



# EMERGENCY PROCUREMENT DECISION MEMO

REQUISITION # \_\_\_\_\_

*This form must be notarized and filed with the Procurement Officer by the close of business the next business day following the emergency.*

### EMERGENCY CONTACT INFORMATION

Department	Probation and Court Services	Vendor	Kane County
Contact	Robert McEllin	Vendor ERP #	
Address	503 N. County Farm Road	Contact	Mike Davis
Room		Address	37W655 Route 38
City, ST Zip	Wheaton, IL 60187	City, ST Zip	St. Charles, IL, 60175
Phone	630-407-8402	Phone	630-406-7468
Fax	630-407-8501	Fax	630-208-5180
Email	Robert.McEllin@dupagecounty.gov	Email	davismichael@16thCircuit.IllinoisCourts.gov

State of Illinois )  
County of DuPage ) SS

I, Robert McEllin being sworn, solemnly affirm that:

I am Director of the DuPage County Probation and Court Services

I have authorized the expenditure of funds for an emergency. This expenditure is justified as:

- An emergency involving public health.
- An emergency involving public safety.
- Necessary to protect County property from further loss or damage.
- Necessary to prevent or minimize serious disruption in County services.
- Necessary to insure integrity of County records.

The condition and circumstances requiring this emergency expenditure are:

The County entered into a contract with Kane County to house juveniles in the Kane County Juvenile Justice Center in 2020, which was set to expire on February 1, 2024. The Parties engaged in extensive negotiation, which involved the Chief Judge for both the Eighteenth and Sixteenth Judicial Circuits. The previous agreement expired on February 1, 2024. The Parties finalized negotiations on February 2, 2024. To prevent a gap in service it was critical that the Parties execute the new Agreement as soon as possible. The Finance Committee and County Board were not scheduled to meet until February 13, 2024 to authorize the Chair to execute the agreement.

Indicate impact if not done as an emergency procurement:

The contract expired at midnight on February 2, 2024. If the Chair did not execute the Agreement on February 2, 2024, the Parties would be housing juveniles at Kane County without a contract. The agreement contains indemnity, insurance, and payment provisions that would not be effective in the absence of such an agreement. The lack of an agreement also puts the County at risk of Kane County refusing to perform this critical service without recourse to the County.

That the amount of this expenditure is \$4,054,125.00  Actual or  Estimated  
(if an estimated cost is provided, the actual cost must be provided to the Procurement Officer as soon as it is known.)

County Board Chairman's approval (if approval was obtained via email, please attach a copy of email):

Date: February 2, 2024 Time: 5:41 pm

Parent Committee Chair Notification (if notification was via email, please attach a copy of email):

Date: February 2, 2024 Time: 6:13 pm

This affidavit is made pursuant to and in fulfillment of the emergency procurement affidavit provisions of the DuPage County Procurement Ordinance OFI-005F-99.

I know and understand the contents of this affidavit, and all statements herein are true and correct.

\_\_\_\_\_  
Signature of Affiant

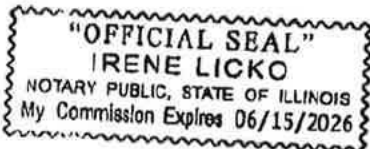
Subscribed and sworn before me this 7 day of February, 2024

\_\_\_\_\_  
Notary Public

My Commission expires:

06/15/2026

Reviewed:  
\_\_\_\_\_



(seal)