: Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions
- g. Appendix F: Certification Regarding Debarment, Suspension, Proposed Debarment, and Other responsibility Matters (First Tier Subcontractor)
- h. Appendix G: UC Appendix—Data Security
- i. Appendix H: UC FEMA Appendix
- j. Exhibit A: Response for National Cooperative Contract
- k. Exhibit F: Federal Funds Certifications
- l. Exhibit G: New Jersey Business Compliance

## 20. Entire Agreement

The Agreement and its Incorporated Documents contain the entire Agreement between the parties and supersede all prior written or oral agreements with respect to the subject matter herein.

This Agreement can only be signed by an authorized representative with the proper delegation of authority.

THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

**Signature on File**

\_\_\_\_\_  
(Signature)

Todd Adams

\_\_\_\_\_  
(Printed Name, Title)

11/10/2021

\_\_\_\_\_  
November 3<sup>rd</sup>, 2021

MEDLINE INDUSTRIES, LP.

**Signature on File**

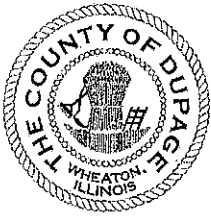
\_\_\_\_\_  
(Signature)

Chris Powers

\_\_\_\_\_  
(Printed Name, Title)

11/9/2021

\_\_\_\_\_  
November 3<sup>rd</sup>, 2021



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:	
COMPANY NAME:	Medline Industries, LP
CONTACT PERSON:	Brian Guth
CONTACT EMAIL:	BGuth@medline.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/](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](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: Troy Lothar

Signature: 

Title: Sr. Director National Field Sales

Date: 3/26/2026



## Care Center Requisition Under \$30,000

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

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**File #:** 26-1126

**Agenda Date:** 4/7/2026

**Agenda #:** 9.G.

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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-0965	RFP, BID, QUOTE OR RENEWAL #: 24-004-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$0.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 04/07/2026	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
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Yami Fresh	VENDOR #: 32905	DEPT: DuPage Care Center	DEPT CONTACT NAME: Mario Plata
VENDOR CONTACT: Liat Segal	VENDOR CONTACT PHONE: 847-423-2448	DEPT CONTACT PHONE #: 630-784-4416	DEPT CONTACT EMAIL: mario.plata@dupagecounty.gov
VENDOR CONTACT EMAIL: liat@yamifresh.com	VENDOR WEBSITE:	DEPT REQ #: 7570	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Manages beverage and snack vending machines at various locations on the DuPage County Campus for the period May 5, 2026 through May 4, 2027, under bid renewal #24-004-DCC, second of three one-year optional renewals.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Yami Fresh will pay DuPage Care Center profit sharing with percentages of profit sharing increases every year. Monthly Commission Payable to DuPage Care Center based on machine's Gross Income. For year three (3) Yami Fresh will pay DuPage Care Center monthly, 30% profit sharing along with a one-time payment of \$7,500.00.			

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

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

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Yami Fresh	Vendor#: 32905	Dept: DuPage Care Center	Division: Dining Services
Attn: Liat Segal	Email: Liat@yamifresh.com	Attn: Mario Plata	Email: Mario.plata@dupagecounty.gov
Address: 8141 Austin Avenue	City: Morton Grove	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60053	State: IL	Zip: 60187
Phone: 847-423-2448	Fax:	Phone: 630-784-4416	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Yami Fresh	Vendor#: 32905	Dept: DuPage Care Center	Division: Dining Services
Attn: Liat Segal	Email: Liat@yamifresh.com	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 8141 Austin Avenue	City: Morton Grove	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60053	State: IL	Zip: 60187
Phone: 847-423-2448	Fax:	Phone: 630-784-4416	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 5, 2026	Contract End Date (PO25): May 4, 2027

**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		Managing Vending Services	FY26						0.00
2	1	EA		Managing Vending Services	FY27						0.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 0.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Manages beverage and snack vending machines at various locations on the DuPage County Campus for the period May 5, 2026 through May 4, 2027, under bid renewal #24-004-DCC, second of three one-year optional renewals.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 7, 2025 Human Services Committee
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



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

### CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Yami Vending Inc. dba Yami Fresh located at 8141 Austin Avenue, Morton Grove, IL 60053, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #24-004-DCC which became effective on 4/5/2024 and which will expire 5/4/2026. 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 5/4/2027.

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

#### CONTRACTOR

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

Sara Rogers

\_\_\_\_\_  
Liat Segal

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED NAME

Buyer II

\_\_\_\_\_  
President

\_\_\_\_\_  
PRINTED TITLE

\_\_\_\_\_  
PRINTED TITLE

\_\_\_\_\_  
DATE

03/09/2026  
\_\_\_\_\_  
DATE



THE COUNTY OF DUPAGE  
 FINANCE - PROCUREMENT  
 VENDING MACHINE SERVICES 24-004-DCC  
 BID TABULATION



			Yami Fresh	
NO.	ITEM	CONTRACT YEAR	PERCENT	PAYMENT
1	One-Time Payment	1		\$ 5,500.00
2	Commission Based on Gross Sales		27%	
3	One-Time Payment	2		\$ 6,500.00
4	Commission Based on Gross Sales		29%	
5	One-Time Payment	3		\$ 7,500.00
6	Commission Based on Gross Sales		30%	
7	One-Time Payment	4		\$ 8,500.00
8	Commission Based on Gross Sales		31%	
<b>GRAND TOTAL</b>				<b>\$ 28,000.00</b>

NOTES

Bid Opening 3/11/2024 @ 2:30 PM	NE, BR
Invitations Sent	18
Total Vendors Requesting Documents	2
Total Bid Responses	1

**SECTION 7 - BID FORM PRICING**

Commissions shall be paid on gross vending revenues with no deductions for any fees or expenses. One-time yearly payments to the County shall be paid during the first month of the contract.

NO	ITEM	CONTRACT YEAR	PERCENTAGE	PAYMENT
1	One-Time Payment	1		\$ 5,500.00
2	Commission Based on Gross Sales		27 %	
3	One-Time Payment	2		\$ 6,500.00
4	Commission Based on Gross Sales		29 %	
5	One-Time Payment	3		\$ 7,500.00
6	Commission Based on Gross Sales		30 %	
7	One-Time Payment	4		\$ 8,500.00
8	Commission Based on Gross Sales		31 %	
<b>GRAND TOTAL</b>				<b>\$ 28,000.00</b>
<b>GRAND TOTAL</b> (In words) TWENTY EIGHT THOUSAND DOLLARS AND ZERO CENTS				

**SECTION 8 - BID FORM SIGNATURE PAGE**

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

X  PRESIDENT  
\_\_\_\_\_  
(Signature and Title)

CORPORATE SEAL  
(If available)

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ AD, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public) My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
SEAL

**SECTION 9 - MANDATORY FORM**  
**VENDING MACHINE SERVICES 24-004-DCC**  
(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	Yami Vending Inc. dba Yami Fresh		
Main Business Address	8141 Austin Ave.		
City, State, Zip Code	Morton Grove, IL 60053		
Telephone Number	847-423-2448 x102	Email Address	Liat@yamivending.com
Bid Contact Person	Liat Segal		

The undersigned certifies that he is:

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

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

Liat Segal \_\_\_\_\_  
(President or Partner) (Vice-President or Partner)

Ran Golan \_\_\_\_\_  
(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. \_\_, \_\_\_\_, \_\_\_\_, and \_\_\_\_ issued thereto.

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

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

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

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

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

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

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

**CONTRACT ADMINISTRATION INFORMATION:**

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	Yami Vending Inc. dba Yami Fresh	NAME	SAME AS CORRESPONDENCE
CONTACT	Liat Segal	CONTACT	
ADDRESS	8141 Austin Ave.	ADDRESS	
CITY ST ZIP	Morton Grove, IL 60053	CITY ST ZIP	
TX	847-779-3255	TX	
FX		FX	
EMAIL	Liat@yamivending.com	EMAIL	
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
Not Applicable		Various vending machines around County	

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



**REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT**

**Section I: Contact Information**

Please complete the contact information below.

BID NUMBER:	24-004-DCC
COMPANY NAME:	Yami Vending Inc. dba Yami Fresh
CONTACT PERSON:	Liat Segal
CONTACT EMAIL:	liat@yamifresh.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: Liat Segal

Signature: \_\_\_\_\_

Title: President

Date: 03/09/2026



## Authorization to Travel

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

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**File #:** 26-1127

**Agenda Date:** 4/7/2026

**Agenda #:** 10.A.

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# DuPage County Employee Overnight Business Travel Expense Reimbursement

## Request

This expense form is used to request advance approval for County reimbursement of **overnight travel expenses**. Advance approval is required for County reimbursement for all overnight travel whether in-state or out-of-state. After travel is completed, a separate [Overnight Business Travel Report Form](#) must be completed and submitted to receive reimbursement for travel expenses.

Elected Officials subject to 50 ILCS 150/15 should not use this Overnight Business Travel Request Form. [Applicable form for Elected Officials subject to 50 ILCS 150/15.](#)

Do not use this form for travel that does not include an overnight stay. Advance approval is not required for travel that does not include an overnight stay.

Written documentation is not required for approval prior to travel. However, complete itemized documentation is required for reimbursement after travel.

Please review the [County's Business Travel Expense Policy](#) before completing this form.

**The County's Business Travel Expense Policy :** ["Yes"]

**Employee Name:** |

**Employee Email Address:** | @dupagecounty.gov

**Department:** Community Services

**Supervisor Email:** @dupagecounty.gov

**Secondary Department Contact (Department Admin or Accounts Payable):**

## Description of the Requested Business Travel

**Event or Conference Name:** NACCED summer meeting and NACo Annual Conference

**Event Location (City/State):** New Orleans, LA

**Description of conference, training or other events including County business purpose:** Summer board meeting of the National Association for County Community and Economic Development and the Annual Conference of the National Association of Counties. Employee is on the board or directors of both organizations

**Start date of conference, training or other out of town event:** 07-16-2026

**End date of conference, training or other out of town event:** 07-21-2026

**Departure travel date:** 07-15-2026

**Return travel date:** 07-21-2026

**If travel dates extend before or after the dates related to the purpose of travel, explain why the additional travel days are necessary:** Early start on the 16th requires arrival on the 15th.

## Estimate of costs for the requested business travel

**Budget Account Code:** 1000-1750

**Registration fees for conference, training or event:** \$675

**Form of Payment:** Employee reimbursement

**Estimated transportation cost to and from location:** \$700

**Describe methods of transportation to and from location:** airfare plus ground transportation to and from both airports

**Rental Vehicle request:**

**Provide estimated rental car cost:** \$

**Describe reason(s) for vehicle rental:**

**Business Travel Expense Policy - Supplemental Insurance:**

**Total Estimated Lodging Costs:** \$1500

**Description of lodging needs, including number of nights and cost per night:** 6 nights @\$210 plus 17% tax.

## **Meal Per Diem Policy**

See **Business Travel Expense Policy Section 6.0** regarding meal per diems. Individual meals, **including room service**, are not reimbursable and meal receipts are not required or accepted. Tips are included in the per diem and are not reimbursable. Per diems are paid at 100% of applicable GSA CONUS rates for non-travel days and at 75% of applicable GSA CONUS rates for the travel day at the beginning of the trip and the travel day for returning from the trip.

See the per diem rates at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Estimate Total Per Diem expenses:** \$442

**Estimate such additional expenses:** \$0

**Describe expected additional expenses:**

**Estimated total cost of the requested Overnight Business Travel:** \$3317

## **Confirmation and Submission**

By typing my name below, the employee submitting this request certifies that the information provided herein accurately describes the proposed business travel and the requested travel expenses are my best estimate of the costs and expenses related to that travel. I understand that this request requires advance approval by my Department Head and the Parent Committee Chair (if the total is not more than \$2,500) or the Parent Committee (if the total is more than \$2,500).

**Employee Name:**

### **Instructions for Immediate Supervisor other than Department Head**

Please review this Overnight Business Travel Request Form. If you approve the requested travel, please forward the form by email to the Department Head and indicate your approval.

### **Instructions for Department Head**

Please review this Overnight Business Travel Request Form. If you approve the requested travel, please print this form, sign below, scan and email to the Chair of the relevant Parent Committee.

### **Instructions for Parent Committee Chair**

Please review this Overnight Business Travel Request Form. If \$2,500 or less, and you approve the requested travel, please print this form, sign below, scan, and return via email to the Department Head. If more than \$2,500, place this item on the agenda of the relevant Parent Committee. After approval by the Parent Committee, please print this form, sign below, scan, and return via email to the Department Head.

**REVIEWED BY AND DATE APPROVED:**

Signature on File

Department Head: \_\_\_\_\_

Date: 3/26/26

Committee Chair: \_\_\_\_\_

Date: \_\_\_\_\_

If the request is over \$2,500 the Committee Chair certifies that the travel was approved by a majority vote at a scheduled meeting of the Parent Committee

Committee Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_



## Authorization to Travel

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

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**File #:** 26-1138

**Agenda Date:** 4/7/2026

**Agenda #:** 10.B.

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# DuPage County Employee Overnight Business Travel Expense Reimbursement

## Request

This expense form is used to request advance approval for County reimbursement of **overnight travel expenses**. Advance approval is required for County reimbursement for all overnight travel whether in-state or out-of-state. After travel is completed, a separate Overnight Business Travel Report Form must be completed and submitted to receive reimbursement for travel expenses.

Elected Officials subject to 50 ILCS 150/15 should not use this Overnight Business Travel Request Form. Applicable form for Elected Officials subject to 50 ILCS 150/15.

Do not use this form for travel that does not include an overnight stay. Advance approval is not required for travel that does not include an overnight stay.

Written documentation is not required for approval prior to travel. However, complete itemized documentation is required for reimbursement after travel.

Please review the County's Business Travel Expense Policy before completing this form.

**The County's Business Travel Expense Policy :** ["Yes"]

**Employee Name:**

**Employee Email Address:** @dupagecounty.gov

**Department:** Community Services

**Supervisor Email:** @dupagecounty.gov

**Secondary Department Contact (Department Admin or Accounts Payable):**

: @dupagecounty.gov

## Description of the Requested Business Travel

**Event or Conference Name:** NEUAC LIHEAP Conference

**Event Location (City/State):** Seattle, WA

**Description of conference, training or other events including County business purpose:** A conference of peers in LIHEAP from around the country meet to discuss LIHEAP practices to make the process more efficient for clients. Comparing notes as to how other states conduct their programs and different strategies to get more assistance to those who need it.

**Start date of conference, training or other out of town event:** 05-18-2026

**End date of conference, training or other out of town event:** 05-21-2026

**Departure travel date:** 05-17-2026

**Return travel date:** 05-21-2026

**If travel dates extend before or after the dates related to the purpose of travel, explain why the additional travel days are necessary:** need to get there day before due to start time of the conference.

## Estimate of costs for the requested business travel

**Budget Account Code:** 5000-1420

**Registration fees for conference, training or event:** \$975

**Form of Payment:** Invoiced to county

**Estimated transportation cost to and from location:** \$610

**Describe methods of transportation to and from location:** flight to conference then Uber to and from home - Airport - Hotel - and back.

**Rental Vehicle request:**

**Provide estimated rental car cost:** \$

**Describe reason(s) for vehicle rental:**

**Business Travel Expense Policy - Supplemental Insurance:**

**Total Estimated Lodging Costs:** \$940

**Description of lodging needs, including number of nights and cost per night:** \$188 for 4 nights

## **Meal Per Diem Policy**

See **Business Travel Expense Policy Section 6.0** regarding meal per diems. Individual meals, **including room service**, are not reimbursable and meal receipts are not required or accepted. Tips are included in the per diem and are not reimbursable. Per diems are paid at 100% of applicable GSA CONUS rates for non-travel days and at 75% of applicable GSA CONUS rates for the travel day at the beginning of the trip and the travel day for returning from the trip.

See the per diem rates at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Estimate Total Per Diem expenses:** \$414

**Estimate such additional expenses:** \$0

**Describe expected additional expenses:**

**Estimated total cost of the requested Overnight Business Travel:** \$2939

## **Confirmation and Submission**

By typing my name below, the employee submitting this request certifies that the information provided herein accurately describes the proposed business travel and the requested travel expenses are my best estimate of the costs and expenses related to that travel. I understand that this request requires advance approval by my Department Head and the Parent Committee Chair (if the total is not more than \$2,500) or the Parent Committee (if the total is more than \$2,500).

**Employee Name:**

### **Instructions for Immediate Supervisor other than Department Head**

Please review this Overnight Business Travel Request Form. If you approve the requested travel, please forward the form by email to the Department Head and indicate your approval.

### **Instructions for Department Head**

Please review this Overnight Business Travel Request Form. If you approve the requested travel, please print this form, sign below, scan and email to the Chair of the relevant Parent Committee.

### **Instructions for Parent Committee Chair**

Please review this Overnight Business Travel Request Form. If \$2,500 or less, and you approve the requested travel, please print this form, sign below, scan, and return via email to the Department Head. If more than \$2,500, place this item on the agenda of the relevant Parent Committee. After approval by the Parent Committee, please print this form, sign below, scan, and return via email to the Department Head.

**REVIEWED BY AND DATE APPROVED:**

Signature on File

Department Head: \_\_\_\_\_

Date: 3/26/25

Committee Chair: \_\_\_\_\_

Date: \_\_\_\_\_

If the request is over \$2,500 the Committee Chair certifies that the travel was approved by a majority vote at a scheduled meeting of the Parent Committee

Committee Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_



## Consent Item

421 N. COUNTY FARM  
ROAD  
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**File #:** 26-1128

**Agenda Date:** 4/7/2026

**Agenda #:** 11.A.

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CONSENT  
HS 4/7  
CB 4/14



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 24, 2026

MinuteTraq (IQM2) ID #: 26-0863

<b>Purchase Order #:</b> 7308-0001 SERV	<b>Original Purchase Order Date:</b> Sep 25, 2024	<b>Change Order #:</b> 2	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> McMahon Food Corporation		<b>Vendor #:</b> 44693	<b>Dept Contact:</b> Mario Plata
<b>Background and/or Reason for Change Order Request:</b>	provide fluid dairy for the DPCC residents, cafeteria and cafes' located on County Campus for the period 09/25/24 through 09/24/25. #1 Decrease and close line 1, 1200-2025-52210 in the amount of \$7,500.00 #2 Decrease and close line 2, 1200-2025-52210 in the amount of \$6,679.77 - contract has expired.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

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

INCREASE/DECREASE		
A	Starting contract value	\$30,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$30,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$14,179.77)
E	New contract amount (C + D)	\$15,820.23
F	Percent of current contract value this Change Order represents (D / C)	-47.27%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-47.27%

**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:

CDK _____	4208	Feb 24, 2026	CDK _____	4208	Feb 24, 2026
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer _____	Date _____	Procurement Officer _____	Date <u>3/3/2026</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  
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**File #:** 26-1129

**Agenda Date:** 4/7/2026

**Agenda #:** 11.B.

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CONSENT  
HS 4/7  
CB 4/14



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 24, 2026

MinuteTraq (IQM2) ID #: 26-0864

<b>Purchase Order #:</b> 7345-0001 SERV	<b>Original Purchase Order Date:</b> Dec 1, 2024	<b>Change Order #:</b> 3	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Sysco Chicago, Inc.	<b>Vendor #:</b> 10555		<b>Dept Contact:</b> Dining Services
<b>Background and/or Reason for Change Order Request:</b>	Contract to provide primary food, supplies and chemicals for the period 12/01/24 through 11/30/25. #1 Decrease and close line 1, 1200-2025-52200 in the amount of \$9,460.52 #2 Decrease and close line 2, 1200-2025-52210 in the amount of \$31,438.38 #3 Decrease and close line 3, 1200-2025-52280 in the amount of \$1,795.31 #4 Decrease and close line 4, 2100-2025-52200 in the amount of \$4,918.40 #5 Decrease and close line 5, 2100-2025-52210 in the amount of \$12,810.14 #6 Decrease and close line 6, 2100-2025-52280 in the amount of \$261.62 - contract has expired.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

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

INCREASE/DECREASE		
A	Starting contract value	\$1,297,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$1,297,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$60,684.37)
E	New contract amount (C + D)	\$1,236,315.63
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 ≥ \$2,500.00, or ≥ 10%, of current contract amount     
  Funding Source \_\_\_\_\_

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

CDK _____	4208	Feb 24, 2026	CDK _____	4208	Feb 24, 2026
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer _____	Date _____	Procurement Officer	Date <u>3/3/2026</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  
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**File #:** 26-1130

**Agenda Date:** 4/7/2026

**Agenda #:** 11.C.

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CONSENT  
HS 4/17  
OB 4/14

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

Date: Feb 24, 2026

File ID #: 260865

<b>Purchase Order #:</b> 7290-0001 SERV	<b>Original Purchase Order Date:</b> Nov 20, 2024	<b>Change Order #:</b> 3	<b>Department:</b> Nursing
<b>Vendor Name:</b> Pulmonary Exchange LTD dba PEL/VIP		<b>Vendor #:</b> 11800	<b>Dept. Contact:</b> Annabel Leonida
<b>Action Requested and Reason for Change Order Request:</b> Contract purchase order to Pulmonary Exchange, LTD for rental of respiratory care equipment for the DuPage Care Center, for the period of November 20, 2024 through November 19, 2025 #1 decrease land close line 1, 1200-2050-53410 in the amount of \$900.00 #2 decrease land close line 1, 1200-2050-53410 in the amount of \$9,400.00 #3 decrease land close line 1, 1200-2050-53410 in the amount of \$940.00 - contract has expired.			

**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		\$40,000.00
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$40,000.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,240.00)
E	New Contract Amount (C + D)		\$28,760.00
F	Cumulative Change Order Amount (B + D)		(\$11,240.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-28.10%

**DECISION MEMO NOT REQUIRED - Check Applicable Box(es)**

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease Quantity From: \_\_\_\_\_ to: \_\_\_\_\_
- Price Shows: \_\_\_\_\_ should be: \_\_\_\_\_
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

**DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below**

- Contract Extension Greater Than 59 Days From \_\_\_\_\_ to: \_\_\_\_\_
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below

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

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**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.

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

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number

**APPROVALS** - *Initials Only*

CDK	4208	Feb 24, 2026	CDK	4208	Feb 24, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	
	3/3/2026				



## Consent Item

421 N. COUNTY FARM  
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**File #:** 26-1131

**Agenda Date:** 4/7/2026

**Agenda #:** 11.D.

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Consent  
HS 4/17  
CB 4/14

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Feb 24, 2026

File ID #: 26-0866

<b>Purchase Order #:</b> 7317-0001 SERV	<b>Original Purchase Order Date:</b> Dec 1, 2024	<b>Change Order #:</b> 1	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Valdes Supply		<b>Vendor #:</b> 36338	<b>Dept. Contact:</b> Vinit Patel & Connie Pureza
<b>Action Requested and Reason for Change Order Request:</b> Restroom tissue and paper towels #1 Decrease and close line 1, 1200-2035-52280 in the amount of \$20,602.40 #2 Decrease and close line 2, 1200-2050-52200 in the amount of \$308.46 - contract has expired.			

**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		\$79,000.00
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$79,000.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$20,910.86)
E	New Contract Amount (C + D)		\$58,089.14
F	Cumulative Change Order Amount (B + D)		(\$20,910.86)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-26.47%

**DECISION MEMO NOT REQUIRED - Check Applicable Box(es)**

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease Quantity From: \_\_\_\_\_ to: \_\_\_\_\_
- Price Shows: \_\_\_\_\_ should be: \_\_\_\_\_
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

**DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below**

- Contract Extension Greater Than 59 Days From \_\_\_\_\_ to: \_\_\_\_\_
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below


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

**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.

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

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number

**APPROVALS - Initials Only**

CDK	4208	Feb 24, 2026	CDK	4208	Feb 24, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	
	3/3/2026				



## Consent Item

421 N. COUNTY FARM  
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**File #:** 26-1132

**Agenda Date:** 4/7/2026

**Agenda #:** 11.E.

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# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
Revised 10-01-2025

HS 4/7  
CB 4/14

Date: Mar 16, 2026

File ID #: 26-0990

<b>Purchase Order #:</b> 7052-0001 SERV	<b>Original Purchase Order Date:</b> Apr 18, 2024	<b>Change Order #:</b> 2	<b>Department:</b> DCC
<b>Vendor Name:</b> Central DuPage Hospital Assoc		<b>Vendor #:</b> 10019	<b>Dept. Contact:</b> Christine Kliebhan
<b>Action Requested and Reason for Change Order Request:</b> Decrease PO by (\$40,000.00) to \$0.00 and close PO. PO Expired on 4/22/2025.			

### 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		\$40,000.00
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$40,000.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$40,000.00)
E	New Contract Amount (C + D)		\$0.00
F	Cumulative Change Order Amount (B + D)		(\$40,000.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-100.00%

### DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order       Close Contract       Contract Extension (≤59 Days)       Update Budget Code
- Change Budget Code From: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease Quantity From: \_\_\_\_\_ to: \_\_\_\_\_
- Price Shows: \_\_\_\_\_ should be: \_\_\_\_\_       Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract       Increase Encumbrance and Close Contract       Decrease Encumbrance       Increase Encumbrance

### DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From \_\_\_\_\_ to: \_\_\_\_\_       Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)       Other - Explain In Summary Explanation Box Below


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

**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.

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

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number

**APPROVALS - Initials Only**

SR		Mar 16, 2026	CDK	4208	Mar 16, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	
	3/19/2026				



## Consent Item

421 N. COUNTY FARM  
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**File #:** 26-1133

**Agenda Date:** 4/7/2026

**Agenda #:** 11.F.

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Consent  
 HS 4/7  
 CB 4/14

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division  
 Revised 10-01-2025

Date: Mar 12, 2026

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

<b>Purchase Order #:</b> 7789	<b>Original Purchase Order Date:</b> 07-01-25	<b>Change Order #:</b> 1	<b>Department:</b> Community Services
<b>Vendor Name:</b> COMFORT 1ST INSULATION & ENERGY SOLUTIONS		<b>Vendor #:</b> 43174	<b>Dept. Contact:</b> Gina Strafford-Ahmed
To decrease encumbrance and close the PO			
<b>Action Requested and Reason for Change Order Request:</b>			

**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	\$15,000.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$15,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$15,000.00)
E	New Contract Amount (C + D)	\$0.00
F	Cumulative Change Order Amount (B + D)	(\$15,000.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%

**DECISION MEMO NOT REQUIRED - Check Applicable Box(es)**

- Cancel Entire Order       Close Contract       Contract Extension (≤59 Days)       Update Budget Code
- Change Budget Code From: \_\_\_\_\_ to: \_\_\_\_\_
- Increase/Decrease Quantity From: \_\_\_\_\_ to: \_\_\_\_\_
- Price Shows: \_\_\_\_\_ should be: \_\_\_\_\_       Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract       Increase Encumbrance and Close Contract       Decrease Encumbrance       Increase Encumbrance

**DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below**

- Contract Extension Greater Than 59 Days From \_\_\_\_\_ to: \_\_\_\_\_       Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)       Other - Explain In Summary Explanation Box Below

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

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**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.

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

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number

**APPROVALS - Initials Only**

DK	6164	Mar 12, 2026	<u>CR</u>	6082	3/12/26
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>[Signature]</u>		3/24/2026			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	