



# DU PAGE COUNTY

## Stormwater Management Committee

### Regular Meeting Agenda

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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Tuesday, August 5, 2025

7:30 AM

County Board Room

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1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS - CHAIR ZAY

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [25-1620](#)

Stormwater Management Regular Meeting Minutes - June 3, 2025

6. CONSENT AGENDA

6.A. [25-1717](#)

Hey & Associates - 6527-1-SERV Decrease & Close Contract due to expiration. Total dollar amount decreased by \$27,128.31.

6.B. [25-1716](#)

Water Well Solutions - 6745-1-SERV Decrease & Close Contract due to expiration. Total dollar amount decreased by \$112,500.

6.C. [25-1715](#)

Gatwood Crane - 6748-1-SERV Decrease & Close Contract due to expiration. Total dollar amount decreased by \$22,153.90.

6.D. [25-1714](#)

Hazchem Environmental Corp. - 6706-1-SERV Decrease & Close Contract due to expiration. Total dollar amount decreased by \$11,045.31.

6.E. [25-1713](#)

Commonwealth Edison Company - 5156-1-SERV Decrease & Close Contract due to expiration. Total dollar amount decreased by \$116,720.06.

6.F. [25-1712](#)

Pizzo & Associates LTD - 6993-1-SERV Decrease & Close Contract due to expiration. Total dollar amount decreased by \$33,151.59.

6.G. [25-1785](#)

USGS Joint Funding Agreement - 7364-1-SERV - Time extension from November 30, 2025 to September 30, 2026 and amend the existing joint funding agreement. No change to the dollar amount for the County.

**7. CLAIMS REPORTS**7.A. [25-1773](#)

Schedule of Claims - June & July 2025

**8. STAFF REPORTS**8.A. [25-1718](#)

Stormwater Management Program and Event Update.

8.B. [25-1719](#)

Stormwater Management Current Newsletters for June 2025 & July 2025.

8.C. [25-1774](#)

Decrease and Close of Various Contracts under \$10,000.

8.D. [25-1824](#)

Amendment to Joint Funding Agreement with the USGS.

**9. ACTION ITEMS**9.A. [SM-R-0009-25](#)

Intergovernmental Agreement between the County of DuPage, Illinois and the Village of Carol Stream, for the Gundersen Outfall Daylighting Project, in an amount not to exceed \$20,000. (WQIP Grant-Funded)

9.B. [SM-R-0010-25](#)

Intergovernmental Agreement between the County of DuPage, Illinois and the Village of Downers Grove, for the Prentiss Creek Streambank Stabilization Project, in an amount not to exceed \$100,000. (WQIP Grant-Funded)

9.C. [SM-R-0011-25](#)

Recommendation for the approval of an Agreement between the County of DuPage, Illinois and Oakhurst North Community Association, for the Oakhurst North Stormwater Pond 3 Stabilization Project, in an amount not to exceed \$15,050. (WQIP Grant-Funded)

**10. DISCUSSION**

10.A. FY26 Budget

**11. INFORMATIONAL**

11.A. [PW-P-0015-25](#)

Recommendation for the approval of a contract to Sheffield Safety and Loss Company, LLC, for Safety Program Management for various County Departments, for the period of June 25, 2025 to June 24, 2026, for a total contract amount not to exceed \$150,000; per RFP #25-046-PW. (\$25,000 Public Works, \$25,000 Stormwater, \$25,000 Division of Transportation, \$25,000 Facilities Management, and \$50,000 Finance)

11.B. [PW-P-0019-25](#)

Recommendation for the approval of a contract to Revere Electric Supply Company, to furnish Rockwell Automation Hardware and Software Support, for Public Works and Stormwater Management, for the period of May 29, 2025 to May 28, 2028, for a total contract amount not to exceed \$72,090 (Public Works \$54,067.50 and Stormwater \$18,022.50); per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole provider of Rockwell Automation Hardware and Software Support.)

11.C. [25-1816](#)

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

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



## Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #: 25-1620**

**Agenda Date: 8/5/2025**

**Agenda #: 5.A.**

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# DU PAGE COUNTY

## Stormwater Management Committee

### Final Summary

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

**Tuesday, June 3, 2025**

**7:30 AM**

**County Board Room**

**1. CALL TO ORDER**

7:30 AM meeting was called to order by Chairman Zay at 7:30 AM.

**2. ROLL CALL**

Member Yusaf joined remotely at 7:30 AM. A motion was made by Chairman Zay, Moved by Member Brummel and Seconded by Member Hinterlong for Member Yusaf to participate remotely.

Upon a voice vote, the motion passed with all ayes.

Additional County Board Members Present:

Member Deacon-Garcia

<b>RESULT:</b>	APPROVED
<b>PRESENT</b>	Brummel, DeSart, Eckhoff, Evans, Hinterlong, Honig, Tornatore, and Zay
<b>ABSENT</b>	Nero, Pojack, and Pulice
<b>REMOTE</b>	Yusuf

**3. CHAIRMAN'S REMARKS - CHAIR ZAY**

Chairman Zay cancelled July 2025 meeting.

**4. PUBLIC COMMENT**

The following individuals made public comment:

Kay McKeen - SCARCE update.

**5. APPROVAL OF MINUTES**

5.A. [25-1324](#)

Stormwater Management Regular Meeting Minutes - May 6, 2025.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Andrew Honig
<b>SECONDER:</b>	Lucy Evans

**6. CLAIMS REPORTS**

6.A. [25-1354](#)

Schedule of Claims - May 2025

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
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<b>MOVER:</b>	Lucy Evans
<b>SECONDER:</b>	Paul Hinterlong

**7. STAFF REPORTS****7.A. [25-1322](#)**

Stormwater Management May 2025 E-Newsletter.

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Sam Tornatore
<b>SECONDER:</b>	David Brummel

**7.B. [25-1321](#)**

Stormwater Management June 2025 Program and Event Update.

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Sam Tornatore
<b>SECONDER:</b>	David Brummel

**7.C. [25-1323](#)**

Quarterly Spill Report.

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Sam Tornatore
<b>SECONDER:</b>	David Brummel

**7.D. [25-1320](#)**

Annual Report to Illinois Environmental Protection Agency

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Sam Tornatore
<b>SECONDER:</b>	David Brummel

**7.E. [25-1419](#)**

FY26 Stormwater Management Budget Kick Off.

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Sam Tornatore
<b>SECONDER:</b>	David Brummel

**8. ACTION ITEMS****8.A. [SM-R-0006-25](#)**

Approval of an Intergovernmental Agreement between the County of DuPage, Illinois and the Village of Westmont, for the North Adams Street Detention Naturalization Project, for the period of June 10, 2025 through June 30, 2026, for an amount not to

exceed \$14,750. (WQIP Grant)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Lucy Evans

8.B. [SM-R-0007-25](#)

Approval of an Intergovernmental Agreement between the County of DuPage, Illinois and the Village of Westmont, for the 3927 N Lincoln Detention Naturalization Project, for the period of June 10, 2025 through June 30, 2026, for an amount not to exceed \$5,865. (WQIP Grant)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Lucy Evans
<b>SECONDER:</b>	Paul Hinterlong

8.C. [SM-R-0008-25](#)

Approval of an Intergovernmental Agreement between the County of DuPage, Illinois and the Village of Westmont, for the 328 S Wilmette Avenue Detention Naturalization Project, for the period of June 10, 2025 through June 30, 2026, for an amount not to exceed \$14,230. (WQIP Grant)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Lucy Evans
<b>SECONDER:</b>	Dawn DeSart

9. INFORMATIONAL

9.A. [TE-P-0008-25](#)

Recommendation for the approval of a contract to Accela, Inc., for annual subscription service for Accela Velosimo Connect Enterprise for Bluebeam and Citizen Access and Civic Platform for Building & Zoning, Public Works, Stormwater, and Transportation, for the period of June 23, 2025 through June 22, 2029, for a contract total amount not to exceed \$1,144,575.00. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - Proprietary Software Maintenance and Support)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Lucy Evans

10. PRESENTATION

10.A. Program Budget Presentation

11. OLD BUSINESS

Member Garcia thanked staff for the tour of St. Joe's Condo project.

**12. NEW BUSINESS**

Chariman Zay mentioned that we will have new members replacing former members.

**13. ADJOURNMENT**

With no further business, the meeting was adjourned at 8:01 AM..



## Consent Item

421 N. COUNTY FARM  
ROAD  
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**File #:** 25-1717

**Agenda Date:** 8/5/2025

**Agenda #:** 6.A.

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# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 27, 2025

MinuteTraq (IQM2) ID #:

Consent  
SWM 8/5  
CB 8/12

<b>Purchase Order #:</b> 6527-1-SERV	<b>Original Purchase Order Date:</b> Jul 11, 2023	<b>Change Order #:</b> 6	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Hey & Associates		<b>Vendor #:</b> 10705	<b>Dept Contact:</b> Alicia Favela
<b>Background and/or Reason for Change Order Request:</b>	Decrease and Close contract, this is due to the contract expiration.		
<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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)
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

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

afp	6698	Jun 27, 2025		6676	07.03.25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



## Consent Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
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**File #:** 25-1716

**Agenda Date:** 8/5/2025

**Agenda #:** 6.B.

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Consent  
SWM 8/5  
CB 8/12



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 27, 2025

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 6745-1-SERV	<b>Original Purchase Order Date:</b> Dec 1, 2023	<b>Change Order #:</b> 3	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Water Well Solutions		<b>Vendor #:</b> 12848	<b>Dept Contact:</b> Alicia Favela
<b>Background and/or Reason for Change Order Request:</b>	Decrease and Close contract, this is due to the contract expiration.		
<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	\$151,190.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$151,190.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$112,500.00)
E	New contract amount (C + D)	\$38,690.00
F	Percent of current contract value this Change Order represents (D / C)	-74.41%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-74.41%

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

afp	6698	Jun 27, 2025	824	6676	07.03.25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	7/21/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		





## Consent Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
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**File #: 25-1715**

**Agenda Date: 8/5/2025**

**Agenda #: 6.C.**

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Consent  
SWM 8/5  
CB 8/12



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 27, 2025

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 6748-1-SERV	<b>Original Purchase Order Date:</b> Dec 1, 2023	<b>Change Order #:</b> 2	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Gatwood Crane		<b>Vendor #:</b> 20583	<b>Dept Contact:</b> Alicia Favela
<b>Background and/or Reason for Change Order Request:</b>	Decrease and Close contract, this is due to the contract expiration.		
<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	\$24,508.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$24,508.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$22,153.90)
E	New contract amount (C + D)	\$2,354.10
F	Percent of current contract value this Change Order represents (D / C)	-90.39%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-90.39%

### DECISION MEMO NOT REQUIRED

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

### DECISION MEMO REQUIRED

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

afp	6698	Jun 27, 2025	<i>SAD</i>	6676	07.08.25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



## Consent Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
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**File #: 25-1714**

**Agenda Date: 8/5/2025**

**Agenda #: 6.D.**

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Consent  
SWM 8/5  
CB 8/12



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

Date: Jun 27, 2025

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 6706-1-SERV	<b>Original Purchase Order Date:</b> Jan 1, 2024	<b>Change Order #:</b> 1	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Hazchem Environmental Corp		<b>Vendor #:</b> 28186	<b>Dept Contact:</b> Alicia Favela
<b>Background and/or Reason for Change Order Request:</b> Decrease and Close contract, this is due to the contract expiration.			
<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	\$29,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$29,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,045.31)
E	New contract amount (C + D)	\$17,954.69
F	Percent of current contract value this Change Order represents (D / C)	-38.09%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-38.09%

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

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

\_\_\_\_\_

afp	6698	Jun 27, 2025	<i>89</i>	6676	<i>8/07/2025</i>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date



## Consent Item

421 N. COUNTY FARM  
ROAD  
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**File #:** 25-1713

**Agenda Date:** 8/5/2025

**Agenda #:** 6.E.

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# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 27, 2025

MinuteTraq (IQM2) ID #:

Consent  
SWM 8/5  
CB 8/12

<b>Purchase Order #:</b> 5156-1-SERV	<b>Original Purchase Order Date:</b> Apr 1, 2021	<b>Change Order #:</b> 1	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Commonwealth Edison Company		<b>Vendor #:</b> 10023	<b>Dept Contact:</b> Alicia Favela
<b>Background and/or Reason for Change Order Request:</b>	Decrease and Close contract, this is due to the contract expiration.		
<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	\$433,662.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$433,662.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$116,720.06)
E	New contract amount (C + D)	\$316,941.94
F	Percent of current contract value this Change Order represents (D / C)	-26.91%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-26.91%

### DECISION MEMO NOT REQUIRED

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

### DECISION MEMO REQUIRED

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

afp	6698	Jun 27, 2025		6676	07.03.25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	7/21/2025	
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 #:** 25-1712

**Agenda Date:** 8/5/2025

**Agenda #:** 6.F.

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# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 27, 2025

MinuteTraq (IQM2) ID #:

Consent  
SWM 8/5  
CB 8/12

<b>Purchase Order #:</b> 6993-1-SERV	<b>Original Purchase Order Date:</b> May 1, 2024	<b>Change Order #:</b> 1	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> Pizzo & Associates LTD			<b>Dept Contact:</b> Alicia Favela
<b>Vendor #:</b> 32985			
<b>Background and/or Reason for Change Order Request:</b>	Decrease and Close contract, this is due to the contract expiration.		
<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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

### DECISION MEMO NOT REQUIRED

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

### DECISION MEMO REQUIRED

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

afp	6698	Jun 27, 2025		6676	07.03.25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date	7/21/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		





## Consent Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #: 25-1785**

**Agenda Date: 8/5/2025**

**Agenda #: 6.G.**

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# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
SWM 8/5  
CB 8/12

Date: Jul 23, 2025

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 7364-1-SERV	<b>Original Purchase Order Date:</b> Dec 1, 2024	<b>Change Order #:</b> 1	<b>Department:</b> Stormwater Management
<b>Vendor Name:</b> USGS	<b>Vendor #:</b> 10896		<b>Dept Contact:</b> Alicia Favela
<b>Background and/or Reason for Change Order Request:</b>	Increase contract time from November 30, 2025 to September 30, 2026 and amend our existing joint funding agreement with the USGS, there is no change to the county portion of the contract amount.		
<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	\$393,400.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$393,400.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$393,400.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%
DECISION MEMO NOT REQUIRED		

☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only

☐ Change budget code from: to:

☐ Increase/Decrease quantity from: to:

☐ Price shows: should be:

☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

### DECISION MEMO REQUIRED

☒ Increase (greater than 29 days) contract expiration from: Nov 30, 2025 to: Sep 30, 2026

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

☐ OTHER - explain below:

--

afp	6698	Jul 23, 2025		6676	07.24.25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



# Decision Memo

## Procurement Services Division

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

Date: Jul 23, 2025

File ID #:

Purchase Order #: 7364-1-SERV

Requesting Department: Stormwater Management	Department Contact: Chris Vonnahme
Contact Email: christopher.vonnahme@dupagecounty.gov	Contact Phone: 630-461-3871
Vendor Name: United States Geological Survey	Vendor #: 10896

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

Change Order to our existing Joint Funding Agreement (JFA) with the United States Geological Survey (USGS) Central Midwest Water Science Center (CMWSC) for the advancement of our Stormwater Management Program. This Change Order will not increase the County's financial contributions to the JFA and will allow the USGS to provide an additional \$116,981 in cooperator matching funds. The Change Order will also extend the JFA from November 30, 2025 to September 30, 2026.

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

As part of the Change Order, the USGS will provide an additional \$116,981 in cooperator matching funds. These funds will be used to create a fact sheet as an overview of the project and an Open File Report documenting the Watershed Data Management database for the East Branch DuPage River. In addition, additional staff will be trained on the flood-simulation system. Alternative methods for acquiring and processing Next Generation Weather Radar data from the National Weather Service will be examined, and web sites updated and maintained by the CMWSC associated with the DuPage County program will be moved to a national USGS web server.

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

This Joint Funding Agreement is a cooperative agreement with a federal agency to provide services essential to the implementation of our stormwater management program.

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

Staff recommends approval of the attached Change Order to our existing Joint Funding Agreement (JFA) with the USGS for the above listed services at no additional cost to the County and to extend the JFA from November 30, 2025 to September 30, 2026. At this time there are no other federal, state or local governments that could provide these services for this amount or within this time frame.

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

This Change Order will not increase the County's financial contribution to the Joint Funding Agreement.

**Form 9-3143**

**(Oct. 2019)**

AMENDMENT TO AN AGREEMENT BETWEEN THE U.S. GEOLOGICAL SURVEY AND  
DUPAGE COUNTY STORMWATER MANAGEMENT

Amendment Number: 1

The Agreement is hereby modified as follows:

Article/Paragraph # 2

**Original:**

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

(a) \$168,600 by the party of the first part during the period

December 1, 2024 to November 30, 2025

(b) \$393,400 by the party of the second part during the period

December 1, 2024 to November 30, 2025

**Amendment:**

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

(a) **\$285,581** by the party of the first part during the period

December 1, 2024 to **September 30, 2026**

(b) \$393,400 by the party of the second part during the period

December 1, 2024 to **September 30, 2026**

FOR THE U.S. GEOLOGICAL SURVEY:

By: AMY RUSSELL Digitally signed by AMY RUSSELL  
Date: 2025.07.21 16:53:56 -05'00' Date: 7/21/2025

Name: Amy Russell acting for Wade Kress

Title: Associate Director

FOR COLLABORATOR:

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

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

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

**Amendment to joint funding agreement 25NEJFA007 “Flood-Simulation System Support for Salt Creek, East Branch DuPage River, and West Branch DuPage River in DuPage County, Illinois through November 2025”.**

**SUMMARY:** This is an amendment to the existing agreement with DuPage County, Illinois, where USGS Central Midwest Water Science Center (CMWSC) has identified additional deliverables that will provide value to DuPage County Stormwater Management Department (DPC-SMD) including a Fact Sheet as an overview of the project and an Open File Report documenting the Watershed Data Management (WDM) database for the East Branch DuPage River (similar to products for Salt Creek and the West Branch DuPage River). In addition, additional staff will be trained on the flood-simulation systems, alternative methods for acquiring and processing Next Generation Weather Radar (NEXRAD) data from the National Weather Service will be examined to replace the existing method that uses specialized software that may not be supported in the future, and web sites updated and maintained by the CMWSC associated with the DuPage County program will be moved from a CMWSC web server to a national USGS web server. This amendment would add CMWSC matching funds and extend the agreement end date to September 30, 2026.

**TIMELINE:** The two CMWSC report products would be published by September 30, 2026.

**BUDGET:**

CMWSC cooperator matching funds of \$116,981 added for the writing of a Fact Sheet and Open File report, and staff training and data processing review.

<b>Funding</b>	<b>Original Agreement</b>	<b>Proposed Amendment</b>	<b>Total</b>
Dupage County	\$393,400	\$0	\$393,400
USGS match*	\$168,600	\$116,981	\$285,581
Total	\$562,000	\$116,981	\$678,981

\*USGS Match funds are estimated, actual USGS contribution will depend on the availability of funding



## Payment of Claims

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #: 25-1773**

**Agenda Date: 8/5/2025**

**Agenda #: 7.A.**

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**DUPAGE COUNTY STORMWATER MANAGEMENT**  
**SCHEDULE OF CLAIMS**  
**Jul-25**

Vendor	Service	Amount
A Block	Truck Tipping	\$40.00
A Block	Truck Tipping	\$80.00
A Block	Truck Tipping	\$40.00
A Block	Truck Tipping	\$60.00
Altorfer	E-9 fuel cap/latch rplcmnts	\$99.10
AT & T	Phone Services	\$54.57
AT & T	Phone Services	\$101.77
AT & T	Phone Services	\$81.98
AT & T	Phone Services	\$57.03
AT & T	Phone Services	\$93.22
Burris Equipment	Saw equipment	\$146.26
City of Wood Dale	Water/Sewer 301 School St	\$40.83
Comcast	Ethernet services	\$374.07
ComEd	0 E Fanchon 1S Electric services	\$163.73
ComEd	0 N CNWRR 1E Electric services	\$12,051.53
ComEd	4013 Washington - Electric Services	\$33.05
ComEd	397 Illini Dr Electric services	\$308.29
Conserv FS	Various Supplies	\$361.50
Hinsdale Nurseries	Viburnum/peat moss	\$502.00
Illinois EPA	NPDES annual fees	\$1,000.00
ComEd	0 N CNWRR 1E Electric services	\$19,136.73
AT & T	Phone Services	\$95.45
Nicor	301 School St Natural Gas Service	\$62.49
STATE testing LLC	St. Joesph Creek Condos Prjct	\$4,030.57
A Block	Truck Tipping	\$40.00
A Block	Truck Tipping	\$40.00
Amazon	cartridges	\$69.79
Burris Equipment	Various Supplies	\$216.89
Christopher B. Burke	Floodplain assistance	\$1,330.00
Christopher B. Burke	Prof services	\$3,150.70
Grainger	Water Heater	\$205.80
Harbor Freight	tactical light	\$29.99
Hydraulic Supply	Hoses	\$224.66
Hydraulic Supply	Hoses	\$179.09
Landscape Material	Marking paint	\$144.00
Menards	Various Supplies	\$158.41
SCARCE	Prof services	\$7,083.33
Wicked Print	employee wear	\$1,900.00
Action Screen Print	Employee wear	\$1,085.39
Black & Veatch	Prof Engineering	\$8,659.75
Blains	Intern boots	\$79.98
Burris Equipment	Chipper repairs	\$1,870.07
Burris Equipment	Chipper repairs	\$3,798.90
ComEd	0 S Irving Park - Electric Services	\$35.57
ComEd	0 N CNWRR 1E Electric services	\$468.42



ComEd	4723 River - Electric Services	\$53.37
ComEd	4720 Dumoulin - Electric Services	\$93.62
ComEd	4525 Dumoulin - Electric Services	\$87.07
ComEd	4525 River - Electric Services	\$44.22
ComEd	701 W Third - Electric Services	\$27.02
ComEd	0 N School - Electric Services	\$749.99
Elmhurst Chicago	concrete	\$617.00
FirstNet AT & T	Cellular services	\$2,212.17
Toshiba	Copier svcs- July 2025	\$174.65
Toshiba	Copier svcs- July 2025	\$68.16
V3	Native Vegetation Mntce	\$6,865.15
ASFM	CFM-IL renewal - Dirkse	\$50.00
Home Depot	grinding/polishing disc	\$119.70
AT & T	Phone Services	\$56.22
AT & T	Phone Services	\$54.78
DPCC Support	Catering for MEDG Meeting	\$77.85
Home Depot	Bug Spray	\$24.85
Home Depot	Bird Spikes	\$29.97
Home Depot	Camera Cleaning Supplies	\$28.94
Menards	Replc. Pump Plug SWM #75	\$9.59
CA Short	Employee anniversary gift	\$9.62
Nicor	800 N River Rd Natural Gas Service	\$165.68
USPS	Postage May 2025	\$8.08
Conservation Foundation	Water Quality Education	\$5,860.00
Encap	Native Vegetation Mntce	\$450.00
Xylem	EQ pump repairs	\$2,160.05
AT & T	Ethernet services	\$1,922.65
ComEd	150 N State Rt.83 Electric services	\$181.39
ComEd	0 N CNWRR 1E Electric services	\$511.47
ComEd	0 S Hagar 1W088 Electric services	\$37.76
Illinois Tollway	tollway charges 4/1/25-6/30/25	\$330.80
CDW-G	CIV3D	\$2,888.11
AT & T	Phone Services	\$83.41
First Environmental	iron	\$28.50

**DUPAGE COUNTY STORMWATER MANAGEMENT**  
**SCHEDULE OF CLAIMS**  
**Jun-25**

Vendor	Service	Amount
Grainger	Water Quality Supplies	\$1,898.64
Toshiba	Copier Svc - May 2025	\$174.65
Toshiba	Copier Svc - May 2025	\$67.86
Trotter & Associates	On-call Engineering	\$1,995.00
V3	Native Vegetation Mntce	\$13,460.75
Amazon	Tick Removal Tool	\$49.95
Amazon	trimmer holder	\$108.78
Christopher B. Burke	Prof services	\$366.80
Jenna Fahey	reimb. for Travel Airfare	\$542.57
Hey & Associates	Prof Engineering	\$1,755.76
A Block	Truck Tipping	\$40.00
A Block	Truck Tipping	\$40.00
Altorfer	Battery	\$106.10
CDW-G	LaserJet printer	\$307.03
CDW-G	Toner Cartridge	\$128.96
ComEd	0 S Hagar 1W088 Electric services	\$51.97
ComEd	150 N State Rt.83 Electric services	\$221.03
Grainger	Battery	\$29.51
Hydraulic Supply	Hydraulic Hose	\$110.88
Nicor	800 N River Rd Natural Gas Service	\$165.40
Auto Zone	Mower Clamps	\$14.68
Burris Equipment	Chainsaw Parts	\$112.91
CDM Smith	Electrical Imprvmts	\$983.49
Home Depot	Padlock	\$9.97
Encap	Native Vegetation Mntce	\$17,462.50
Enecon	CeramAlloy CL + AC	\$3,150.00
Falsey, Mary Beth	Reimb. for CPESC renewal	\$201.83
Farnsworth	On-call Engineering	\$235.04
Home Depot	Torch Kit	\$89.82
Home Depot	Various supplies	\$64.29
Kronos System	Software Support	\$2,008.28
Menards	Cable	\$11.36
Menards	Ethernet Adapter	\$14.99
Menards	Various supplies	\$65.64
Menards	Various supplies	\$50.98
Michael Baker	GIS App assist	\$18,198.19
Michael Baker	GIS App assist	\$17,746.39
Red Wing	Safety Shoes - Bryner	\$200.00
Sarah Hunn	Reimb. for Soil Course- Engel	\$450.00
Tameling	Topsoil	\$552.00
AT & T	Phone Services	\$101.77
AT & T	Phone Services	\$93.22
AT & T	Phone Services	\$54.57
AT & T	Phone Services	\$81.98
Amazon	phone cases	\$38.90
Atlas	On-call Prof Services	\$11,388.72

Comcast	Ethernet services	\$374.07
ComEd	397 Illini Dr Electric services	\$2,558.45
ComEd	0E River Rd. 3N034 Electric service	\$310.62
ODP	office supplies	\$79.60
Underground Pipe	Grout	\$1,590.33
AT & T	Phone Services	\$84.17
AT & T	Phone Services	\$56.95
AT & T	Phone Services	\$95.45
City of Wooddale	Water/Sewer 301 School St	\$41.97
Nicor	301 School St. Natural Gas Service	\$63.74
Standard Equipment	Repair of Camara	\$575.00
DuPage County PW	Fuel Consumption 2/16/25 - 5/15/25	\$3,603.36
Encap	Native Vegetation Mntce	\$7,800.00
Grainger	Water Quality Supplies	\$495.32
Home Depot	Weed Fabric/Staples	\$36.95
Midwest surveying	field books	\$26.25
Midwest surveying	surveyors rod	\$197.60
V3	Native Vegetation Mntce	\$14,654.04
Conservation Foundation	Water Quality Education	\$9,971.05
Christopher B. Burke	Prof services	\$7,712.35
ComEd	4013 Washington - Electric Services	\$31.69
ComEd	397 Illini Dr Electric services	\$547.88
ComEd	0 S Irving Park - Electric Services	\$40.00
ComEd	701 W Third - Electric Services	\$26.98



## Staff Report

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 25-1718

**Agenda Date:** 8/5/2025

**Agenda #:** 8.A.

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**DUPAGE  
COUNTY**

Watershed  
Management

Water  
Quality

Floodplain  
Mapping

Regulatory  
Services

Flood Operations  
& Maintenance

Shared  
Services



# STORMWATER MANAGEMENT

## MEMORANDUM

TO: Stormwater Management Planning Committee

FROM: Sarah Hunn, P.E., Director- DuPage County Stormwater Management

SUBJECT: Stormwater Program Update August 2025

DATE: August 5, 2025

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### ***Watershed Planning***

#### ***Prentiss Creek Watershed Plan:***

The existing conditions hydraulic model of the Prentiss Creek Watershed is being updated and results computed for the entire historical series of rainfall events. Additional survey data was requested by our consultant for five different areas within the watershed. The survey information in three of those areas is being obtained by county staff, the information needed for the other two areas is being obtained by the County on-call surveyor. The first stakeholder meeting is expected to take place later this summer. The Prentiss Creek Watershed includes portions of Downers Grove, Woodridge, Darien, Lisle, and Unincorporated DuPage County.

### ***Facilities/Operations/Shared Services Projects***

#### ***Shared Services/Drainage Projects:***

Staff is currently working on a permit application for repair of an existing storm sewer in Milton Township. Permits were also received for an upcoming culvert removal project in Bloomingdale Township. Both projects are expected to begin soon. The DCEO funded drainage project in Downers Grove Township near the intersection of 90<sup>th</sup> Street and Kaye Lane is also expected to begin soon. Staff is working on obtaining quotes to line an existing metal storm sewer, which is part of the upcoming project.

#### ***Facilities/Operations:***

Due to heavy rainfall that occurred on Thursday, July 10<sup>th</sup> and Friday, July 11<sup>th</sup>, the Armstrong Park and Spring Creek Reservoirs operated to help alleviate overbank flooding in the northern portion of the County. Staff continues to monitor rainfall forecasts, stream elevations and rainfall gages throughout the County and are prepared to operate our flood control facilities as needed.

At the Elmhurst Quarry, Independent Mechanical Industries continues progress on pump station upgrades in the West Lobe. Existing pumps have been pulled and the motor control center that controls the system is in the demolition phase.

### ***Water Quality***

Work continues on the IL EPA funded Watershed-Based Plan for the north half of the West Branch DuPage River, which includes working with a consultant on an HSPF water quality model. The plan is scheduled to be completed by the end of 2025.

The new NPDES General Permit No. ILR40 was reissued by the IL EPA on July 8, 2025 with an effective date of August 1, 2025. The reissued permit includes several new requirements involving facility inspections, education and outreach, public participation, illicit discharge detection and elimination, construction site erosion and runoff control, as well as additional tracking, recordkeeping, and reporting provisions. Staff will be working closely with our municipal and township co-permittees on reviewing the new requirements and working to update our program to comply with the permit within 12 months as required by IL EPA. The reissued permit runs through July 31, 2030.

### ***Regulatory***

We're still seeing a substantial volume of stormwater regulatory work. To meet this high demand, we've continued to offer more pre-application and stormwater review meeting slots. This helps us manage scheduling efficiently and prevent delays. We're also making progress on the Stormwater Ordinance Guidance Document, which we'll discuss with the upcoming Municipal Engineers Discussion Group.

### ***ARPA Projects***

The St. Joseph Creek Condominiums flood gate and flood wall projects are well under way. Two of the five gates have been fully installed, with the third in progress. The contractor is still working on installing one gate at a time to minimize impact to the residents. Construction is expected to last through early Fall.

### ***IEPA Section 319 Grant Project***

As an initiative of the Water Quality program, stormwater management staff applied for and received a Section 319 Water Quality Grant from the Illinois Environmental Protection Agency (IEPA). The Winfield Creek/Campus Stream Stabilization Project was awarded to the low bid contractor, Semper Fi Landscaping, Ltd, who broke ground mid-July. When complete, portions of Winfield Creek that traverses through campus will have rock line streambanks, water quality improvements including native plantings, and stabilized outfalls from nearby storm sewer that discharges into the creek.

Upcoming DuPage County Stormwater Management (SWM) Events

Date	Time	Event	Location	Host Organization	SWM Involvement	Audience	Register/Info
7/31/2025	9AM-12PM	Roselle Senior Expo	Roselle Park District	Sen. Lewis & Rep. Sanalitra	Vendor	General Public	<a href="#">More Info</a>
8/16/2025	10AM-1PM	Heroes & Helicopters Community Showcase	Frontier Sports Complex, Naper.	Rep. Rohr & Sen. Ellman	Vendor	General Public	TBA
8/28/2025	9AM-12PM	Wheaton Senior Resource Fair	Wheaton Park District	Sen. Lewis & Rep. Grant	Vendor	General Public	TBA
9/6/2025	9AM-12PM	Children's Safety Expo	Lace Elementary Darien	Sen. Curran & Rep. La Ha	Vendor	General Public	<a href="#">More Info</a>
9/13/2025	9AM-12PM	Children's Safety Expo	Erickson Elementary Bloomingdale	Sen. Lewis, Sanalitra & Grant	Vendor	General Public	<a href="#">More Info</a>



## Staff Report

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
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**File #:** 25-1719

**Agenda Date:** 8/5/2025

**Agenda #:** 8.B.

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## DuPage County Stormwater Management News & Updates

DuPage County, Illinois sent this bulletin at 07/01/2025 09:12 AM CDT

July 2025

[View this email in your browser](#)



### DuPage SWM Wins National Award for Water Quality Grant Program



*SWM Committee Chair Jim Zay and Carol Stream Mayor Frank Saverino visit a recently restored section of Klein Creek located in Carol Stream. This streambank stabilization project received a WQIP grant in 2024.*

DuPage County Stormwater Management recently received an Achievement Award from the National Association of Counties (NACo) for its Water Quality Improvement Program Grant. The NACo awards honor innovative and effective county programs that strengthen services for residents. The WQIP is a competitive grant that provides up to 25% of eligible construction costs for projects that produce a regional water quality benefit. In 26 years of its existence, the program has awarded over \$6.6 million to 112 different projects across the County.

[Learn more about the program and examples of past projects.](#)

## **SWM Hosts Exclusive Tour of Churchill Woods Restoration Project**

### **Around Town**

Construction work continues steadily at the Elmhurst Quarry. The contractor continues to work on upgrades to the new motor control center on the west lobe, which is the primary source for pumping stormwater back into salt



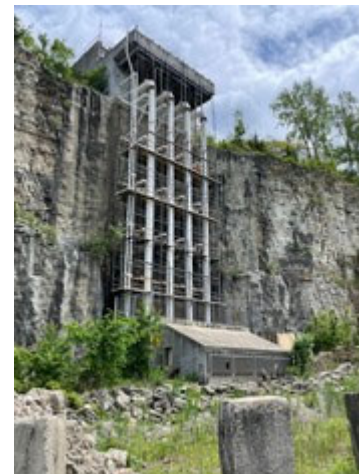
*SWM Wetlands Supervisor Jenna Fahey explains the restoration work done at Churchill Woods to a large group of visitors.*

In early June, SWM hosted a public tour of the Churchill Woods Forest Preserve, for the second time ever. In 2010, SWM began a project to remove the dam along the East Branch DuPage River and restore the preserve to a more natural state, which meant turning much of the old fishing ponds back into wetlands. In collaboration with the Conservation Foundation, participants learned directly from SWM staff who had worked on the project over a decade ago! As a result of the project and continuous restoration work completed by Forest Preserve volunteers, this site has become a success story for wildlife and water quality. The tour continues to be popular with lots of great engagement from attendees, and staff are excited to open up more SWM project sites to tour groups in the future!

## **SWM Staff Learn about Toxic Plants, and You Should Too**

creek. Crews also continue to work on the riser pipes that will be painted prior to installing three new stormwater pumps later this summer.

Construction crews at the Saint Joseph Creek Flood Control Project finished the first of five flood gates to be installed and have begun working on the second. Once constructed, these gates and flood walls will provide several feet of protection to the condo complex when stormwater surges from the creek.



*Construction crews have installed scaffolding for upcoming work at the west lobe of the Elmhurst Quarry. All four pipes, which transport stormwater back into salt creek, will be stripped and painted as part of the ongoing improvements at the County's oldest (and largest) flood control facility.*





*Senior Wetland Specialist teaches SWM staff about toxic plants they might encounter in their field work, such as poison ivy and hemlock.*

Just about every Stormwater employee spends some time doing fieldwork in the summer, including: outfall monitoring, surveying, facility inspections, property maintenance, etc. Since a lot of this work can be located in overgrown, weedy areas, it's important our staff know about potential hazards they could come across. Last week, SWM staff spent an afternoon with Senior Wetlands Specialist Luke Engel, learning about the various toxic and noxious plant species they might encounter. Luke went over key ways to ID plants easily, and steps to treat poisonous contact. If you're going out into the woods this summer, take some time to learn how to avoid toxic plants like poison ivy with [this handy guide created by the University of Maryland Extension](#).

## Upcoming Events

**Conservation@Home DuPage Garden Showcase**

*Saturday, July 19, 2025, 9:00 A.M. - 1:00 P.M.*

Join us for a self-guided garden showcase and be inspired by our community's stunning Conservation@Home certified gardens! Explore a variety of landscapes featuring native plants, water-wise gardening techniques, thriving wildlife habitats — even edible gardens.

This free event is part of the [Conservation@Home program](#), designed to help homeowners create more sustainable, environmentally friendly yards that contribute to a healthier ecosystem while adding some extra beauty to our everyday lives.

Come ready to gather ideas, connect with nature, and get motivated to start your own journey toward a greener lifestyle!

[More Info](#)

## **DuPage County Fair STEM-a-Palooza**

*Thursday, July 24 - Sunday, July 27, 2025, All Day*

In partnership with SWM, SCARCE is hosting STEM-a-Palooza at the DuPage County Fair! Check out over 3,700 square feet of fun, hands-on environmental activities and make-and-take crafts that bring science, technology, engineering and math to life. SWM staff will also host an interactive booth for children and adults alike. Located at the DuPage County Fairgrounds (2015 Manchester Rd., Wheaton), access is included with Fair admission.

[More Info](#)



### **Stormwater Management Planning Committee**

Deborah A. Conroy, Chair | Jim Zay, Committee Chair

David Brummel | Dawn DeSart | Lucy Chang Evans

Grant Eckhoff | Andrew Honig

Paul Hinterlong | Steve Nero | Chester Pojack

Nunzio Pulice | Sam Tornatore | Asif Yusuf

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## DuPage County Stormwater Management News & Updates

DuPage County, Illinois sent this bulletin at 07/25/2025 03:21 PM CDT

July 2025

[View this email in your browser](#)



**Stop by STEM-a-Palooza at the DuPage County Fair  
This Weekend!**





*Kids learn from SWM staff about erosion and streambank stabilization using the Emriver stream table.*

Tons of activities, fun, and air conditioning can be found at STEM-a-Palooza in the DuPage County Fair, hosted by SCARCE! SWM is here all weekend with the popular Emriver stream table, a fantastic tool for teaching about river movements and the effects of human development on stream health. The mesmerizing table is an incredible tool for engaging the public on stormwater management, and SWM is very grateful to the Illinois Association for Floodplain and Stormwater Management (IAFSM) for loaning us the model. When combined with the classic watershed models run by SCARCE and the traveling "Where Water Goes" exhibit, there's plenty of water quality learning to go around!

## Work Begins for Winfield Creek Restoration Project Near County Campus

### Around Town

SWM internships are wrapping up next month, and they've been able to fit in a lot of useful and interesting experiences during their short time. Besides water quality testing, outfall inspections, and wetland site visits, interns were taken on tours of various key facilities





*Vegetation clearing has begun along the banks of Winfield Creek and in the adjacent wetland area.*

SWM contractors broke ground on the Winfield Creek/Campus Stream Stabilization Project in mid-July. The project, funded through a Section 319 grant from the Illinois Environmental Protection Agency, addresses a section of creek running along the west side of DuPage County campus. When complete, this section will have rock-stabilized streambanks, native plant buffers, and improved outfalls from nearby storm sewers that discharge into the creek. The project is expected to be complete later this fall.

## **Second Conservation@Home Garden Showcase Takes Place Across DuPage County**

Last weekend, The Conservation Foundation hosted the second ever Conservation@Home DuPage Garden Showcase, sponsored by SWM. The event invited participants on a self-guided tour of over 10 beautiful, eco-friendly gardens across the County, all certified by the Conservation@Home program for featuring native plants, water-smart gardening practices, and valuable wildlife habitats. The organizers hoped that residents would get green inspiration for their own yards by seeing the successes of their neighbors. Keep an eye on our socials for pictures from these wonderful gardens!

throughout DuPage County. Interns learned about reuse, recycling and environmental education at SCARCE's facility, and Groot's Recycling Facility in Elk Grove Village. They also stopped by the Urban Stream Research Center in Blackwell Forest Preserve, County Knollwood Wastewater Treatment Plant, and a traveling tour of SWM's operating facilities like Elmhurst Quarry and Armstrong Park. These tours are a great way to round out their learning while they're with us!



*SWM Committee Chair Jim Zay and Carol Stream Mayor Frank Saverino greet interns before their tour of the Armstrong Park Reservoir in Carol Stream.*

## **Upcoming Events**

### **DuPage County Fair STEM-a-Palooza**

*Thursday, July 24 - Sunday, July 27, 2025, All Day*

In partnership with SWM, SCARCE is hosting STEM-a-Palooza at the DuPage County Fair! Check out over 3,700 square feet of fun, hands-on environmental activities and make-and-take crafts that bring science, technology, engineering and math to life. SWM staff will also host an interactive booth for children and adults alike. Located at the DuPage County Fairgrounds (2015 Manchester Rd., Wheaton), access is included with Fair admission.

[More Info](#)

## **Roselle Senior Expo**

*Thursday, July 31, 2025, 9:00 A.M. - 12:00 P.M.*

SWM will be tabling at this event for seniors hosted by Illinois Representative Jennifer Sanalidro and Senator Seth Lewis. Attendees will be able to engage a wide variety of organizations offering services for seniors, including everything from health screenings to advice from a master gardener.

[More Info](#)

## **Heroes & Helicopters Community Showcase**

*Saturday, August 16, 2025, 10:00 A.M. - 12:00 P.M.*

The heroes in our community of course begin with our first responders but there are so many other organizations that serve our community and are heroes as well.

Join us for a day of exploration hosted by Illinois Senator Laura Ellman and Representative Janet Yang Rohr, beginning with the medical helicopter scheduled to land at 10AM. Enjoy a close up view of trucks and equipment used by our first responders. Engage with all of the organizations that are participating in our event and sharing how they are serving our community.

[More Info](#)

## **Wheaton Senior Resource Fair**

*Saturday, August 28, 2025, 9:00 A.M. - 12:00 P.M.*

SWM will be tabling at this event for seniors hosted by Illinois Representative Amy Grant and Senator Seth Lewis. Attendees will be able to engage a wide variety of organizations offering services for seniors, including everything from health screenings to advice from a master gardener.

[More Info](#)

**Stormwater Management Planning Committee**

Deborah A. Conroy, Chair | Jim Zay, Committee Chair



David Brummel | Dawn DeSart | Lucy Chang Evans

Grant Eckhoff | Andrew Honig

Paul Hinterlong | Steve Nero | Chester Pojack

Nunzio Pulice | Sam Tornatore | Asif Yusuf

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## Staff Report

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 25-1774

**Agenda Date:** 8/5/2025

**Agenda #:** 8.C.

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**Decrease and Close Contracts under \$10,000**

<b>PO-Number</b>	<b>Vendor</b>	<b>Vendor #</b>	<b>DESCRIPTION</b>	<b>Amount Remaining</b>	<b>Agreement amount</b>	<b>Percent</b>
<b>6730</b>	USGS	10896	Joint Funding Agreement	\$ -	\$ 373,000.00	0.00%
<b>6599</b>	Hampton Lenzini & Renwick	12021	Professional Services	\$ 227.38	\$ 20,000.00	1.14%
<b>6132</b>	V3 Companies of IL LTD	10802	Lacey Creek Watershed	\$ -	\$ 91,788.80	0.00%
<b>6729</b>	SCARCE	10922	Professional Education	\$ 0.04	\$ 235,000.00	0.00%
<b>7060</b>	Village of Downers Grove	10128	Curtiss & Glenview Project	\$ -	\$ 19,275.00	0.00%
<b>6992</b>	V3 Companies of IL LTD	10802	Native Vegetation Mgmt.	\$ -	\$ 75,000.00	0.00%
<b>6870</b>	Blueline Security Group Inc. DBA Signal	28531	Security Services	\$ 810.00	\$ 14,967.50	5.41%
<b>6286</b>	Engineering Resource Associates	10903	Floodplain Mapping services	\$ 33.62	\$ 70,000.00	0.05%
<b>6948</b>	Wang Engineering	13391	On-call geotechnical/Engineering Servies	\$ 531.72	\$ 40,000.00	1.33%
<b>7442</b>	Hoerr Construction	22883	Lloyd Ave. infrastructure project	\$ 10,000.00	\$ 120,000.00	8.33%
<b>4880</b>	Pizzo & Associates Ltd	32985	Native Plant Material for County Campus	\$ -	\$ 14,640.10	0.00%
				<b>\$ 11,602.76</b>		



## Staff Report

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 25-1824

**Agenda Date:** 8/5/2025

**Agenda #:** 8.D.

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**DUPAGE  
COUNTY**

Watershed  
Management

Water  
Quality

Floodplain  
Mapping

Regulatory  
Services

Flood Operations  
& Maintenance

Shared  
Services



# STORMWATER MANAGEMENT

## MEMORANDUM

TO: Stormwater Management Planning Committee

FROM: Christopher C. Vonnahme, Deputy Director

SUBJECT: Amendment to Joint Funding Agreement with the USGS

DATE: July 28, 2025

The United States Geological Survey (USGS) is proposing an amendment to our current Joint Funding Agreement (JFA) for the advancement of our Stormwater Management Program. Our current JFA spans December 1, 2024, through November 30, 2025. The total cost of the JFA is \$562,000, with DuPage County contributing \$393,400 (70%) and the USGS contributing \$168,600 (30%). The services covered by this JFA include the following: 1) Operation and maintenance of an existing cooperative gage network that consists of ten stream gages, three continuous stage gages, thirty-one precipitation gages, and one webcam. 2) Refinement of hydrologic and hydraulic models for running a flood forecasting simulation system. 3) Enhancement of processes for real-time data acquisition for input into our hydrologic and hydraulic models and to verify model results. 4) Support for FEQ and FEQUTL, and support for HSPF recalibration processes. 5) Development and maintenance of web pages for custom data display.

The USGS Central Midwest Water Science Center (CMWSC) has identified additional cooperator matching funds in the amount of \$116,981 to provide additional deliverables that will benefit the Stormwater Management Department. These deliverables will include a Fact Sheet as an overview of the project and an Open File Report documenting the Watershed Data Management database for the East Branch DuPage River. In addition, new USGS staff will be trained on the flood simulation system and alternative methods for acquiring and processing radar data from the National Weather Service will be examined. Web sites updated and maintained by the CMWSC associated with the DuPage County program will be moved from a CMWSC web server to a national USGS web server.

These additional deliverables and services would extend the current JFA through September 30, 2026, and would not require any additional funding from DuPage County. The total cost of the JFA would increase by \$116,981 to \$678,981 with

DuPage County's portion remaining at \$393,400 (58%) and the USGS providing \$285,581 (42%).

Staff is requesting Stormwater Management Planning Committee approval of the proposed amendment to our existing JFA with the USGS to increase the CMWSC contribution by \$116,981 and to extend the end date of the JFA to September 30, 2026.





## Stormwater Management Resolution

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

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**File #:** SM-R-0009-25

**Agenda Date:** 8/5/2025

**Agenda #:** 9.A.

---

INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE COUNTY OF DUPAGE, ILLINOIS  
AND THE VILLAGE OF CAROL STREAM  
FOR THE GUNDERSEN OUTFALL DAYLIGHTING PROJECT

WHEREAS, the Village of Carol Stream (VILLAGE) and the County of DuPage (COUNTY) are public agencies within the meaning of the Illinois “Intergovernmental Cooperation Act” and as authorized by Article 7, Section 10 of the Constitution of the State of Illinois; and

WHEREAS, the purposes of the “Intergovernmental Cooperation Act” and Article 7 of the Constitution of the State of Illinois include fostering cooperation among government bodies; and

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

WHEREAS, the COUNTY has adopted the DuPage County Stormwater Management Plan which recognizes the reduction of stormwater runoff and improving water quality as an integral part of the proper management of storm and flood waters; and

WHEREAS, the VILLAGE has developed a conceptual design for the daylighting of a waterway segment and the construction of a bioswale at Community Park (herein referred to as the “PROJECT”); and

WHEREAS, the COUNTY and the VILLAGE have determined that the construction of the PROJECT will benefit local citizens by improving the water quality in Winfield Creek, a tributary to the West Branch DuPage River; and

WHEREAS, the VILLAGE has requested COUNTY participation in cost sharing of the PROJECT through a grant from the COUNTY’S Water Quality Improvement Program in an amount not to exceed twenty thousand dollars (\$20,000); and

WHEREAS, the VILLAGE shall pay PROJECT expenses to the contractors as they become due and will be reimbursed by the County for qualified expenses not to exceed twenty thousand dollars (\$20,000) per this AGREEMENT; and

WHEREAS, the VILLAGE shall share any available data collected from the PROJECT for the purposes of fostering community education and improving upon similar future projects.

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

BE IT FURTHER RESOLVED that the DuPage County Clerk be directed to transmit certified copies of this Resolution and the attached AGREEMENT, by and through the Stormwater Management Department, to the Village of Carol Stream, 500 N. Gary Avenue, Carol Stream, IL 60188; and Nick Alfonso/State's Attorney's Office.

Enacted and approved this 12<sup>th</sup> Day of August, 2025 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: SM-R-0009-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$20,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$20,000.00
	CURRENT TERM TOTAL COST: \$20,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Village of Carol Stream	VENDOR #: 20304	DEPT: Stormwater Management	DEPT CONTACT NAME: Claire Kissane
VENDOR CONTACT: Greg Ulreich	VENDOR CONTACT PHONE: 630-871-6220	DEPT CONTACT PHONE #: 630-407-6682	DEPT CONTACT EMAIL: claire.kissane@dupagecounty.gov
VENDOR CONTACT EMAIL: gulreich@carolstream.org	VENDOR WEBSITE: www.carolstream.org	DEPT REQ #: 1600-2518	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). The project involves the removal of approximately 120 linear feet of pipe and the addition of a native vegetation bioswale at the site. The improvements include the daylighting of a waterway and the addition of native vegetation to .5 acres within Community Park. The goal of the project is to reduce erosion and pollutant loadings associated with urban runoff into Winfield Creek and West Branch DuPage River watershed.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Since 2000, Stormwater Management's Water Quality Improvement Program has budgeted funds to provide financial assistance for projects that provide a regional water quality benefit to DuPage County streams. The Village of Carol Stream Gundersen Outfall Daylighting Project has been selected for funding for the FY2025 Water Quality Improvement Program grant.			

### 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. IGA (INTERGOVERNMENTAL AGREEMENT)
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: Village of Carol Stream	Vendor#: 20304	Dept: Stormwater Management	Division:
Attn: Greg Ulreich	Email: gulreich@carolstream.org	Attn: Claire Kissane	Email: claire.kissane@dupagecounty.gov
Address: 500 N Gary Ave	City: Carol Stream	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60188	State: IL	Zip: 60187
Phone: 630-871-6220	Fax:	Phone: 630-407-6682	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Village of Carol Stream	Vendor#: 20304	Dept: same	Division:
Attn: Greg Ulreich	Email: gulreich@carolstream.org	Attn:	Email:
Address: 500 N Gary Ave	City: Carol Stream	Address:	City:
State: IL	Zip: 60188	State:	Zip:
Phone: 630-871-6220	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 12, 2025	Contract End Date (PO25): Nov 30, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Water quality improvement for Village of Carol Stream Gundersen Outfall Daylighting Project	FY25	1600	3000	53830		20,000.00	20,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 20,000.00

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

INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF DUPAGE,  
ILLINOIS AND THE VILLAGE OF CAROL STREAM FOR THE GUNDERSEN OUTFALL  
DAYLIGHTING PROJECT

This INTERGOVERNMENTAL AGREEMENT is made this 12<sup>th</sup> day of August 2025 between the COUNTY OF DUPAGE, a body politic and corporate, with offices at 421 N. County Farm Road, Wheaton, Illinois (hereinafter referred to as the COUNTY) and VILLAGE OF CAROL STREAM, a body politic and corporate, with offices at 500 N Gary Ave, Carol Stream, Illinois 60188 (hereinafter referred to as the VILLAGE).

R E C I T A L S

WHEREAS, the VILLAGE and the COUNTY are public agencies within the meaning of the Illinois “Intergovernmental Cooperation Act” and as authorized by Article 7, Section 10 of the Constitution of the State of Illinois; and

WHEREAS, the purposes of the “Intergovernmental Cooperation Act” and Article 7 of the Constitution of the State of Illinois include fostering cooperation among government bodies; and

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

WHEREAS, the COUNTY has adopted the DuPage County Stormwater Management Plan which recognizes the reduction of stormwater runoff and improving water quality as an integral part of the proper management of storm and flood waters; and

WHEREAS, the VILLAGE has developed a conceptual design for the daylighting of a waterway segment and the construction of a bioswale at Community Park (herein referred to as the “PROJECT”); and

WHEREAS, the COUNTY and the VILLAGE have determined that the construction of the PROJECT will benefit local citizens by improving the water quality in Winfield Creek, a tributary to the West Branch DuPage River; and

WHEREAS, the VILLAGE has requested COUNTY participation in cost sharing of the PROJECT through a grant from the COUNTY’S Water Quality Improvement Program in an amount not to exceed twenty thousand dollars (\$20,000); and

WHEREAS, the VILLAGE shall pay PROJECT expenses to the contractors as they become due and will be reimbursed by the County for qualified expenses not to exceed twenty thousand dollars (\$20,000) per this AGREEMENT; and

WHEREAS, the VILLAGE shall share any available data collected from the PROJECT for the purposes of fostering community education and improving upon similar future projects; and

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

## **1.0 INCORPORATION AND CONSTRUCTION.**

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

## **2.0 PROJECT DESCRIPTION.**

- 2.1 The PROJECT involves the removal of approximately 120 linear feet of pipe and the addition of a native vegetation bioswale at the site. The improvements include the daylighting of a waterway and the addition of native vegetation to .5 acres within Community Park. The goal of the VILLAGE is to reduce erosion and pollutant loadings associated with urban runoff into Winfield Creek, and West Branch DuPage River watershed.
- 2.2 The PROJECT shall be developed essentially in accord with the conceptual design (Gundersen Outfall Daylighting), as prepared by the Village of Carol Stream and submitted December 30, 2024, which document is incorporated herein by reference but is not attached hereto due to space limitations.

## **3.0 FUNDING.**

- 3.1 The total water quality related PROJECT costs are estimated to be eighty thousand dollars (\$80,000). The cost share is as follows, unless otherwise agreed to in writing as provided in Paragraph 3.2 below:

VILLAGE OF CAROL STREAM	\$60,000
COUNTY OF DUPAGE	\$20,000
TOTAL	\$80,000

- 3.2 The VILLAGE shall be responsible for bearing any cost overruns or expenses in excess of the funding listed in Paragraph 3.1, regardless of the cause, unless the VILLAGE and COUNTY agree to apportion such extra costs in writing before they are incurred.
- 3.3 This AGREEMENT shall in no way obligate the VILLAGE to undertake this PROJECT if the VILLAGE in its sole discretion determines that it is no longer in the VILLAGE'S best interest to proceed with this PROJECT. However, in the event the PROJECT is not substantially completed by November 30, 2026, the VILLAGE shall promptly reimburse the COUNTY any monies paid by the COUNTY to the VILLAGE pursuant to this AGREEMENT. The VILLAGE'S right to retain the COUNTY'S reimbursement of PROJECT costs is expressly conditioned upon the VILLAGE'S timely and satisfactory completion of the PROJECT.
- 3.4 The VILLAGE may only seek COUNTY reimbursement for allowable PROJECT expenses. Allowable PROJECT expenses incurred and paid by the VILLAGE in relation to the PROJECT shall include third-party professional services related to the construction of the PROJECT (construction management, etc.), construction (labor and materials), bid advertising, etc. Notwithstanding the foregoing, allowable expenses shall not include the VILLAGE'S administrative costs, overhead, payroll, land acquisition, legal or accounting services.

#### **4.0 VILLAGE'S RESPONSIBILITIES.**

- 4.1 The VILLAGE shall be responsible for the preparation of the plans, specifications, and bid documents for the PROJECT, together with the advertisement and award of all PROJECT-related public bids. The VILLAGE shall select, and contract with, all vendors providing professional services for the PROJECT.
- 4.2 The VILLAGE shall be responsible for successful completion of all phases of the PROJECT, from design and construction through maintenance.
- 4.3 The VILLAGE shall be responsible for securing all local, county, state, and federal permits necessary for completion of the PROJECT.
- 4.4 The VILLAGE shall be responsible for submitting copies of all permit applications and related correspondence to the COUNTY in a timely manner to ensure sufficient review by the COUNTY. The purpose of the COUNTY'S review shall be for the sole purpose of documenting whether PROJECT work components qualify as allowable expenses.
- 4.5 The VILLAGE shall be responsible for obtaining all required land rights necessary for the completion of the PROJECT.



- 4.6 The VILLAGE shall not be reimbursed by the COUNTY for work undertaken prior to the signing of this AGREEMENT.
- 4.7 The VILLAGE may enter into additional agreements to secure its portion of the local PROJECT costs.
- 4.8 The VILLAGE shall submit no more than one invoice per month to the COUNTY during the construction of the PROJECT. Under no circumstances should the COUNTY be invoiced more than twenty thousand dollars (\$20,000). The invoice shall show the quantities and cost per item and be summarized by PROJECT area.
- 4.9 The VILLAGE shall make direct payments, or cause to have payments made, to all parties providing services related to this PROJECT. This requirement will not affect the COUNTY'S obligation to reimburse the VILLAGE in the amounts herein agreed upon, nor shall this provision affect the VILLAGE'S obligation to repay the COUNTY in the event the PROJECT is not undertaken or completed, as established in Paragraph 3.3.
- 4.10 The VILLAGE shall make any data collected from the PROJECT available to the COUNTY upon reasonable request by the COUNTY.
- 4.11 The COUNTY shall not be responsible for or have control over the design, construction, means, methods, techniques or procedures with respect to any work performed for the PROJECT. The VILLAGE and VILLAGE'S contractors shall be solely responsible for the safety of all individuals performing work on the PROJECT. The VILLAGE shall take such measures as are necessary to ensure that its contractors maintain the PROJECT areas in a safe condition and install appropriate barricades and warning signs, and the VILLAGE shall strictly enforce or cause to have strictly enforced all applicable safety rules and regulations. This provision is not intended to create any new burden or liability for the VILLAGE beyond the usual burdens and liabilities for a municipality in the construction of public improvements. This section is intended merely to relieve the COUNTY from such liabilities in this PROJECT. COUNTY'S role in conducting any review or granting any consent or approval relates solely to the PROJECT'S eligibility under the COUNTY'S Water Quality Improvement Program.
- 4.12 During the PROJECT and after its substantial completion, the VILLAGE shall be solely responsible for the ownership, operation, supervision, staffing, control, and maintenance of the PROJECT.
- 4.13 The VILLAGE must acknowledge the COUNTY using logo(s) and wording provided by the COUNTY in permanent onsite signage and other promotion of the PROJECT including, but not limited to, printed materials, press releases and presentations.

## **5.0 COUNTY'S RESPONSIBILITIES.**

- 5.1 The COUNTY shall reserve the right to review the PROJECT'S plans and specifications, prior to the VILLAGE'S advertisement for contract services, together with any subsequent change orders, addendums, or revisions thereto ("CONTRACT DOCUMENTS"), for the purpose of verifying that PROJECT components qualify for reimbursement through the COUNTY'S Water Quality Improvement Program. The COUNTY shall promptly provide the VILLAGE with any recommended changes to the CONTRACT DOCUMENTS for PROJECT components to qualify for reimbursement.
- 5.2 The COUNTY shall cost share in the PROJECT as follows:
  - 5.2.1 The COUNTY shall reimburse the VILLAGE for approved costs associated with the PROJECT which have been incurred and paid for by the VILLAGE, as specified in Paragraph 3.1.
  - 5.2.2 The total reimbursement amount paid by the COUNTY shall not exceed twenty thousand dollars (\$20,000).
  - 5.2.3 In the event PROJECT costs total less than eighty thousand dollars (\$80,000), the COUNTY'S total reimbursement amount shall not be more than twenty five percent (25%) of the actual total PROJECT costs. Any amounts overpaid by the COUNTY shall be promptly refunded by the VILLAGE.
  - 5.2.4 The COUNTY shall not be obligated to pay invoices received after November 30, 2026, regardless of when the work was completed and notwithstanding that the COUNTY'S contribution limit has not been reached.
- 5.3 The COUNTY shall be allowed unlimited, but reasonable, access to the PROJECT area to observe and review PROJECT work and work documents (i.e., plans, change orders, field orders, manager diaries, etc.) for the limited purpose of determining eligibility for COUNTY reimbursement, and the use of all data collected as part of the PROJECT. The COUNTY shall provide the VILLAGE reasonable advance notice of when the COUNTY requires such access.

## **6.0 GOVERNMENT REGULATIONS.**

- 6.1 The VILLAGE shall comply with all local, county, state and federal requirements now in force, or which may hereafter be in force, pertaining to the PROJECT.

## **7.0 INDEMNIFICATION.**

- 7.1 The VILLAGE shall indemnify, hold harmless and defend the COUNTY and any of its officials, officers, employees, and agents from and against all liability, claims, suits, demands, liens, proceedings and actions, including reasonable costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, the VILLAGE 'S performance under this AGREEMENT to the fullest extent the VILLAGE is so authorized under the law; provided, however, that the VILLAGE shall not be obligated to indemnify, hold harmless and defend the COUNTY for any negligent or intentional wrongful misconduct or omissions by COUNTY officials, employees, agents, contractors or personnel.
- 7.2 The VILLAGE shall require each consultant and contractor responsible for the construction of the PROJECT to name the VILLAGE and COUNTY as an additional insured party on said vendor's liability insurance policy. Further, the VILLAGE shall require that its consultants and contractors indemnify, defend and hold harmless the VILLAGE and COUNTY, its officers, employees and elected officials from and against any claims, liability or judgments resulting from, or caused by, the negligence or willful conduct of such consultant and/or contractor.
- 7.3 Nothing contained herein shall be construed as prohibiting the COUNTY, its officials, directors, officers, agents and employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, liens, proceedings and actions brought against them. Pursuant to Illinois law, any attorney representing the COUNTY, under this paragraph or paragraph 7.1 is to be the State's Attorney, in accord with the applicable law. The COUNTY'S participation in its defense shall not remove the VILLAGE'S duty to indemnify, defend, and hold the COUNTY harmless, as set forth above. Moreover, indemnity as provided in this AGREEMENT shall not be limited by reason of any insurance coverage maintained by the VILLAGE or its consultants, contractors or agents. The VILLAGE'S indemnification of the COUNTY shall survive the termination, or expiration, of this AGREEMENT.

## **8.0 AMENDMENT OR MODIFICATION OF THIS AGREEMENT.**

- 8.1 The parties may modify or amend terms of this AGREEMENT only by a written document duly approved and executed by both parties, excluding term extensions as provided for in the following provision.
- 8.2 Notwithstanding Paragraph 8.1, above, the term for performing this AGREEMENT may be extended by any suitable COUNTY designated form, signed by both parties without formal amendment pursuant to Paragraph 8.1, above.

## **9.0 TERM OF THIS AGREEMENT.**

9.1 The term of this AGREEMENT shall begin on the date the AGREEMENT is fully executed, and shall continue in full force and effect until the earlier of the following occurs:

9.1.1 November 30, 2026, or to a new date agreed upon by the parties.

9.1.2 The completion by the VILLAGE and COUNTY of their respective obligations under this AGREEMENT, in the event such completion occurs before November 30, 2026.

## **10.0 ENTIRE AGREEMENT.**

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

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

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

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

## **11.0 SEVERABILITY.**

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

## **12.0 GOVERNING LAW.**

12.1 The laws of the State of Illinois shall govern this AGREEMENT as to both interpretation and performance.

- 12.2 The venue for resolving any disputes concerning the parties' respective performance, or failure to perform, under this AGREEMENT, shall be the judicial circuit court for DuPage County.

### **13.0 NOTICES.**

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

Greg Ulreich  
Civil/Stormwater Engineer  
Village of Carol Stream  
500 N Gary Ave  
Carol Stream, Illinois, 60188

Claire Kissane  
Water Quality Specialist  
DuPage County Stormwater Management  
421 N. County Farm Road  
Wheaton, Illinois 60187

### **14.0 WAIVER OF/FAILURE TO ENFORCE BREACH.**

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

### **15.0 NO WAIVER OF TORT IMMUNITIES**

- 15.1 Nothing contained in any provision of this Agreement is intended to constitute nor shall constitute a waiver of the defenses, privileges or immunities available to the parties under the Illinois Local Governmental and Governmental Employees Tort Immunity Act.

[This space left intentionally blank]

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

COUNTY OF DUPAGE

VILLAGE OF CAROL STREAM

\_\_\_\_\_  
Deborah A. Conroy,  
Chair

\_\_\_\_\_  
Frank Saverino  
Mayor

ATTEST:

ATTEST:

\_\_\_\_\_  
Jean Kaczmarek,  
County Clerk

\_\_\_\_\_  
Julia Schwarze  
Village Clerk



## Stormwater Management Resolution

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

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**File #:** SM-R-0010-25

**Agenda Date:** 8/5/2025

**Agenda #:** 9.B.

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INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE COUNTY OF DUPAGE, ILLINOIS  
AND THE VILLAGE OF DOWNERS GROVE  
FOR THE PRENTISS CREEK STREAMBANK STABILIZATION PROJECT

WHEREAS, the Village of Downers Grove (VILLAGE) and the County of DuPage (COUNTY) are public agencies within the meaning of the Illinois “Intergovernmental Cooperation Act” and as authorized by Article 7, Section 10 of the Constitution of the State of Illinois; and

WHEREAS, the purposes of the “Intergovernmental Cooperation Act” and Article 7 of the Constitution of the State of Illinois include fostering cooperation among government bodies; and

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

WHEREAS, the COUNTY has adopted the DuPage County Stormwater Management Plan which recognizes the reduction of stormwater runoff and improving water quality as an integral part of the proper management of storm and flood waters; and

WHEREAS, the VILLAGE has developed a conceptual design for the construction of a water quality project at Prentiss Creek (herein referred to as the “PROJECT”); and

WHEREAS, the COUNTY and the VILLAGE have determined that the construction of the PROJECT will benefit local citizens by improving the water quality in Prentiss Creek, a tributary to the East Branch DuPage River; and

WHEREAS, the VILLAGE has requested COUNTY participation in cost sharing of the PROJECT through a grant from the COUNTY’S Water Quality Improvement Program in an amount not to exceed one hundred thousand dollars (\$100,000); and

WHEREAS, the VILLAGE shall pay PROJECT expenses to the contractors as they become due and will be reimbursed by the County for qualified expenses not to exceed one hundred thousand dollars (\$100,000) per this AGREEMENT; and

WHEREAS, the VILLAGE shall share any available data collected from the PROJECT for the purposes of fostering community education and improving upon similar future projects.

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

BE IT FURTHER RESOLVED that the DuPage County Clerk be directed to transmit certified copies of this Resolution and the attached AGREEMENT, by and through the Stormwater Management Department, to the Village of Downers Grove, 5101 Walnut Ave., Downers Grove, IL 60515; and Nick Alfonso/State's Attorney's Office.

Enacted and approved this 12<sup>th</sup> Day of August, 2025 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK





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

### SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: SM-R-0010-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$100,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$100,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Village of Downers Grove	VENDOR #: 10128	DEPT: Stormwater Management	DEPT CONTACT NAME: Claire Kissane
VENDOR CONTACT: Julie Lomax	VENDOR CONTACT PHONE: 630-493-8821	DEPT CONTACT PHONE #: 630-407-6682	DEPT CONTACT EMAIL: claire.kissane@dupagecounty.gov
VENDOR CONTACT EMAIL: jlomax@downers.us	VENDOR WEBSITE: http://www.downers.us	DEPT REQ #: 1600-2517	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). The project involves streambank stabilization within a 4,000-linear foot section of Prentiss Creek. The improvements include bank stabilization, installation of native plant species, and construction of pool-riffle complexes within the creek. The goal of the project is to reduce erosion and pollutant loadings associated with urban runoff into Prentiss Creek and East Branch DuPage River watershed.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Since 2000, Stormwater Management's Water Quality Improvement Program has budgeted funds to provide financial assistance for projects that provide a regional water quality benefit to DuPage County streams. The Prentiss Creek Streambank Stabilization Project has been selected for funding for the FY 2025 Water Quality Improvement Program grant.			

### 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. IGA (INTERGOVERNMENTAL AGREEMENT)
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: Village of Downers Grove	Vendor#: 10128	Dept: Stormwater Management	Division:
Attn: Julie Lomax	Email: jlomax@downers.us	Attn: Claire Kissane	Email: claire.kissane@dupagecounty.gov
Address: 5101 Walnut Ave	City: Downers Grove	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60515	State: IL	Zip: 60187
Phone: 630-493-8821	Fax:	Phone: 630-407-6682	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Village of Downers Grove	Vendor#: 10128	Dept: Stormwater Management	Division:
Attn: Julie Lomax	Email: jlomax@downers.us	Attn: Claire Kissane	Email: claire.kissane@dupagecounty.gov
Address: 5101 Walnut Ave	City: Downers Grove	Address: 421 N County Farm Rd	City: Weaton
State: IL	Zip: 60515	State: IL	Zip: 60187
Phone: 630-493-8821	Fax:	Phone: 630-407-6682	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 12, 2025	Contract End Date (PO25): Nov 30, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Village of Downers Grove Prentiss Creek Streambank Stabilization Project	FY25	1600	3000	53830		100,000.00	100,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 100,000.00

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

INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF DUPAGE,  
ILLINOIS AND THE VILLAGE OF DOWNERS GROVE FOR THE PRENTISS CREEK  
STREAMBANK STABILIZATION PROJECT

This INTERGOVERNMENTAL AGREEMENT is made this 12<sup>th</sup> day of August 2025 between the COUNTY OF DUPAGE, a body politic and corporate, with offices at 421 N. County Farm Road, Wheaton, Illinois (hereinafter referred to as the COUNTY) and VILLAGE OF DOWNERS GROVE, a body politic and corporate, with offices at 5101 Walnut Ave, Downers Grove, Illinois 60515 (hereinafter referred to as the VILLAGE).

R E C I T A L S

WHEREAS, the VILLAGE and the COUNTY are public agencies within the meaning of the Illinois “Intergovernmental Cooperation Act” and as authorized by Article 7, Section 10 of the Constitution of the State of Illinois; and

WHEREAS, the purposes of the “Intergovernmental Cooperation Act” and Article 7 of the Constitution of the State of Illinois include fostering cooperation among government bodies; and

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

WHEREAS, the COUNTY has adopted the DuPage County Stormwater Management Plan which recognizes the reduction of stormwater runoff and improving water quality as an integral part of the proper management of storm and flood waters; and

WHEREAS, the VILLAGE has developed a conceptual design for the construction of a water quality project at Prentiss Creek (herein referred to as the “PROJECT”); and

WHEREAS, the COUNTY and the VILLAGE have determined that the construction of the PROJECT will benefit local citizens by improving the water quality in Prentiss Creek, a tributary to the East Branch DuPage River; and

WHEREAS, the VILLAGE has requested COUNTY participation in cost sharing of the PROJECT through a grant from the COUNTY’S Water Quality Improvement Program in an amount not to exceed one hundred thousand dollars (\$100,000); and

WHEREAS, the VILLAGE shall pay PROJECT expenses to the contractors as they become due and will be reimbursed by the County for qualified expenses not to exceed one hundred thousand dollars (\$100,000) per this AGREEMENT; and

WHEREAS, the VILLAGE shall share any available data collected from the PROJECT for the purposes of fostering community education and improving upon similar future projects; and

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

## **1.0 INCORPORATION AND CONSTRUCTION.**

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

## **2.0 PROJECT DESCRIPTION.**

- 2.1 The PROJECT involves streambank stabilization within a 4,000-linear foot section of Prentiss Creek. The improvements include bank stabilization, installation of native plant species, and construction of pool-riffle complexes within the creek. The goal of the VILLAGE is to reduce erosion and pollutant loadings associated with urban runoff into Prentiss Creek, and East Branch DuPage River watershed.
- 2.2 The PROJECT shall be developed essentially in accord with the conceptual design (Prentiss Creek Streambank Stabilization), as prepared by the Village of Downers Grove and submitted December 30, 2024, which document is incorporated herein by reference but is not attached hereto due to space limitations.

## **3.0 FUNDING.**

- 3.1 The total water quality related PROJECT costs are estimated to be one million, fifty-two thousand dollars (\$1,052,000). The cost share is as follows, unless otherwise agreed to in writing as provided in Paragraph 3.2 below:

VILLAGE OF DOWNERS GROVE	\$952,000
COUNTY OF DUPAGE	\$100,000
TOTAL	\$1,052,000

- 3.2 The VILLAGE shall be responsible for bearing any cost overruns or expenses in excess of the funding listed in Paragraph 3.1, regardless of the cause, unless the

VILLAGE and COUNTY agree to apportion such extra costs in writing before they are incurred.

- 3.3 This AGREEMENT shall in no way obligate the VILLAGE to undertake this PROJECT if the VILLAGE in its sole discretion determines that it is no longer in the VILLAGE'S best interest to proceed with this PROJECT. However, in the event the PROJECT is not substantially completed by November 30, 2026, the VILLAGE shall promptly reimburse the COUNTY any monies paid by the COUNTY to the VILLAGE pursuant to this AGREEMENT. The VILLAGE'S right to retain the COUNTY'S reimbursement of PROJECT costs is expressly conditioned upon the VILLAGE'S timely and satisfactory completion of the PROJECT.
- 3.4 The VILLAGE may only seek COUNTY reimbursement for allowable PROJECT expenses. Allowable PROJECT expenses incurred and paid by the VILLAGE in relation to the PROJECT shall include third-party professional services related to the construction of the PROJECT (construction management, etc.), construction (labor and materials), bid advertising, etc. Notwithstanding the foregoing, allowable expenses shall not include the VILLAGE'S administrative costs, overhead, payroll, land acquisition, legal or accounting services.

#### **4.0 VILLAGE'S RESPONSIBILITIES.**

- 4.1 The VILLAGE shall be responsible for the preparation of the plans, specifications, and bid documents for the PROJECT, together with the advertisement and award of all PROJECT-related public bids. The VILLAGE shall select, and contract with, all vendors providing professional services for the PROJECT.
- 4.2 The VILLAGE shall be responsible for successful completion of all phases of the PROJECT, from design and construction through maintenance.
- 4.3 The VILLAGE shall be responsible for securing all local, county, state, and federal permits necessary for completion of the PROJECT.
- 4.4 The VILLAGE shall be responsible for submitting copies of all permit applications and related correspondence to the COUNTY in a timely manner to ensure sufficient review by the COUNTY. The purpose of the COUNTY'S review shall be for the sole purpose of documenting whether PROJECT work components qualify as allowable expenses.
- 4.5 The VILLAGE shall be responsible for obtaining all required land rights necessary for the completion of the PROJECT.

- 4.6 The VILLAGE shall not be reimbursed by the COUNTY for work undertaken prior to the signing of this AGREEMENT.
- 4.7 The VILLAGE may enter into additional agreements to secure its portion of the local PROJECT costs.
- 4.8 The VILLAGE shall submit no more than one invoice per month to the COUNTY during the construction of the PROJECT. Under no circumstances should the COUNTY be invoiced more than one hundred thousand dollars (\$100,000). The invoice shall show the quantities and cost per item and be summarized by PROJECT area.
- 4.9 The VILLAGE shall make direct payments, or cause to have payments made, to all parties providing services related to this PROJECT. This requirement will not affect the COUNTY'S obligation to reimburse the VILLAGE in the amounts herein agreed upon, nor shall this provision affect the VILLAGE'S obligation to repay the COUNTY in the event the PROJECT is not undertaken or completed, as established in Paragraph 3.3.
- 4.10 The VILLAGE shall make any data collected from the PROJECT available to the COUNTY upon reasonable request by the COUNTY.
- 4.11 The COUNTY shall not be responsible for or have control over the design, construction, means, methods, techniques or procedures with respect to any work performed for the PROJECT. The VILLAGE and VILLAGE'S contractors shall be solely responsible for the safety of all individuals performing work on the PROJECT. The VILLAGE shall take such measures as are necessary to ensure that its contractors maintain the PROJECT areas in a safe condition and install appropriate barricades and warning signs, and the VILLAGE shall strictly enforce or cause to have strictly enforced all applicable safety rules and regulations. This provision is not intended to create any new burden or liability for the VILLAGE beyond the usual burdens and liabilities for a municipality in the construction of public improvements. This section is intended merely to relieve the COUNTY from such liabilities in this PROJECT. COUNTY'S role in conducting any review or granting any consent or approval relates solely to the PROJECT'S eligibility under the COUNTY'S Water Quality Improvement Program.
- 4.12 During the PROJECT and after its substantial completion, the VILLAGE shall be solely responsible for the ownership, operation, supervision, staffing, control, and maintenance of the PROJECT.
- 4.13 The VILLAGE must acknowledge the COUNTY using logo(s) and wording provided by the COUNTY in permanent onsite signage and other promotion of the PROJECT including, but not limited to, printed materials, press releases and presentations.



## **5.0 COUNTY'S RESPONSIBILITIES.**

- 5.1 The COUNTY shall reserve the right to review the PROJECT'S plans and specifications, prior to the VILLAGE'S advertisement for contract services, together with any subsequent change orders, addendums, or revisions thereto ("CONTRACT DOCUMENTS"), for the purpose of verifying that PROJECT components qualify for reimbursement through the COUNTY'S Water Quality Improvement Program. The COUNTY shall promptly provide the VILLAGE with any recommended changes to the CONTRACT DOCUMENTS for PROJECT components to qualify for reimbursement.
- 5.2 The COUNTY shall cost share in the PROJECT as follows:
  - 5.2.1 The COUNTY shall reimburse the VILLAGE for approved costs associated with the PROJECT which have been incurred and paid for by the VILLAGE, as specified in Paragraph 3.1.
  - 5.2.2 The total reimbursement amount paid by the COUNTY shall not exceed one hundred thousand dollars (\$100,000).
  - 5.2.3 In the event PROJECT costs total less than one million, fifty-two dollars (\$1,052,000), the COUNTY'S total reimbursement amount shall not be more than twenty five percent (25%) of the actual total PROJECT costs. Any amounts overpaid by the COUNTY shall be promptly refunded by the VILLAGE.
  - 5.2.4 The COUNTY shall not be obligated to pay invoices received after November 30, 2026, regardless of when the work was completed and notwithstanding that the COUNTY'S contribution limit has not been reached.
- 5.3 The COUNTY shall be allowed unlimited, but reasonable, access to the PROJECT area to observe and review PROJECT work and work documents (i.e., plans, change orders, field orders, manager diaries, etc.) for the limited purpose of determining eligibility for COUNTY reimbursement, and the use of all data collected as part of the PROJECT. The COUNTY shall provide the VILLAGE reasonable advance notice of when the COUNTY requires such access.

## **6.0 GOVERNMENT REGULATIONS.**

- 6.1 The VILLAGE shall comply with all local, county, state and federal requirements now in force, or which may hereafter be in force, pertaining to the PROJECT.

## **7.0 INDEMNIFICATION.**

- 7.1 The VILLAGE shall indemnify, hold harmless and defend the COUNTY and any of its officials, officers, employees, and agents from and against all liability, claims, suits, demands, liens, proceedings and actions, including reasonable costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, the VILLAGE 'S performance under this AGREEMENT to the fullest extent the VILLAGE is so authorized under the law; provided, however, that the VILLAGE shall not be obligated to indemnify, hold harmless and defend the COUNTY for any negligent or intentional wrongful misconduct or omissions by COUNTY officials, employees, agents, contractors or personnel.
- 7.2 The VILLAGE shall require each consultant and contractor responsible for the construction of the PROJECT to name the VILLAGE and COUNTY as an additional insured party on said vendor's liability insurance policy. Further, the VILLAGE shall require that its consultants and contractors indemnify, defend and hold harmless the VILLAGE and COUNTY, its officers, employees and elected officials from and against any claims, liability or judgments resulting from, or caused by, the negligence or willful conduct of such consultant and/or contractor.
- 7.3 Nothing contained herein shall be construed as prohibiting the COUNTY, its officials, directors, officers, agents and employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, liens, proceedings and actions brought against them. Pursuant to Illinois law, any attorney representing the COUNTY, under this paragraph or paragraph 7.1 is to be the State's Attorney, in accord with the applicable law. The COUNTY'S participation in its defense shall not remove the VILLAGE'S duty to indemnify, defend, and hold the COUNTY harmless, as set forth above. Moreover, indemnity as provided in this AGREEMENT shall not be limited by reason of any insurance coverage maintained by the VILLAGE or its consultants, contractors, or agents. The VILLAGE'S indemnification of the COUNTY shall survive the termination, or expiration, of this AGREEMENT.

## **8.0 AMENDMENT OR MODIFICATION OF THIS AGREEMENT.**

- 8.1 The parties may modify or amend terms of this AGREEMENT only by a written document duly approved and executed by both parties, excluding term extensions as provided for in the following provision.
- 8.2 Notwithstanding Paragraph 8.1, above, the term for performing this AGREEMENT may be extended by any suitable COUNTY designated form, signed by both parties without formal amendment pursuant to Paragraph 8.1, above.

## **9.0 TERM OF THIS AGREEMENT.**

9.1 The term of this AGREEMENT shall begin on the date the AGREEMENT is fully executed, and shall continue in full force and effect until the earlier of the following occurs:

9.1.1 November 30, 2026, or to a new date agreed upon by the parties.

9.1.2 The completion by the VILLAGE and COUNTY of their respective obligations under this AGREEMENT, in the event such completion occurs before November 30, 2026.

## **10.0 ENTIRE AGREEMENT.**

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

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

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

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

## **11.0 SEVERABILITY.**

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

## **12.0 GOVERNING LAW.**

12.1 The laws of the State of Illinois shall govern this AGREEMENT as to both interpretation and performance.

- 12.2 The venue for resolving any disputes concerning the parties' respective performance, or failure to perform, under this AGREEMENT, shall be the judicial circuit court for DuPage County.

### **13.0 NOTICES.**

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

Julie Lomax  
Stormwater Administrator  
Village of Downers Grove  
5101 Walnut Ave  
Downers Grove, Illinois, 60515

Claire Kissane  
Water Quality Specialist  
DuPage County Stormwater Management  
421 N. County Farm Road  
Wheaton, Illinois 60187

### **14.0 WAIVER OF/FAILURE TO ENFORCE BREACH.**

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

### **15.0 NO WAIVER OF TORT IMMUNITIES**

- 15.1 Nothing contained in any provision of this Agreement is intended to constitute nor shall constitute a waiver of the defenses, privileges or immunities available to the parties under the Illinois Local Governmental and Governmental Employees Tort Immunity Act.

[This space left intentionally blank]

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

COUNTY OF DUPAGE

VILLAGE OF DOWNERS GROVE

\_\_\_\_\_  
Deborah A. Conroy,  
Chair

\_\_\_\_\_  
Robert T. Barnett  
Mayor

ATTEST:

ATTEST:

\_\_\_\_\_  
Jean Kaczmarek,  
County Clerk

\_\_\_\_\_  
Rosa Berardi  
Village Clerk



## Stormwater Management Resolution

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

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**File #:** SM-R-0011-25

**Agenda Date:** 8/5/2025

**Agenda #:** 9.C.

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AGREEMENT BETWEEN THE COUNTY OF DUPAGE, ILLINOIS  
AND OAKHURST NORTH COMMUNITY ASSOCIATION  
FOR THE OAKHURST NORTH STORMWATER POND 3 STABILIZATION PROJECT

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

WHEREAS, the COUNTY has adopted the DuPage County Stormwater Management Plan which recognizes the reduction of stormwater runoff and improving water quality as an integral part of the proper management of storm and flood waters; and

WHEREAS, the Oakhurst North Community Association (ASSOCIATION) is proposing a shoreline stabilization project for the Oakhurst North Community Association property (herein referred to as the "PROJECT"); and

WHEREAS, the COUNTY and the ASSOCIATION have determined that the construction of the PROJECT will benefit local citizens by improving the water quality in the Indian Creek Watershed; and

WHEREAS, the ASSOCIATION has requested COUNTY participation in cost sharing of the PROJECT through a grant from the COUNTY'S Water Quality Improvement Program in an amount not to exceed fifteen thousand fifty dollars (\$15,050); and

WHEREAS, the ASSOCIATION shall pay PROJECT expenses to the contractors as they become due and will be reimbursed by the COUNTY for qualified expenses not to exceed fifteen thousand fifty dollars (\$15,050) per this AGREEMENT; and

WHEREAS, the ASSOCIATION shall share any available data collected from the PROJECT for the purposes of fostering community education and improving upon similar future projects.

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

BE IT FURTHER RESOLVED that the DuPage County Clerk be directed to transmit certified copies of this Resolution and the attached AGREEMENT, by and through the Stormwater Management Department, to the Oakhurst North Community Association, 50 East Commerce Dr., Suite 110, Schaumburg, IL 60173; and Nick Alfonso/State's Attorney's Office.

Enacted and approved this 12<sup>th</sup> Day of August, 2025 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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: SM-R-0011-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$15,050.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,050.00
	CURRENT TERM TOTAL COST: \$15,050.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Oakhurst North Community Association	VENDOR #:	DEPT: Stormwater Management	DEPT CONTACT NAME: Claire Kissane
VENDOR CONTACT: Kat Majka	VENDOR CONTACT PHONE: 847-490-3833	DEPT CONTACT PHONE #: 630-407-6682	DEPT CONTACT EMAIL: claire.kissane@dupagecounty.gov
VENDOR CONTACT EMAIL: katarzyna.majka@associa.us	VENDOR WEBSITE: www.associaonline.com	DEPT REQ #: 1600-2516	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). The project involves the stabilization of the pond shoreline and the planting of native vegetation to prevent future erosion and improve water quality. The improvements include clearing selected trees, shoreline stabilization with rip rap and soil wraps, and planting native vegetation.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Since 2000, Stormwater Management's Water Quality Improvement Program has budgeted funds to provide financial assistance for projects that provide a regional water quality benefit to DuPage County streams. The Oakhurst North Stormwater Pond 3 Stabilization Project has been selected for funding for the FY 2025 Water Quality Improvement Program grant.			

### 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.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Competitive grant project ranking and selection
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Approve contract with the Oakhurst North Community Association 2. Do not approve the contract with Oakhurst North Community Association. Not recommended as the project as been approved by the Committee for funding under the WQIP Grant program for its recognized benefits to water quality in a DuPage County waterway.

## 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: Oakhurst North Community Association	Vendor#:	Dept: Stormwater Management	Division:
Attn: Kat Majka	Email: katarzyna.majka@associa.us	Attn: Claire Kissane	Email: claire.kissane@dupagecounty.gov
Address: 707 Asbury Drive	City: Aurora	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60502	State: IL	Zip: 60187
Phone: 847-882-3453	Fax:	Phone: 630-407-6682	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Oakhurst North Community Association	Vendor#:	Dept: same	Division:
Attn: Kat Majka	Email: katarzyna.majka@associa.us	Attn:	Email:
Address: 707 Asbury Drive	City: Aurora	Address:	City:
State: IL	Zip: 60502	State:	Zip:
Phone: 847-882-3453	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 12, 2025	Contract End Date (PO25): Jun 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		Water quality improvement for Oakhurst North Stormwater Pond 3 StabilizationProject	FY25	1600	3000	53830		15,050.00	15,050.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 15,050.00

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

AGREEMENT BETWEEN THE COUNTY OF DUPAGE, ILLINOIS AND OAKHURST  
NORTH COMMUNITY ASSOCIATION FOR THE OAKHURST NORTH STORMWATER  
POND 3 STABILIZATION PROJECT

This AGREEMENT is made this 12<sup>th</sup> day of August 2025 between the County of DuPage, a body politic and corporate, with offices at 421 N. County Farm Road, Wheaton, Illinois (hereinafter referred to as the COUNTY) and Oakhurst North Community Association, with offices at 707 Asbury Drive, Aurora, IL 60502 (hereinafter referred to as the ASSOCIATION).

R E C I T A L S

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

WHEREAS, the COUNTY has adopted the DuPage County Stormwater Management Plan which recognizes the reduction of stormwater runoff and improving water quality as an integral part of the proper management of storm and flood waters; and

WHEREAS, the ASSOCIATION is proposing a shoreline stabilization project for the Oakhurst North Community Association property (herein referred to as the “PROJECT”); and

WHEREAS, the COUNTY and the ASSOCIATION have determined that the construction of the PROJECT will benefit local citizens by improving the water quality in the Indian Creek Watershed; and

WHEREAS, the ASSOCIATION has requested COUNTY participation in cost sharing of the PROJECT through a grant from the COUNTY’S Water Quality Improvement Program in an amount not to exceed fifteen thousand fifty dollars (\$15,050); and

WHEREAS, the ASSOCIATION shall pay PROJECT expenses to the contractors as they become due and will be reimbursed by the COUNTY for qualified expenses not to exceed fifteen thousand fifty dollars (\$15,050) per this AGREEMENT; and

WHEREAS, the ASSOCIATION shall share any available data collected from the PROJECT for the purposes of fostering community education and improving upon similar future projects; and

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

## **1.0 INCORPORATION AND CONSTRUCTION.**

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

## **2.0 PROJECT DESCRIPTION.**

- 2.1 The PROJECT involves the stabilization of the pond shoreline and planting native vegetation to prevent future erosion and improve water quality. The improvements include clearing selected trees, shoreline stabilization with rip rap and soil wraps, and planting native vegetation. The goal of the ASSOCIATION is to reduce pollutant loadings by increasing absorption and reducing stormwater runoff and erosion into the Indian Creek watershed.
- 2.2 The PROJECT shall be developed essentially in accord with the application packet (Oakhurst North Stormwater Pond 3 Stabilization), as submitted on January 3, 2025, which document is incorporated herein by reference but is not attached hereto due to space limitations. The best management practices shall be maintained and monitored by the ASSOCIATION or its consultant.

## **3.0 FUNDING.**

- 3.1 The total water quality-related PROJECT costs are estimated to be sixty thousand two hundred dollars (\$60,200). The cost share is as follows, unless otherwise agreed to in writing as provided in Paragraph 3.2 below:

THE ASSOCIATION	75%	\$45,150
COUNTY OF DUPAGE	25%	\$15,050
<hr/>		
TOTAL	100.0%	\$60,200

- 3.2 The ASSOCIATION shall be responsible for bearing any cost overruns or expenses in excess of the funding listed in Paragraph 3.1, regardless of the cause, unless the ASSOCIATION and the COUNTY agree to apportion such extra costs in writing before they are incurred.
- 3.3 This AGREEMENT shall in no way obligate the ASSOCIATION to undertake this PROJECT if the ASSOCIATION in its sole discretion determines that it is no longer in the ASSOCIATION'S best interest to proceed with this PROJECT.

However, in the event the PROJECT is not substantially completed (excepting post-construction monitoring) by June 30, 2026, the ASSOCIATION shall promptly reimburse the COUNTY any monies paid by the COUNTY to the ASSOCIATION pursuant to this AGREEMENT. The ASSOCIATION'S right to retain the COUNTY'S reimbursement of PROJECT costs is expressly conditioned upon the ASSOCIATION'S timely and satisfactory completion of the PROJECT.

- 3.4 The ASSOCIATION may only seek COUNTY reimbursement for allowable PROJECT expenses. Allowable PROJECT expenses incurred and paid by the ASSOCIATION in relation to the PROJECT shall include third-party professional services related to the construction of the PROJECT (construction management, etc.), construction (labor and materials), bid advertising, etc. Notwithstanding the foregoing, allowable expenses shall not include the ASSOCIATION'S administrative costs, overhead, payroll, land acquisition, legal or accounting services.

#### **4.0 THE ASSOCIATION'S RESPONSIBILITIES.**

- 4.1 The ASSOCIATION shall be responsible for the preparation of the plans, specifications, and bid documents for the PROJECT, together with the advertisement and award of all PROJECT-related public bids. The ASSOCIATION shall select, and contract with, all vendors providing professional services for the PROJECT.
- 4.2 The ASSOCIATION shall be responsible for successful completion of all phases of the PROJECT, from design and construction through maintenance. Furthermore, the ASSOCIATION shall be solely responsible for the ownership, control, and maintenance of the PROJECT and PROJECT AREA after completion of the PROJECT.
- 4.3 The ASSOCIATION shall be responsible for securing all local, county, state, and federal permits necessary for completion of the PROJECT.
- 4.4 The ASSOCIATION shall be responsible for submitting copies of all permit applications and related correspondence to the COUNTY in a timely manner to ensure sufficient review by the COUNTY. The purpose of the COUNTY'S review shall be for the sole purpose of documenting whether PROJECT work components qualify as allowable expenses.
- 4.5 The ASSOCIATION shall be responsible for obtaining all required land rights necessary for the completion of the PROJECT.

- 4.6 The ASSOCIATION shall not be reimbursed by the COUNTY for work undertaken prior to the signing of this AGREEMENT.
- 4.7 The ASSOCIATION may enter into additional agreements to secure its portion of the local PROJECT costs.
- 4.8 The ASSOCIATION shall submit no more than one invoice per month to the COUNTY during the construction phases of the PROJECT. Under no circumstances should the COUNTY be invoiced more than twenty-five percent (25%) of total incurred PROJECT costs up to the limits as established in Paragraph 3.1. The invoice shall show the quantities and cost per item and be summarized by PROJECT area.
- 4.9 The ASSOCIATION shall make direct payments, or cause to have payments made, to all parties providing services related to this PROJECT. This requirement will not affect the COUNTY'S obligation to reimburse The ASSOCIATION in the amounts herein agreed upon, nor shall this provision affect the ASSOCIATION'S obligation to repay the COUNTY in the event the PROJECT is not undertaken or completed, as established in Paragraph 3.3.
- 4.10 The ASSOCIATION shall make any data collected from the PROJECT available to the COUNTY upon reasonable request by the COUNTY.
- 4.11 The COUNTY shall not be responsible for or have control over the design, construction, means, methods, techniques or procedures with respect to any work performed for the PROJECT. The ASSOCIATION and the ASSOCIATION'S contractors shall be solely responsible for the safety of all individuals performing work on the PROJECT. The ASSOCIATION shall take such measures as are necessary to ensure that its contractors maintain the PROJECT areas in a safe condition and install appropriate barricades and warning signs, and the ASSOCIATION shall strictly enforce or cause to have strictly enforced all applicable safety rules and regulations. This provision is not intended to create any new burden or liability for the ASSOCIATION beyond the usual burdens and liabilities for a municipality in the construction of public improvements. This section is intended merely to relieve the COUNTY from such liabilities in this PROJECT. The COUNTY'S role in conducting any review or granting any consent or approval relates solely to the PROJECT'S eligibility under the COUNTY'S Water Quality Improvement Program.
- 4.12 The ASSOCIATION must acknowledge the COUNTY using logo(s) and wording provided by the COUNTY in permanent onsite signage and other promotion of the PROJECT including, but not limited to, printed materials, press releases and presentations.

## **5.0 COUNTY'S RESPONSIBILITIES.**

- 5.1 The COUNTY shall reserve the right to review the PROJECT'S plans and specifications, prior to the ASSOCIATION'S advertisement for contract services, together with any subsequent change orders, addendums, or revisions thereto ("CONTRACT DOCUMENTS"), for the purpose of verifying that PROJECT components qualify for reimbursement through the COUNTY'S Water Quality Improvement Program. The COUNTY shall promptly provide the ASSOCIATION with any recommended changes to the CONTRACT DOCUMENTS for PROJECT components to qualify for reimbursement.
- 5.2 The COUNTY shall cost share in the PROJECT as follows:
  - 5.2.1 The COUNTY shall reimburse the ASSOCIATION for approved costs associated with the PROJECT at a fixed proportion of twenty- five percent (25%) of eligible PROJECT costs, which have been incurred and paid for by the ASSOCIATION, as specified in Paragraph 3.1.
  - 5.2.2 The total reimbursement amount paid by the COUNTY shall not exceed fifteen thousand fifty dollars (\$15,050).
  - 5.2.3 In the event PROJECT costs total less than sixty thousand two hundred dollars (\$60,200), the COUNTY'S total reimbursement amount shall be not more than twenty-five percent (25%) of the actual total PROJECT costs. Any amounts overpaid by the COUNTY shall be promptly refunded by the ASSOCIATION.
  - 5.2.4 The COUNTY shall not be obligated to pay invoices received after June 30, 2026, regardless of when the work was completed and notwithstanding that the COUNTY'S contribution limit has not been reached.
- 5.3 The COUNTY shall be allowed unlimited, but reasonable, access to the PROJECT area to observe and review PROJECT work and work documents (i.e., plans, change orders, field orders, manager diaries, etc.) for the limited purpose of determining eligibility for COUNTY reimbursement, and the use of all data collected as part of the PROJECT. The COUNTY shall provide the ASSOCIATION reasonable advance notice of when the COUNTY requires such access.

## **6.0 GOVERNMENT REGULATIONS.**



- 6.1 The ASSOCIATION shall comply with all local, county, state and federal requirements now in force, or which may hereafter be in force, pertaining to the PROJECT.

## **7.0 INDEMNIFICATION.**

- 7.1 The ASSOCIATION shall indemnify, hold harmless and defend the COUNTY and any of its officials, officers, employees, and agents from and against all liability, claims, suits, demands, liens, proceedings and actions, including reasonable costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, The ASSOCIATION 'S performance under this AGREEMENT to the fullest extent the ASSOCIATION is so authorized under the law; provided, however, that the ASSOCIATION shall not be obligated to indemnify, hold harmless and defend the COUNTY for any negligent or intentional wrongful misconduct or omissions by COUNTY officials, employees, agents, contractors or personnel.
- 7.2 The ASSOCIATION shall require each consultant and contractor responsible for the construction of the PROJECT to name the ASSOCIATION and COUNTY as an additional insured party on said vendor's liability insurance policy. Further, the ASSOCIATION shall require that its consultants and contractors indemnify, defend and hold harmless the ASSOCIATION and COUNTY, its officers, employees and elected officials from and against any claims, liability or judgments resulting from, or caused by, the negligence or willful conduct of such consultant and/or contractor.
- 7.3 Nothing contained herein shall be construed as prohibiting the COUNTY, its officials, directors, officers, agents and employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, liens, proceedings and actions brought against them. Pursuant to Illinois law, any attorney representing the COUNTY, under this paragraph or paragraph 7.1 is to be the State's Attorney, in accord with the applicable law. The COUNTY'S participation in its defense shall not remove the ASSOCIATION'S duty to indemnify, defend, and hold the COUNTY harmless, as set forth above. Moreover, indemnity as provided in this AGREEMENT shall not be limited by reason of any insurance coverage maintained by the ASSOCIATION or its consultants, contractors or agents. The ASSOCIATION'S indemnification of the COUNTY shall survive the termination, or expiration, of this AGREEMENT.

## **8.0 AMENDMENT OR MODIFICATION OF THIS AGREEMENT.**

- 8.1 The parties may modify or amend terms of this AGREEMENT only by a written document duly approved and executed by both parties, excluding term extensions as provided for in the following provision.
- 8.2 Notwithstanding Paragraph 8.1, above, the term for performing this AGREEMENT may be extended by any suitable COUNTY designated form, signed by both parties without formal amendment pursuant to Paragraph 8.1, above.

## **9.0 TERM OF THIS AGREEMENT.**

- 9.1 The term of this AGREEMENT shall begin on the date the AGREEMENT is fully executed, and shall continue in full force and effect until the earlier of the following occurs:
  - 9.1.1 June 30, 2026, or to a new date agreed upon by the parties.
  - 9.1.2 The completion by the ASSOCIATION and COUNTY of their respective obligations under this AGREEMENT, in the event such completion occurs before June 30, 2026.

## **10.0 ENTIRE AGREEMENT.**

- 10.1 This AGREEMENT, including matters incorporated herein, contains the entire AGREEMENT between the parties.
- 10.2 There are no other covenants, warranties, representations, promises, conditions or understandings, either oral or written, other than those contained herein.
- 10.3 This AGREEMENT may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.
- 10.4 In the event of a conflict between the terms or conditions of this AGREEMENT and any term or condition found in any exhibit or attachment, the terms and conditions of this AGREEMENT shall prevail.

## **11.0 SEVERABILITY.**

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

## **12.0 GOVERNING LAW.**

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

## **13.0 NOTICES.**

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

Kat Majka  
Property Manager  
50 East Commerce Dr.  
Suite 110  
Schaumburg, IL 60173

Claire Kissane  
Water Quality Specialist  
DuPage County Stormwater Management  
421 N. County Farm Road  
Wheaton, Illinois 60187

## **14.0 WAIVER OF/FAILURE TO ENFORCE BREACH.**

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

## **15.0 NO WAIVER OF TORT IMMUNITIES.**

- 15.1 Nothing contained in any provision of this Agreement is intended to constitute nor shall constitute a waiver of the defenses, privileges or immunities available to the

parties under the Illinois Local Governmental and Governmental Employees Tort  
Immunity Act

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

COUNTY OF OUPAGE

OAKHURSTNORTH COMMUNITY  
ASSOCIATION

\_\_\_\_\_  
Deborah Conroy,  
Chair

  
Gopala Reddy Seelam,  
Oakhurst North President

ATrEST:

ATIEST:

\_\_\_\_\_  
Rose Sasso,  
Administ:cativeAssistant

  
Bhupesh   
Oakhurst North Treawrer



## Public Works Requisition \$30,000 and Over

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

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**File #:** PW-P-0015-25

**Agenda Date:** 6/17/2025

**Agenda #:** 11.A.

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AWARDING RESOLUTION ISSUED TO  
SHEFFIELD SAFETY & LOSS CONTROL, LLC  
FOR SAFETY PROGRAM MANAGEMENT SERVICES  
FOR PUBLIC WORKS  
(CONTRACT TOTAL AMOUNT \$150,000)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to Sheffield Safety & Loss Control, LLC, for Safety Program Management Services, for the period of June 25, 2025 through June 24, 2026, for Public Works

NOW, THEREFORE BE IT RESOLVED, that said contract is for Safety Program Management Services, for the period of June 25, 2025 through June 24, 2026 for Public Works per 25-046-PW, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Sheffield Safety & Loss Control, LLC., 24216 W. Lockport Street, Plainfield, Illinois. 60544, for a contract total amount of \$150,000.

Enacted and approved this 24th day of June, 2025 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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 25-046-PW	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$150,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$600,000.00
	CURRENT TERM TOTAL COST: \$150,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Sheffield Safety and Loss, LLC	VENDOR #: 39176	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Paul Wojcieszak	VENDOR CONTACT PHONE: 779-234-9207	DEPT CONTACT PHONE #: 630.985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: wojcieszak@sheffieldsafety.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Sheffield Safety and Loss Company, LLC., for Safety Program Management for various County Departments, for the period of June 25, 2025, to June 24, 2026, for a total contract amount not to exceed \$150,000, per lowest responsible bid #25-046-PW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished A Safety Program Manager is required to review and support County employees in maintaining training schedules and making recommendations for safer work environments.			

### 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.
RFP (REQUEST FOR PROPOSAL)	

### SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. A request for proposal was sent out for a Safety Program Manager. We received two responsive, responsible bidders that were evaluated. Based off the evaluation criteria, Sheffield Safety and Loss was selected.
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. Award Sheffield Safety and Loss Control, LLC the contract for the Safety Program Manager in the amount of \$150,000. 2. Do not award Sheffield Safety and Loss Control and award the second lowest bidder. Not recommended due to the selection committees recommendation and price variation. 3. Do not award the Safety Program Manager bid. Not recommended due to the importance of having a Safety Program Manager on call to review safety procedures and manuals.

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.

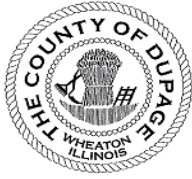
SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Sheffield Safety and Loss Control, LLC	Vendor#: 39176	Dept: DuPage County Public Works	Division: Public Works
Attn: Paul Wojciezak	Email: wojciezak@sheffieldsafety.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 24216 W. Lockport St.	City: Plainfield	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60544	State: IL	Zip: 60517
Phone: 773-525-5532	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same As Above	Vendor#: Same As Above	Dept: Same As Above	Division: Same As Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 25, 2025	Contract End Date (PO25): Jun 24, 2026
Contract Administrator (PO25): Drew Cormican			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		PW - Safety Program Manager	FY25	2000	2665	53090		15,000.00	15,000.00
2	1	EA		PW - Safety Program Manager	FY26	2000	2665	53090		10,000.00	10,000.00
3	1	EA		SW - Safety Program Manager	FY25	1600	3000	53090		15,000.00	15,000.00
4	1	EA		SW - Safety Program Manager	FY26	1600	3000	53090		10,000.00	10,000.00
5	1	EA		DOT - Safety Program Manager	FY25	1500	3510	53090		15,000.00	15,000.00
6	1	EA		DOT - Safety Program Manager	FY26	1500	3510	53090		10,000.00	10,000.00
7	1	EA		FM - Safety Program Manager	FY25	1000	1100	53090		15,000.00	15,000.00
8	1	EA		FM - Safety Program Manager	FY26	1000	1100	53090		10,000.00	10,000.00
9	1	EA		FIN - Safety Program Manager	FY25	1100	1212	53090		25,000.00	25,000.00
10	1	EA		FIN - Safety Program Manager	FY26	1100	1212	53090		25,000.00	25,000.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 150,000.00

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

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





**THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
SAFETY PROGRAM MANAGER 25-046-PW  
BID TABULATION**

✓

<b>Criteria</b>	<b>Available Points</b>	<b>Sheffield Safety and Loss Control, Inc.</b>	<b>Hygieneering, Inc.</b>
Firm Qualifications	30	<b>28</b>	26
Key Qualifications	25	<b>23</b>	22
Project Understanding	25	<b>24</b>	21
Price	20	<b>20</b>	17
Total	100	<b>96</b>	86

Fee and Rate Proposal (Design Only)	\$ 124,800.00	\$ 148,050.00
Percentage of points	100%	84%
Points awarded (wtd against lowest price)	<b>20</b>	17

**NOTES**

1. John Newquist has been deemed nonresponsive for not including required document(s).
2. National Safety Consulting has been deemed nonresponsive for not including required document(s).
3. Virtelligence, Inc. has been deemed nonresponsive for not including required document(s).

RFP Posted on 4/24/2025	DW, BR, SR
Bid Opened On 5/9/2025, 10:00 A.M. by	
Invitations Sent	162
Total Requesting Documents	1
Total Bid Responses Received	5



May 8, 2025

Attn: Finance Department  
Procurement Division  
The County of DuPage

RE: Invitation #25-046-PW Safety Program Manager Services

Sheffield Safety & Loss Control, LLC. has received the Request for Proposal along with all its addendums and is pleased to submit a proposal for Safety Program Manager Services to the County of DuPage Invitation #25-046-PW. The work tasks identified below will be performed as directed by level of importance as determined by the County of DuPage.

#### Scope of Services

The Safety Program Manager's responsibilities include, but are not limited to, the following tasks:

- Diagnostic Review of existing Safety Manual and Training Programs.
- Create training deck of yearly required courses and optional safety courses.
- Review Safety Training Plan for each department and update as needed.
- Establish Training budget including outside vendors as needs require.
- Evaluate potential exposures and provide recommended solutions or countermeasures.
- Develop an Implementation Plan for each department.
- Recommend vendors in-house for cost savings
- Provide and/or coordinate with others to conduct the required training classes.
- Perform on site safety inspections and recommend specific improvements to improve the safety of the work activity being performed.
- Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.

#### Point of Contact

The point of contact and safety program manager will be:

Paul Wojcieszak, CSP, CHST

Owner/President

773-617-4230

wojcieszak@sheffieldsafety.com

Additional support will be provided by individuals possessing ASPs, CHSTs, CSPs and Administrative Staff. Any modifications to personnel will only occur with approval by the County of DuPage.

The above-described services will begin immediately following County Board approval and receipt of a signed contract from the County of DuPage. Services will be provided for one year from the date of signed contract.

If you have any questions, please feel free to contact me directly at 773-617-4230. Sheffield Safety & Loss Control looks forward to working with you on developing your safety & loss control program.

Sincerely,



Paul Wojcieszak CSP, CHST

Sheffield Safety & Loss Control, LLC

## **Included Addendums**

### Firm Description & Qualifications

- Proposed Team
- Project Understanding
- Key Qualifications

### Forms

- Signature Page
- Proposal Form
- Internal Revenue Service W-9
- Business License
- Good Standing Certificate
- Required Vendor Ethics Disclosure Statement
- Limitations on the Authority of the DuPage to Contract
- References
- Awarded Contractor Disclosure
- Joint Purchase Agreement
- Bidder's Subcontractors

### Appendices

- City Fatality Incident Report / Safety Management Accident Report
- Proposed Schedule

## **Firm Description & Qualifications**

Sheffield Safety is a Safety Consulting firm founded in 2003 by Paul Wojcieszak CSP, CHST & David Cherven, CSP, CHST and located in the heart of downtown Plainfield with offices on the north side of Chicago, Illinois and Houston Texas. Sheffield Safety also has a state-of-the-art training center with interactive learning stations centrally located in Plainfield IL.

With over 25 full time employees, 21 based in Plainfield IL, who are all industry experts, trained in safety standards, OSHA regulations and dedicated to our client's success. Sheffield Safety's consultants specialize in all aspects of an employee safety and loss control program, including, but not limited to electrical, cranes, rigging, steel erection, work zone safety, lock out/tag out, confined space procedures, NFPA 70E requirements, walking/working surfaces, fall protection, and heavy equipment operation are some examples. Sheffield Safety's staff consists of 4 Certified Safety Professionals (CSP), 2 Graduate Safety Professionals (GSP), 5 Construction Health and Safety Technicians (CHST), and one Associate Safety Professional (ASP).

Sheffield Safety will have Paul Wojcieszak CSP, CHST as the Project Lead for the County of Dupage. Mr. Wojcieszak has over 25 years of experience in the safety field. He graduated from Illinois State University (ISU) with a Bachelor of science degree in Occupational Safety and Health in 1997. Mr. Wojcieszak is the Director of the ISU Alumni board for the Department of Health Sciences and has served in this position since 2014. He has also the past chairperson of the Illinois Road and Transportation Builders Safety Committee for two terms where he worked with the Illinois Toll Road Authority to set minimum training requirements for all workers on toll road projects. Mr. Wojcieszak is a faculty member of ISU where he has developed courses and currently teaches HSC 271 Construction Safety course one evening a week. Mr. Wojcieszak is also awaiting approval from the United States Patent Office for fall protection products he has developed.

Sheffield Safety was started to assist employers with their Safety & Loss Control programs and has consulted in over 26 states and currently performs over 10% of billing revenue with municipalities. One of our main areas of focus is pre-job planning. Sheffield Safety spends a large portion of our time working with clients to prepare a comprehensive safety program to reduce losses before they occur. We believe that a comprehensive municipality specific safety policy is the basis of any successful safety program. After a solid written program has been developed, the next step would be to train employees on exposures of the job and what can be done to prevent accidents. For this reason, we work with our clients to develop training schedules that will adequately address training needs for their employees. This will assist their employees in developing the ability to recognize hazards and means of corrective action before an injury occurs.

We feel we are uniquely qualified for this RFP as currently Sheffield Safety & Loss Control is servicing clients performing similar operations as requested in this RFP for County of DuPage. Sheffield Safety is providing safety consulting services for the City of Joliet, the third largest city and the second largest water provider in the State of Illinois, which encompasses 3 wastewater plants, 25 wells, 50 lift stations, 650 miles of water main, and 650 miles of sanitary sewer. Sheffield Safety also provides consulting to Aqua America, a wastewater and water utility service plant. Sheffield Safety has conducted audits, safety training, accident investigation assistance on 19 wells, 6 water systems, 3 sewage systems, 5 water treatment facilities throughout Central Illinois. We have also provided safety consulting services for other municipalities such as

Sheffield Safety & Loss Control, LLC  
The County of DuPage  
Finance – Procurement 3-400  
Safety Program Manager Services 25-046-PW

the City of Braceville, Village of Coal City, Village of Bedford Park, the City of Chicago, Fermi National Laboratory, and Argonne National Laboratory providing safety program development, training, industrial hygiene services and site audits.

Sheffield Safety & Loss Control is uniquely qualified to serve as the County of DuPage's Safety Manager. Sheffield Safety is one of the largest, non-affiliated consulting firms in the Chicagoland area. Our owners are 100 percent engaged in the daily operations of the company. We have one of the largest staff of Certified Safety Professionals in the Midwest who are capable of assisting clients in an immediate fashion. In addition, we have demonstrated our ability to work with large municipalities in developing successful safety programs.

Sheffield Safety & Loss Control's reputation is second to none. Since our inception we have assisted clients in reducing insurance claims made against their policies that include workers compensation, general liability, equipment losses and builders' risk, as well as helping clients maintain compliance with all federal, state, and local requirements. Sheffield Safety focuses on the individual client loss potentials and customizes services to assist these clients in meeting the established goals for their environmental, safety and loss control program.

## **Proposed Team**

Sheffield Safety will provide a team of safety professionals led by Paul Wojcieszak who will be DuPage County's main point of contact. Mr. Wojcieszak will call on his staff to work with the county when their individual skill sets are required. Our proposed team is as follows:

Paul Wojcieszak CSP, CHST  
Title - President  
Location- Plainfield, IL  
Experience – 28 years  
Years with Sheffield - 22 years  
Current client load – 2

Amanda Meiner CSP  
Title – Safety Consultant  
Location- Plainfield, IL  
Experience – 5 years  
Years with Sheffield - 1 year  
Current client load – 1

Paul Ronczkowski MS, CSP  
Title – Safety Consultant  
Location- Plainfield, IL  
Experience – 35+ years  
Years with Sheffield - 8 years  
Current client load – 1

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John Malabarba  
Title – Safety Consultant  
Location- Plainfield, IL  
Experience – 20 years  
Years with Sheffield - 20 years  
Current client load – 1

## **Project Understanding**

To ensure the long-term effectiveness of the safety program and uphold regulatory and organizational standards, the project will incorporate a comprehensive ongoing management strategy supported by clearly defined performance metric guarantees. This approach is rooted in continuous improvement and driven by both proactive (leading) and reactive (lagging) safety indicators.

The program will begin with the regular review and updating of safety policies and procedures to ensure alignment with relevant regulations such as OSHA and ISO 45001, as well as any organizational changes. Clear documentation and accessible communication of these policies are essential to ensure that all personnel understand their responsibilities and expectations. A strong emphasis will be placed on training and education through structured onboarding, periodic refreshers, and role-specific hazard awareness sessions. These trainings will be delivered using a combination of in-person workshops, simulations, and interactive learning formats to enhance knowledge retention and engagement.

Risk assessments will be conducted routinely to identify new or evolving hazards, with the implementation of appropriate controls—engineering, administrative, or personal protective equipment (PPE). The effectiveness of these controls will be continuously monitored. A transparent and efficient system will support the reporting and investigation of incidents, near-misses, and safety observations. Prompt investigations will be carried out to identify root causes and initiate corrective and preventive actions.

Scheduled safety audits and workplace inspections will ensure regulatory compliance and highlight areas for improvement. These activities will involve cross-functional teams and standardized checklists to ensure thoroughness. In parallel, performance monitoring will track key safety metrics such as incident rates, training completion rates, and audit results. This data will be used to analyze trends and inform strategic safety decisions. Employee engagement will be promoted through regular communication, active safety committees, and feedback mechanisms. Recognizing and rewarding safe behavior will help reinforce a culture of shared responsibility and safety leadership.

All training, incidents, inspections, and audits will be documented in detail and managed in a consistent and organized manner to ensure accessibility and compliance tracking. Leadership will play a central role by demonstrating visible support, allocating resources, and embedding safety performance into broader organizational goals.

Sheffield Safety will incorporate a suite of key performance metrics, designed to measure both outcomes and leading safety behaviors. Lagging indicators, such as the Total Recordable Incident Rate (TRIR), Lost Time

Injury Frequency Rate (LTIFR), Injury Severity Rate (ISR), and Days Away, Restricted, or Transferred (DART) Rate, will track incident outcomes and the impact of safety events.

Leading indicators will provide predictive insights and help prevent incidents. These include the Safety Training Completion Rate, with a goal of 100% compliance within 30 days of onboarding new employees, and the Near-Miss Reporting Rate, which is expected to increase by 20% annually to support a proactive safety culture. Other leading metrics include the completion rate of scheduled audits—with a target of 95% and timely follow-up within 14 days—and the Corrective Action Closure Rate, which will aim for 90% of issues resolved within 30 days of identification.

Common challenges such as over-reliance on lagging indicators, data quality issues, and cultural resistance will be addressed proactively. Balancing metrics, maintaining consistent reporting practices, and promoting a no-blame reporting culture will help mitigate these risks. Moreover, safety metrics will be customized to reflect industry-specific risks.

In the event that a conflict arises during Sheffield's tenure as safety program manager Mr. Wojcieszak will investigate and get to the root cause of the issue. Once there is a clear understanding of the issues in question has been determined then Mr. Wojcieszak will inform the COD Risk Management Department personnel who directly oversees the contract for their assistance. Ultimately, Sheffield Safety works at the pleasure of the county and we will carry out any direction given to resolve the conflict.

- **Diagnostic Review of Existing Safety and Training Programs.**

When awarded a contract for Safety Program Manager, it is our intent to start immediately providing services to the County of DuPage. At County of DuPage earliest opportunity, we would have our project director, Paul Wojcieszak, CSP, CHST, meet with the County of DuPage management staff to get a full understanding of the current safety program. At this time we will prepare a schedule based on the scope of services and our meetings with County of DuPage personnel to lay out a timetable to accomplish these tasks. We are anticipating this portion to take minimal time. After the initial meeting, our project director will review the existing Safety Manual and Training Programs. After reviewing the documentation and meeting with management personnel, our project director will be in a position to recommend any improvements to the County of DuPage safety system which, while meeting regulatory requirements, would increase cost efficiencies and decrease safety hazards.

- **Create training deck of yearly required courses and optional safety courses.**

After reviewing the current operation for the four (4) departments we will develop a spreadsheet which will list all the training courses required. This spreadsheet will have time frames for which training is required and when employees must be retrained.

- **Review Safety Training Plan for each department and update as needed.**

Sheffield Safety & Loss Control will perform a comprehensive review of The County of DuPage safety programs for each department. This will be conducted to assess the level of compliance and areas that have the need for improvement. Individual sections will be evaluated, and appropriate changes may be recommended to better coordinate with current project needs in order to provide a more useful safety



program. Safety policies that are already in place will be reviewed for relevance, along with implementation procedures for the subcontractor to follow.

Part of implementing a safety program involves determining the areas where a client needs additional training. Sheffield Safety reviews training documentation that applies to the construction industry under 29 CFR 1926 and applicable 29 CFR 1910 OSHA Standards and assesses the level of training that is currently provided for relevance. Following the assessment suggestions based on findings for improvement will be made.

Employers are required to perform frequent & regular inspections of their work areas. Sheffield Safety verifies if the subcontractor conducts weekly safety inspections on a regular basis and what criterion is being used.

- **Assist with Establishment of Training budget including outside vendors as needs require**

After we review current safety training documentation and compare that with training needs as determined by field observations we will develop a training program and associated budget. Developing training programs is an area where we excel over others. Nothing denotes this more than our state-of-the-art safety training center with hands on equipment and demonstrations. In our first two years in this location we have had over 200 students take our classes. Our training center was developed based on the needs and goals of our clients.

- **Evaluate potential exposures and provide recommended solutions or countermeasures.**

Following award, Sheffield Safety will provide an auditing schedule of facilities and locations. We will provide a detailed report with photographs evaluating potential exposures, hazards observed and can provide recommended solutions. We will also document if any corrective actions were taken at the time of the inspection. As ongoing safety site inspections are conducted, we will summarize safety & loss control issues observed; work with supervisors and managers to ensure any exposures are immediately addressed and corrected. We can assist with Job Hazard Analyses that focuses on job tasks to continue safe work practices eliminating future potential exposures.

- **Development an Implementation Plan for each department.**

Sheffield Safety will develop an implementation plan for each department. Sheffield Safety has developed a mentoring program where we work with first line supervisors to educate them on how to perform the safety related function of their jobs. This program consists of an onsite training for the supervisor and followed up with a hands-on demonstration of the task at hand. Then, if need be, we will observe the supervisor and make recommendations for improvement.

- **Recommend vendors in-house for cost savings.**

We currently work with other municipalities where we coordinate training to be conducted by in-house personnel. Examples include: first aid, CPR, bloodborne pathogen being conducted by the local fire department and active shooter/workplace violence being conducted by the local police department.

- **Provide and/or coordinate with others to conduct the required training classes.**

In the event that training needs are outside of our expertise then we will source the industry leading experts and negotiate the best price for them to perform the training. We work with many other safety professionals

such and subject matter experts which we can call upon to perform a vast array of training. A recent example of this is when we were asked to provide the 8 hour NFPA 70e training for a client. We sought out an expert who performs this training on an almost daily basis and recommended him to our client.

After review of County of DuPage safety system, our project director will, based on the specific needs, assign the appropriate staff to successfully complete any and all OSHA and IDOL training. He will have at his disposal any of our Certified Safety Professionals, Construction Health and Safety Technicians, and Industrial Hygienists.

- **Perform on site safety inspections and recommended specific improvements to improve the safety of the work activity being performed.**

Following award and determination of initial assessment, Sheffield Safety will provide auditing schedules of facilities and locations; intending to have at least quarterly inspections of each facility. We will provide a detailed report with photographs summarizing safety & loss control issues observed and if any corrective actions were taken at the time of the inspection. These reports are detailed & will provide The County of DuPage management a summary of where their overall safety & health program is at and what areas need to be improved. The report also is a tool for site personnel as the findings can be discussed by supervision in contractor meetings or with employees as a safety meeting. All audits performed by Sheffield Safety are based on site observations made with the goal of improving the overall safety of the project.

- **Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.**

A thorough accident investigation is a critical aspect to managing any safety program. Errors made during the investigation can lead to the wrong conclusions which can result in management making incorrect decisions which will not improve the safety program and may lead to more accidents in the future

Sheffield Safety will review all accidents, incidents and near misses as they occur. In each instance the goal is the same, prevent reoccurrence. At Sheffield Safety, we use analytical techniques, employee interviews, and other data collection techniques that when applied to accidents are proven to determine the root cause and prevent reoccurrence. After applying these techniques to the accident, we are able to develop recommendations that include remedial actions to implement and help ensure that the accident will not happen again. Sheffield Safety will recommend corrective action for safety violations when appropriate, in accordance with County of DuPage policy.

Near misses are warnings that help us identify problems and patterns that can lead to more serious accidents. As part of any review process Sheffield Safety will identify, prepare and present lessons learned as necessary. Following through on the causes of near misses can help with changes or corrections that will prevent injuries, illnesses, or damage to equipment.

- **Safety Program Manager shall review and make recommendations for various other County departments as needed.**

Sheffield Safety's holistic approach will allow for recommendations to be made to other County departments which will compliment programs from other departments. Using this approach will allow for uniformity between departments.

### **Key Qualifications**

#### **Project Lead**

Paul Wojcieszak, CSP, CHST

President and Co-Founder of Sheffield Safety & Loss Control

Paul Wojcieszak has been in the safety industry since 1997. He has provided administration and safety services /loss control consultation during his tenure to over 300 companies including construction companies, municipalities, insurance brokers/carriers and project owners. Currently working with two clients, Mr. Wojcieszak implements safety and health in field operations in accordance with OSHA 1926 and 1910 standards, acting as a liaison between field staff and client management; develops and conducts specialized training for supervisors and employees. He is a 1997 alumnus of the Occupational Safety Program at Illinois State University. He also serves on the Safety Program Board and Development Chair and Marketing Chair, Adjunct Professor, Department of Health & Science, developed and teaches HSC 272 Construction Safety Mgmt.

### **Key Staff of Safety Professionals**

#### **Paul Ronczkowski, MPH, CSP**

Senior Safety Consultant

Paul Ronczkowski is a retired faculty member of Illinois State University. Mr. Ronczkowski served on the ISU faculty for over 25 years for the Occupational Safety & Health Program. His experiences have covered safety general industry standards, construction standards, NFPA Life Safety Code and NFPA automatic sprinkler codes and hydraulics. His area of expertise is Safety & Health Program Administration, field safety & health consultation inclusive of comprehensive assessments of physical plants from municipalities to manufacturing. Additional assignments include site audits, safety training, safety program development and safety management services. Mr. Ronczkowski's OSHA compliance expertise and proficiency is emphasized while providing precise safety programs and regulatory documentation to our clients.

#### **John Malabarba, CHST**

Senior Safety Consultant

John Malabarba, from the City of Chicago, Department of Aviation, where he worked of over 20 years and the Safety Director for Midway Airport. Mr. Malabarba was responsible for monitoring contractor safety activities, ensuring compliance with OSHA, and maintaining the owner's safety and health requirements. In

addition to implementing the City of Chicago site-specific safety programs, Mr. Malabarba participates in pre-construction and weekly contractor safety meetings, develops and conducts training programs for contractors as needed, reviewing and providing comments to improve contractor safety programs.

### **Amanda Meiner, CSP, ASP**

General Industry, Safety Consultant

As the General Industry Safety Consultant for Sheffield Safety and Loss Control, Ms. Meiner has led safety initiatives across multiple sectors through separate contracts. For the City of Joliet and Department of Public Utilities, she developed and implemented a comprehensive municipal safety program, conducted onsite audits, and chaired safety committees. In a separate contract with the CITGO Petroleum Refineries, Ms. Meiner conducts authorized user fall protection training and performs site-specific safety evaluations. As Safety Manager for a gymnastics chain, developed and facilitated employee training and onboarding programs covering workplace violence, active shooter response, emergency evacuation, fire safety, severe weather preparedness, and general first aid. At the University of Illinois Urbana-Champaign, she served as Safety Manager for the engineering department, where she implemented HAZMAT and COVID-19 safety programs and led the development of an ergonomics initiative for office and laboratory settings. Ms. Meiner worked as an Industrial Hygienist for a consulting firm, managing projects involving air sampling, environmental investigations, and exposure testing for mold, asbestos, lead, COVID-19, silica, and indoor air quality. She also created safety programs such as the Noise Hearing Conservation Program for Illinois Wesleyan University and a Confined Space Entry Program for 360 Hazardous Clean Up. In the healthcare sector, Ms. Meiner served as a Safety Specialist, aligning hospital safety policies with Joint Commission and NFPA standards, and chaired both the Environment of Care and Life Safety Committees.

### **Administrative Support**

Diane Sak is the Administrative Support Manager for Sheffield Safety and Loss Control. Before coming to Sheffield, Ms. Sak was Safety Director for a commercial plumbing company. With crews as large as 25, she was responsible for safety on immense projects such as Silver Cross Hospital, Elmhurst Hospital, University of Chicago Medical Center, as well as many retail businesses. For Sheffield, Ms. Sak not only works as project coordinator, but also schedules safety audits for the majority of our clients. She is also instrumental in ensuring necessary training for the appropriate project. Sheffield depends on Ms. Sak to keep all companies' insurance current, such as General/Professional Liability, WC, and project COIs.

# County of DuPage

## Sheffield Safety 'project lead

**Project start: Sun, 6/1**

**Display week: 1**

Task	Assigned To	Progress	Start	End	Notes
General					
Review Proposed Open Task List with Directors	PW	0%	6/2/25	6/30/25	
Establish/Propose Monthly Safety Committee with	PW	0%	6/2/25	6/30/25	
Safety Initiative Kick off Meeting - Rollout of Communication to Staff of Safety Program	PW	0%	6/2/25	6/30/25	
Diagnostic Review of existing Safety Manual.	PW	0%	7/1/25	7/31/25	
Diagnostic Review of existing Training Programs.	PW	0%	7/1/25	7/31/25	
Create training deck of yearly required safety courses.	PR	0%	8/1/25	8/31/25	
Create training deck of yearly optional safety courses.	PR	0%	8/1/25	8/31/25	
Assist with Establishment of Training budget including outside	PR	0%	10/1/25	10/31/25	
Develop an Implementation Plan for each department.	PR	0%	12/1/25	12/31/25	
Review Safety Training Program for each department and update as needed.	PR	0%			
Review training curriculum for each department and update as needed.	PR	0%			Ongoing Task
Evaluate potential exposures and provide recommended solutions or countermeasures.	PR	0%			Ongoing Task
Recommend vendors in-house for cost savings.	PR	0%			Ongoing Task

Jun 2, 2025							Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F

Jun 2, 2025							Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F

TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Provide and/or coordinate with others to conduct the required training classes.	PR	0%			Ongoing Task
Perform on-site safety inspections and recommended specific improvements to improve the safety of the work activity being	PR	0%			Ongoing Task
Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.	PR	0%			Ongoing Task
Review and Make recommendations for various other County departments, as needed.	PR	0%			Ongoing Task
Review and Coordinate Annual Crane and Rigging Inspections	PR	0%			
Review and Coordinate Confined Space Entry Training for the Competent Person	PR	0%			
Review and Coordinate Fall Protection Training	PR	0%			
Review and Coordinate Annual Excavation and Trenching Training	PR	0%			
Review and Coordinate Forklift Training	PR	0%			
Review and Coordinate Annual General First Aid Training	PR	0%			
Review and Coordinate Annual Inspection for Water Tower Climbing Devices	PR	0%			
Review and Coordinate Annual Hazard Communication Training	PR	0%			
Review and Coordinate Annual Personal Protective Equipment (PPE) Training	PR	0%			
Review and Coordinate Lockout Tagout Training	PR	0%			
Review and Coordinate Bloodborne Pathogens Training	PR	0%			

Jun 2, 2025								Jun 9, 2025				
2	3	4	5	6	7	8		9	10	11	12	13
M	T	W	T	F	S	S		M	T	W	T	F

TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Review and Revise Facility Emergency Action Plan (EAP)	PR	0%			
Review and Ensure Compliance of Safety Data Sheets (SDS)	PR	0%			
Review and Coordinate Slips, Trips and Falls Prevention Training	PR	0%			
Review and Coordinate Active Shooter/Workplace Violence Training	PR	0%			
Review and Coordinate Heat Stress and Cold Stress Exposure	PR	0%			
Review and Coordinate Driver Safety and Defensive Driving	PR	0%			
Review and Coordinate Ladder Safety Training	PR	0%			
Review and Coordinate Hand and Power Tool Safety Training	PR	0%			
Review and Coordinate Welding, Cutting, and Brazing Safety Training	PR	0%			
Review Respiratory Protection Program	PR	0%			
Review and Coordinate Storage and Handling of Gas Cylinders Safety Training	PR	0%			
Review Noise Hearing Conservation Program	PR	0%			
Review and Coordinate Fire Safety Training	PR	0%			
Review and Coordinate Flammable/Combustible Liquids Safety Training	PR	0%			
Review Hot Work Permits and related record keeping	PR	0%			
Review and Coordinate Chemical Spill Prevention and Clean Up Safety Training	PR	0%			
<b>Division of Transportation</b>					
Meet with Director	PW	0%	6/2/25	6/30/25	
Diagnostic Review of existing Safety Manuals	JM	0%	7/1/25	7/31/25	

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TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Diagnostic Review of existing Training Programs.	JM	0%	7/1/25	7/31/25	Ongoing Task
Create training deck of yearly required safety courses.	JM	0%	8/1/25	8/31/25	
Create training deck of yearly optional safety courses.	JM	0%	8/1/25	8/31/25	
Assist with Establishment of Training budget including outside	JM	0%	10/1/25	10/31/25	
Develop an Implementation Plan.	JM	0%	12/1/25	12/31/25	
Review Safety Training Program and update as needed.	JM	0%			
Review training curriculum and update as needed.	JM	0%			
Evaluate potential exposures and provide recommended solutions or countermeasures.	JM	0%			
Recommend vendors in-house for cost savings.	JM	0%			
Provide and/or coordinate with others to conduct the required training classes.	JM	0%			
Perform on-site safety inspections and recommended specific improvements to improve the safety of the work activity being	JM	0%			
Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.	JM	0%			
Review and Coordinate Work Zone Safety	JM	0%			
Review and Coordinate Traffic Control and Flagging Training	JM	0%			
Review and Coordinate Heavy Equipment Operation Safety	JM	0%			
Facilities Management					

Jun 2, 2025								Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13	
M	T	W	T	F	S	S	M	T	W	T	F	





Task	Assigned To	Progress	Start	End	Notes
Review and Coordinate Sharps and Hazardous Waste Disposal Training	JM	0%			
Review and Coordinate Asbestos Awareness Training	JM	0%			
Review and Coordinate Aerial/Scissor Lift Training	JM	0%			
Stormwater Management					
Meet with Director	PW	0%	6/1/25	6/30/25	Ongoing Task
Diagnostic Review of existing Safety Manuals	AM	0%	7/1/25	7/31/25	
Diagnostic Review of existing Training Programs.	AM	0%	7/1/25	7/31/25	
Create training deck of yearly required safety courses.	AM	0%	8/1/25	8/31/25	
Create training deck of yearly optional safety courses.	AM	0%	8/1/25	8/31/25	
Assist with Establishment of Training budget including outside	AM	0%	10/1/25	10/31/25	
Develop an Implementation Plan.	AM	0%	12/1/25	12/31/25	
Review Safety Training Program and update as needed.	AM	0%			
Review training curriculum and update as needed.	AM	0%			
Evaluate potential exposures and provide recommended solutions or countermeasures.	AM	0%			
Recommend vendors in-house for cost savings.	AM	0%			
Provide and/or coordinate with others to conduct the required training classes.	AM	0%			
Perform on-site safety inspections and recommended specific improvements to improve the safety of the work activity being	AM	0%			

[illegible]



TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.	AM	0%			Ongoing Task
Review and Coordinate Traffic Control and Flagging Training	AM	0%			
Review and Coordinate Heavy Equipment Operation Safety	AM	0%			
Review and Coordinate Electrical Safety Training	AM	0%			
Review and Coordinate Bucket Truck Safety Training	AM	0%			
Review and Coordinate Chain Saw Safety Training	AM	0%			
Review and Coordinate Work Zone Safety	AM	0%			

Jun 2, 2025							Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F

## PROPOSAL PRICING FORM

### Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-046-PW
COMPANY NAME:	Sheffield Safety & Loss Control, LLC
CONTACT PERSON:	Paul Wojcieszak
CONTACT EMAIL:	wojcieszak@sheffieldsafety.com

### Section II: Pricing

NO.	ITEM	UOM	QTY	PRICE
1	Annual Safety Program Manager services	LS	1	\$ 124,800.00
	<b>GRAND TOTAL</b> (In words) One hundred and twenty-four thousand, eight hundred dollars and zero cents			

### Section III: Certification

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

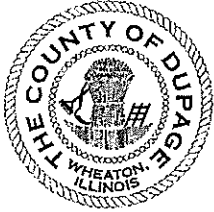
Printed Name: Paul Wojcieszak Signature: 

Title: President Date: 5-9-25

Sheffield Safety & Loss Control, LLC  
The County of DuPage  
Finance – Procurement 3-400  
Safety Program Manager Services 25-046-PW

## **Fee Schedule**

<b>Lump sum price for services requested</b>	<b>\$124,800.00</b>
<b>Safety Program Manager Fee Schedule*</b>	
<b>Certified Safety Professional (CSP)</b>	
\$150/hour	
<b>Construction Health &amp; Safety Technician (CHST), Associate Safety Professional (ASP), Graduate Safety Practitioner (GSP)</b>	
\$125/hour	
<b>Safety Intern</b>	
\$40/hour	
<b>Administrative</b>	
\$75/hour	
	-



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

## PROPOSAL FORM

### Section I: Contact Information

Complete the contact information below.

RFP NUMBER:	SAFETY PROGRAM MANAGER 25-046-PW
COMPANY NAME:	Sheffield Safety & Loss Control, LLC
MAIN ADDRESS:	24216 W Lockport Street
CITY, STATE, ZIP CODE:	Plainfield, IL 60544
TELEPHONE NO.:	779-234-9207
CONTACT PERSON:	Paul Wojcieszak
CONTACT EMAIL:	wojcieszak@sheffieldsafety.com

### Section III: Certification

The undersigned certifies that they are:

☐ The Owner or Sole  
Proprietor

☐ A Member authorized to  
sign on behalf of the  
Partnership

☒ An Officer of the  
Corporation

☐ A Member of the Joint  
Venture

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

\_\_\_\_\_  
Paul Wojcieszak  
(President or Partner)

\_\_\_\_\_  
Dave Cherven  
(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 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 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 and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the 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 5/33 E-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 they have examined and carefully prepared this Proposal and have 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 they have 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 Offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that it will take in full payment therefore the sums set forth in the cost schedule.

#### PROPOSAL AWARD CRITERIA

The Offeror acknowledges and agrees that the 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 Offeror agrees to provide the service described in this solicitation and in the contract specifications under the conditions outlined in attached documents for the amount stated.

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

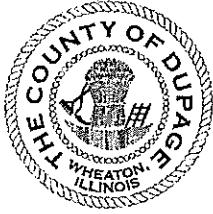
Offeror: Paul Wojcieszak

Signature: 

Title: President

Date: 5-5-25





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

## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

### Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	SAFETY PROGRAM MANAGER 25-046-PW
COMPANY NAME:	Sheffield Safety & Loss Control, LLC.
CONTACT PERSON:	Paul Wojcieszak
CONTACT EMAIL:	wojcieszak@sheffieldsafety.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: Paul Wojcieszak Signature: 

Title: President Date: 5-5-25



## Public Works Requisition \$30,000 and Over

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

---

**File #:** PW-P-0019-25

**Agenda Date:** 7/1/2025

**Agenda #:** 11.B.

---

AWARDING RESOLUTION ISSUED TO  
REVERE ELECTRIC SUPPLY COMPANY  
TO PROVIDE ROCKWELL AUTOMATION HARDWARE AND SOFTWARE SUPPORT  
FOR PUBLIC WORKS  
(CONTRACT TOTAL NOT TO EXCEED \$72,090)

WHEREAS, a sole source quotation has been obtained in accordance with 55 ILCS 5/5-1022 and County Board policy; and

WHEREAS, the County is authorized to enter into a Sole Source Agreement pursuant to Section 2-350 of the DuPage County Procurement Ordinance; and

WHEREAS, based upon supporting documentation provided by the using Department, the Chief Procurement Officer has determined that it is not feasible to secure bids or that there is only one source for the required goods or services, and/or has determined that it is in the best interests of the County to consider only one supplier who has previous expertise relative to the subject procurement; and

WHEREAS, in accordance with the Chief Procurement Officer's determination, the Public Works Committee recommends County Board approval for the issuance of a contract to Revere Electric Supply Company, to provide Rockwell Automation Hardware and Software Support, for the period of May 29, 2025 through May 28, 2028, for Public Works.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to provide Rockwell Automation Hardware and Software Support, for the period of May 29, 2025 through May 28, 2028 for Public Works, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Revere Electric Supply Company, 8807 187th Street, Mokena, Illinois 60448, for a contract total amount not to exceed \$ 72,090. Pursuant to 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole provider of Rockwell Automation Hardware and Software Support.)

Enacted and approved on this 8th day of July, 2025 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_  
JEAN KACZMAREK, COUNTY CLERK

6/17/2025

Drew J. Cormican  
DUPAGE COUNTY PUBLIC WORKS  
7900 ROUTE 53  
Woodridge, Illinois 60517-3277

Re: Revere Electric

Dear Drew J. Cormican,

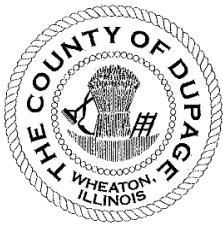
This is to confirm that Revere Electric currently is the only distributor appointed and authorized to sell Allen-Bradley Standard Controls, Drives, PLC/MMI, Rockwell Software products and all services offerings in the geographic area in which your Woodridge, IL facility is located. As a matter of Company policy, full factory product and sales support is made available only to the local authorized distributor, and it is Rockwell Automation's practice and policy to always promote and recommend the use of that distributor to customers in that geographic area. Rockwell Automation discourages the use of other non-authorized sources, including distributors who may hold an Allen-Bradley appointment in another locale.

Should you have any questions regarding the above, please do not hesitate to contact Revere Electric at 312-907-6236 or your local Rockwell Automation Services Solutions Sales Rep.

Sincerely,

**Erik Weippert**  
Email: [eweippe@ra.rockwell.com](mailto:eweippe@ra.rockwell.com)  
Phone: 864-518-8232

**Rockwell Automation**  
LISTEN. THINK. SOLVE.



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:	323580
COMPANY NAME:	Revere Electric Supply Co.
CONTACT PERSON:	Andy Schaeffler
CONTACT EMAIL:	aschaeffler@revereelctric.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
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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: Andy Schaeffler

Signature: 

Title: Services Sales Manager

Date: 05/28/2025

## Rockwell Automation Contract Renewal

To renew support for another year, please review this quote and instructions below.

If no changes are required, please follow the purchase order instructions outlined in Section 2.3.

If changes are required before purchase, please contact your local Rockwell Automation Distributor.

# Rockwell Automation Services Agreement - Renewal

## FIXED PRICE PROPOSAL

3801007213

Dupage County Public Work  
Woodridge, IL

**Date of Issue:** Friday, May 30, 2025  
**Quotation #:** 340035 (RA Approval - QXSK10533A)

**Presented to:**  
Dupage County Public Work  
7900 Route 53  
Woodridge, IL 60517-3277  
United States

**Proposed by:**  
Revere Electric Supply Co  
8807 187th St  
Mokena, IL 60448-7706  
United States

*Rockwell Automation  
5470 S. Howell Avenue  
Milwaukee, WI 53207  
United States*

---

expanding **human** possibility®



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# 1 Rockwell Automation Statement of Work for Services

This proposal is offered to Revere Electric Supply Co for resale to Dupage County Public Work ("Customer").

## 1.1 TechConnect<sup>SM</sup> Support Agreement

This TechConnect<sup>SM</sup> Support Agreement ("Agreement") allows plants to be connected to Rockwell Automation's world-class phone and electronic technical support.

Rockwell Automation's technical support team will provide assistance with installing, configuring and maintaining equipment and software, obtaining current software updates, diagnosing and fixing operating problems, or performing basic programming tasks.

### 1.1.1 Agreement Term

Agreement Coverage Period: Thursday, May 29, 2025 to Sunday, May 28, 2028

### 1.1.2 TechConnect<sup>SM</sup> Support Levels

Product Family	Description	Support Level	Service Level
9800-DC8AUTOA	Automation Control Hardware	Product Support	8 x 5 M-F
9800-DC8HMICOM	HMI Software	Product Support	8 x 5 M-F
9800-DC8INFAUT	Information Automation Software	Product Support	8 x 5 M-F

**Table 1: TechConnect<sup>SM</sup> Support Levels**

### 1.1.3 Product Coverage Details

Rockwell Automation will provide TechConnect<sup>SM</sup> Support coverage to Customer for the Rockwell Automation Product Families & software serial numbers listed below. Please ensure the following information is complete and includes any new "Software Maintenance" products you wish to add to this support agreement.

Hardware Type
Automation Control Hardware

Product Family & Software Serial Numbers	Description	Install Count
9800-DC8AUTOA	Automation Control Hardware	
9310-WED200ENE		1

Product Family & Software Serial Numbers	Description	Install Count
1835225672	Studio 5000 Logix Emulate ESD S/W	1
9324-RL0300ENE		2
1012101501	RSLogix 500 Standard Edn ESD S/W	1
1012260536	RSLogix 500 Standard Edn ESD S/W	1
9324-RLD700NXENE		1
2022199649	Studio 5000 Professional Edition ESD S/W	1
9326-LGXARCHENE		1
2075132374	Studio 5000 Architect ESD S/W	1
9357-CNETL3		1
1163261242	RSNetWorx For ControlNet ESD Software	1
9357-DNETL3		3
1235004118	RSNetWorx For DeviceNet ESD Software	1
1235038189	RSNetWorx For DeviceNet ESD Software	1
1235303022	RSNetWorx For DeviceNet ESD Software	1
9357-ENETL3		1
1669238187	RSNetWorx For EtherNet ESD Software	1
<b>9800-DC8HMICOM</b>	<b>HMI Software</b>	
9355-RSLETENE		1
1884021051	Lnx Ent FT Serv - FT Activation EN sfw	1
9355-WABGWENE		1
1006008607	RSLinx Classic Gateway ESD S/W	1
9355-WABOEMENE		3
1005020952	RSLinx Classic OEM ESD S/W	1
1005247166	RSLinx Classic OEM ESD S/W	1
1005247167	RSLinx Classic OEM ESD S/W	1
9701- VWSS000CW10LENE		2
3782006029	FT View SE Svr Unl W/10 RW Cli ESD S/W	1
3782006030	FT View SE Svr Unl W/10 RW Cli ESD S/W	1
9701- VWSS000LSECENE		2
4057000156	FT View SE Svr Unl RSLinxScndry ESD S/W	1
4057000157	FT View SE Svr Unl RSLinxScndry ESD S/W	1
9701-VWSTENE		1
2529088510	FT View Studio SE FT View Ent EN ESD S/W	1
<b>9800-DC8INFAUT</b>	<b>Information Automation Software</b>	
9515-ASTCAP0100E		2
2743013626	FT AssetCentre 100 Assets ESD Software	1
2743013627	FT AssetCentre 100 Assets ESD Software	1
9515-ASTDRINVENE		1
3691003560	FTAssetCentre Asset Inv Agent ESD SW	1
9515-ASTDRROKENE		1
2741015918	FT AssetCentre Disaster Recovery ESD S/W	1
9515-ASTSRVRENE		1
2740018597	FT AssetCentre Server 1 User Lic ESD S/W	1
9518-HDLENE		5
2804011822	FT Historian Datalink 1 User Lic ESD S/W	1
2804011823	FT Historian Datalink 1 User Lic ESD S/W	1
2804011824	FT Historian Datalink 1 User Lic ESD S/W	1

The information contained in this document consists of technical, commercial and/or financial information, which is confidential and proprietary to Rockwell Automation, Inc. This information is furnished in confidence and with the understanding that it may not be disclosed to third parties or reproduced or used, in whole or in part, for any purpose other than evaluation of this document.

Product Family & Software Serial Numbers	Description	Install Count
2804011825	FT Historian Datalink 1 User Lic ESD S/W	1
2804011826	FT Historian Datalink 1 User Lic ESD S/W	1
9518-HSEADV		1
3326006089	FT Historian SE Adv Server ESD Software	1

Note: If changes to the TechConnect<sup>SM</sup> Support Product Coverage Details above are required, please contact your local Rockwell Automation sales office or Allen-Bradley® authorized distributor to request an updated proposal.

### 1.1.4 TechConnect<sup>SM</sup> Support Information

#### 1.1.4.1 TechConnect<sup>SM</sup> Support Options

Rockwell Automation offers progressive levels of support to meet your business needs; see table below for all available support level options. Please refer to *Table 1: TechConnect<sup>SM</sup> Support Levels* regarding support levels included in this Statement of Work.

Support Level	Support Services Description
<b>Application Support</b>	<p>You are partnered with a team of technical support engineers who are uniquely designated to support your key applications. This team visits your site, becomes familiar with the applications, and gathers system drawings and documentation. This team will become an extension of your support staff, providing technical account management and scheduled consulting time.</p> <p>Application Support <b>includes the support elements of Product Support, System Support</b> and the following support elements:</p> <p><b>Real-time, Application-Level Support</b>  <i>Designated support team / Dedicated telephone and email / Documentation and case familiarization / Application knowledge management / Periodic performance reviews</i></p> <p><b>Surveillance and Alarming Options</b>  <i>Device and/or process monitoring and alarming at Rockwell Automation facility or remotely / Access to historical data for troubleshooting</i></p> <p><b>Application-Level Administration Option</b>  <i>Emergency backup / Performance tuning / Guaranteed field service call-out</i></p>
<b>System Support</b>	<p>System Support allows your calls to be routed to a group of technical support engineers with proven expertise in Rockwell Automation control systems. You will work with an engineer who manages your case through resolution and follow-up.</p> <p>System Support <b>includes the support elements of Product Support</b>, and the following support elements:</p> <p><b>Real-time, System-Level Support</b>  <i>Standard product and programming software / Advanced software / Proactive follow up / Single-point resolution</i></p> <p><b>Advanced Engineering Expertise</b></p>

The information contained in this document consists of technical, commercial and/or financial information, which is confidential and proprietary to Rockwell Automation, Inc. This information is furnished in confidence and with the understanding that it may not be disclosed to third parties or reproduced or used, in whole or in part, for any purpose other than evaluation of this document.

Support Level	Support Services Description
	<i>Get support from system-level support engineers that have multiple years of experience in the industrial automation industry</i>
<b>Product Support</b>	<p>As often as Customer needs require, you can contact Rockwell Automation technical support engineers for real-time phone support. Our engineers have deep knowledge of our products, software and legacy hardware and can use remote desktop technology to help troubleshoot or assist in the configuration of products quickly.</p> <p>Product Support <b>includes the support elements of Self-Assist Support</b>, and the following support elements:</p> <p><b>Real-Time, Product-Level Support</b>  <i>Standard product and programming software / Telephone and live chat support available in 20 languages / Remote desktop troubleshooting</i></p> <p><b>Learning+ Subscription Available for Purchase</b>  <i>Highly interactive learning featuring lessons, software simulations, and demonstration videos to help reinforce learning concepts. Available on any tablet or PC using Chrome, Safari, IE, Edge or Firefox. Each course has a knowledge assessment, requiring 80% to pass. Upon successful completion of the course, a learner will be awarded CEUs (where applicable).</i></p> <p><b>Live View</b>  <i>An enhanced support experience connecting you with Rockwell Automation Technical experts leveraging a live video feed and augmented reality annotations.</i></p> <p><b>Software Maintenance II</b>  <i>Software update media / Emergency software replacement</i></p>
<b>Self-Assist Support</b>	<p>Take advantage of the Knowledgebase, an online resource for technical information, support, and assistance. The Knowledgebase can assist in increasing productivity by finding solutions to technical questions more quickly - saving both time and money. The KnowledgeBase is maintained by the same engineers who provide TechConnect<sup>SM</sup> Support and is updated with the hardware and software solutions from actual support cases. These updates are incorporated dynamically. Self-Assist includes the following support elements:</p> <p><b>Welcome Kit</b>  <i>Essential support agreement information / Support authorization number / Local support telephone number / User guide</i></p> <p><b>Digital Assist Library</b>  <i>Cloud-hosted augmented reality library of work instructions. Leverage augmented reality to walk through the proper steps to complete tasks related to the repair and maintenance of Allen-Bradley hardware</i></p> <p><b>Software Maintenance I</b>  <i>Software update downloads</i></p> <p><b>Online Support Centre Access</b>  <i>Knowledgebase tech notes / Interactive forums / Product notifications / Manage service tickets / Submit questions via email</i></p>

#### 1.1.4.2 Definitions of Common Terms Used in Services

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**Technical Phone Support:** Rockwell Automation phone support provides technical assistance for installation, configuration, troubleshooting, diagnosis, basic instruction programming and best practice recommendations. With an unlimited phone support agreement, Customer can call as often as needed throughout the term of your Agreement. Standard hours of coverage are 8:00 AM to 5:00 PM Monday – Friday (based on your local calling time; Rockwell Automation observed holidays excluded). Information on Rockwell Automation observed holidays can be found via the Knowledgebase in article #QA33258 ([https://rockwellautomation.custhelp.com/app/answers/answer\\_view/a\\_id/819086/redirect](https://rockwellautomation.custhelp.com/app/answers/answer_view/a_id/819086/redirect)).

**Case Handling:** Rockwell Automation handles cases that require further investigation as a priority with automatic escalation procedures, and call Customer back to provide a progress update if an answer is not immediately available.

**Case Resolution Follow-up:** For cases where Rockwell Automation could not confirm resolution on the initial call, Customer will receive a proactive follow-up within one business day (target response) to confirm that the problem was resolved or continue troubleshooting, if necessary.

#### 1.1.4.3 Product Families

Rockwell Automation groups products into product families, making it simpler to deliver integrated support for hardware and software, including older and discontinued products. The lists available at the following link are not comprehensive; however, they illustrate how products are classified.

[TechConnect Support Product Family Coverage | Rockwell Automation | US](https://www.rockwellautomation.com/en-us/capabilities/industrial-maintenance-support/product-application-support/remote-support/product-family-coverage.html)

<https://www.rockwellautomation.com/en-us/capabilities/industrial-maintenance-support/product-application-support/remote-support/product-family-coverage.html>

### 1.1.5 Learning+ Subscription (Optional)

#### 1.1.5.1 Solution Description

Rockwell Automation offers Learning+, an online training platform accessible on any internet enabled device. Options offered for sale include either short term access to a single automation course or an annual subscription. An annual Learning+ subscription provides modular, self-paced lessons, on-demand webinars, and unlimited access to scheduled Virtual Instructor Led Training Courses.

### 1.1.6 Changes to Agreement

#### 1.1.6.1 Updates to Supported Software Installed Base

Support included with new Licenses purchased during the agreement term are not covered by this scope of work. Each new software purchase includes an independent support contract which may be co-termed with your TechConnect anniversary date. Renewal of these purchases will occur in the Rockwell Automation commerce portal as a separate agreement.

Please work with your Rockwell Automation Customer Success Manager during each TechConnect renewal to consolidate and extend existing contracts to your next TechConnect renewal date.

#### 1.1.6.2 Upgrade Options



Updates to existing TechConnect<sup>SM</sup> Support Agreement and/or upgrades must be custom quoted by Rockwell Automation. Customer has the following upgrade options:

**Coverage Level:** Product and System Support agreements can be upgraded to 24x7x365 coverage (e.g., 8:00AM – 5:00PM to 24x7x365), which provides the option to call at any time, including weekends and holidays.

**Support Level:** Customer may upgrade support levels (e.g., Product Support to System Support) during the term of an existing agreement.

#### 1.1.6.3 Changes to Scope

Contact your local Rockwell Automation sales representative if any adjustments are required during Agreement term, such as:

- Adding or removing a site from support
- Moving supported equipment and software to another supported facility
- Closing a plant and selling to another entity
- Changes shall not be effective unless agreed beforehand in writing by and between the Parties.

#### 1.1.6.4 Reinstatement Policy

If Customer does not renew their contract until after the expiration date of the contract, the Customer has the following options to reinstate their support:

- a. If an agreement is not renewed on time and it has been less than 12 months since expiration, the renewed agreement will be backdated to the original expected start date and a 10% fee<sup>1</sup> will be added to the cost of the renewal.
- b. If an agreement is not renewed on time and it has been longer than 12 months since expiration, the support agreement will be priced as a new agreement with current price levels and any previous discounts will not be applied.
- c. For software packages that are removed from support and later reinstated, often referred to as “frozen” and “unfrozen,” a 30% premium will be applied to each piece of software which carries a fee for maintenance as part of the TechConnect<sup>SM</sup> program.

**Note:** There is a grace period of 10 days after the date of the Agreement expiration during which Customer can still access support. If Customer renews after the expiration date of the Agreement, the policy above applies regardless of this grace period.

#### 1.1.7 Product Coverage Exclusions

Rockwell Automation products excluded from TechConnect<sup>SM</sup> Support coverage under this Agreement (if applicable) are listed below:

### 1.2 Customer Responsibilities

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<sup>1</sup> If Customer's TechConnect<sup>SM</sup> Support Agreement has never included support for the product family in question, then the commercial “waive reinstatement” program applies for the respective packages.

### 1.2.1 Maintenance, Electrical, and Operations Staff

When applicable, Customer will provide dedicated and available appropriate personnel knowledgeable in the process, operation, control system, and facility layout to assist Rockwell Automation personnel during onsite visits. They will remain onsite and available as necessary for project and/or safety reasons.

### 1.2.2 System Maintenance and Use

Customer is responsible for (i) the overall performance and overall design of the machine or manufacturing system, including safety features failure modes; (ii) properly using, calibrating, operating, monitoring and maintaining the products and system consistent with all Rockwell Automation or third-party provided instructions, warnings, recommendations, and product and system documentation; (iii) ensuring that properly trained personnel use, operate and maintain the products and system at all times; (iv) staying informed of product updates and alerts and implementing all updates and fixes; (v) notifying Rockwell Automation of any problems with the products or system; and (vi) all other factors affecting the products or system that are outside of the direct control of Rockwell Automation.

### 1.2.3 Access to the System

Customer will make the applicable processes and/or systems available to Rockwell Automation personnel during the mutually agreed upon schedule for services and equipment implementation as described in this Statement of Work.

## 1.3 Assumptions, Clarifications and Exceptions

The following assumptions, clarifications and exceptions have been made by Rockwell Automation in the development of this Statement of Work:

Reference	Assumptions (A), Clarifications (C) and Exceptions (E)
A1	<b>Safety.</b> All aspects of mechanical, electrical, and process safety are responsibilities of Customer.
A2	<b>Installation.</b> If applicable, all mechanical and electrical installation is to be provided and managed by Customer and their selected Contractor.
C1	<b>Quotation Scope.</b> Any elements not explicitly outlined within this Statement of Work are not included in the deliverables for this Rockwell Automation Services Agreement.
C2	<b>Documentation.</b> All project and system documentation will be in English and furnished in electronic format unless otherwise stated. Translation into other languages is not included in this Statement of Work.
C3	<b>RoHS.</b> Customer supplied/specified products will meet all applicable material restrictions as defined in RoHS. If it does not, Customer will notify Rockwell Automation prior to shipment of Customer supplied/specified products to Rockwell Automation. To the extent permitted by applicable law, Customer will indemnify Rockwell Automation against any third-party claim arising out of Rockwell Automation's use of Customer supplied/specified products.
C4	<b>Existing Devices.</b> Customer represents that any existing operator, machine-mounted, or field devices that are in use or are to be reused are in good working order and will be repaired or replaced by Customer when required. Repair and/or replacement of damaged devices is not included in Rockwell Automation's Statement of Work.
C5	<b>Documented Change Request (DCR) Process.</b> Changes to this scope of work requested by Customer throughout the duration of the Support Agreement will be identified and communicated through project management at Rockwell Automation. Estimates for the material costs, labor, and schedule impacts will be prepared when a change in scope is identified. Refer to the Rockwell Automation Changes provision for additional terms.



C6	<b>Customer Specific Requirements.</b> This proposal does not include Customer specific requirements or onsite activities such as Customer or site specific safety training, background checks, health-related testing or vaccinations, international work visas, and copies of expense receipts. Rockwell Automation must be made aware of any such requirements prior to contract award. Costs for associated time and expenses incurred while complying with such requirements will be at Customer expense.
C7	<b>Infectious Disease Planning.</b> Rockwell Automation is committed to health, safety, and doing all we can to maintain a high level of service for our customers. We are committed to communicating with you about the impact that an infectious disease and any related governmental restrictions may have on the deployment of our personnel and delivery of the project and truly appreciate your cooperation and understanding. The Parties acknowledge and agree that they will be excused from performance, or delay in performance, of their obligations under this purchase order, regardless of whether a contract is currently in place governing the parties' relationship, to the extent that either Party is unable to perform such obligations due to the effects of a known infectious disease affecting that Party and/or third parties, including, without limitation, logistics and materials suppliers.
C8	<b>On-site Working Hours.</b> Rockwell Automation Standard working hours may differ by country. Contact your local Rockwell Automation Distributor or Sales Office to obtain current local standard working hours.
C9	<b>Stand-by time</b> is defined as time spent on-site waiting for completion of customer activities. This includes, but is not limited to, waiting for correction of construction, installation, and wiring or piping errors, and other delays beyond the control of, or not within, Rockwell Automation's specific responsibilities. Stand by time will be invoiced separately at applicable time and expense rates.
C10	<b>Work Site Safety.</b> Customer is responsible for assuring a safe and secure work environment, compliant with relevant local, state, provincial, and nationally recognized standards and regulations, for work at the site.
C11	<b>Safety and Substance Abuse.</b> Rockwell Automation will comply with its own Substance Abuse Policy which meets the intent of the DRUG FREE WORKPLACE Act and all other legal requirements regarding drug testing. A copy of this policy can be supplied upon request.
C12	<b>Ethics and Compliance.</b> All of Rockwell Automation's employees and every person who performs work for, or on behalf of Rockwell Automation are treated with respect and dignity. Rockwell Automation has a no-tolerance policy for discrimination, harassment, and zero tolerance for workplace violence and weapons. Please see the PartnerNetwork Code of Conduct and the Rockwell Automation Global Policy People for further details. <a href="https://www.rockwellautomation.com/en-us/company/about-us/sustainability/ethics-compliance.html">https://www.rockwellautomation.com/en-us/company/about-us/sustainability/ethics-compliance.html</a> .
C13	<b>Third Party Software.</b> This Statement of Work may include third party software that is subject to third party license terms ("Third Party Software"). Customer's right to use such Third Party Software as part of or in connection with the Work is subject to any applicable acknowledgements and license terms accompanying such Third Party Software contained therein. If there is a conflict between the licensing terms of such Third Party Software and this Statement of Work, the licensing terms of the Third Party Software shall prevail in connection with the related Third Party Software.
C14	<b>Information Security Standards</b> In the performance of all Work pursuant to this Agreement and Statement of Work, Customer and Rockwell Automation will comply with the following standards and practices: <b>Data Transmission</b> Customer agrees that all transmission or exchange of sensitive data with Rockwell Automation shall take place using secure, industry acceptable, standards (e.g., password-protected, using a complex password; encrypted WinZip sent via e-mail, or, for large files, an encrypted file transfer service; physical media such as paper/DVD sent securely; or another equally secure means of transport). If Customer requires Rockwell Automation to use Customer specified system, the security of the data in transit and at rest once sent from Rockwell Automation is Customer's sole responsibility.

	<p><b>Customer-Provided Hard Disk</b>  If Rockwell Automation personnel are required to use Customer provided hard disks, Customer agrees to provide the hard disk with designated backup and recovery processes and in encrypted form, using commercially supported or industry standard open-source encryption solutions. The Customer must use commercially reasonable efforts to prevent the Customer-provided hard disk from introducing any malicious software into Rockwell Automation's systems. These efforts shall include, but are not limited to, the use of anti-virus and/or anti-malware and the regular deployment of security patches to remediate any vulnerabilities.</p> <p><b>Remote Access</b>  Remote access by Rockwell Automation's personnel into Customer's control system(s) must be accomplished in accordance with either Customer or Rockwell Automation procedures, whichever is more stringent. If Customer requires Rockwell Automation personnel to use Customer-specified procedures, the security of the connection/session is Customer's sole responsibility, and Customer is solely responsible for logging activities of all users accessing the Customer's system.</p>
C15	<p><b>Cybersecurity for Solutions.</b> Sub-contractors and/or third-party vendors will follow any applicable industry best practices and/or guidelines for cybersecurity and data protection with regard to IEC 62443 2-4.</p>
C16	<p><b>Personal Data.</b> To the extent Rockwell Automation processes personal data in the performance of the services under this Statement of Work, such processing of personal data will be conducted in accordance with the Data Processing Addendum ("DPA") available at <a href="https://www.rockwellautomation.com/en-us/company/about-us/legal-notices/data-processing-addendum.html">https://www.rockwellautomation.com/en-us/company/about-us/legal-notices/data-processing-addendum.html</a>.</p>
C17	<p><b>Customer Information.</b> Rockwell Automation will share with its authorized distributor or partner of record Customer Data collected under this Agreement pursuant to the terms herein and the Rockwell Automation Privacy and Cookies Policy located at <a href="https://www.rockwellautomation.com/en-us/company/about-us/legal-notices/privacy-and-cookies-policy.html">https://www.rockwellautomation.com/en-us/company/about-us/legal-notices/privacy-and-cookies-policy.html</a>.</p>
C18	<p><b>Customer Success Publication.</b> Sharing customer success stories helps position customers as leaders among companies pursuing excellence in their industrial operations. Customer agrees that Rockwell Automation can reference and disclose Customer's name and logo in internal and external marketing materials and will share only the solutions and services purchased, Customer industry, location, and general results through a customer success story. Rockwell Automation will make no claims that Customer endorses the product or solution, and the success story will be used for marketing purposes only.</p>

## 1.4 TechConnect<sup>SM</sup> - Termination for Convenience

Either party may terminate this Agreement with a prior written 30-day notice.

## 1.5 Rockwell Automation Commitment for Sales Through Distribution

The Rockwell Automation Commitment for Sales Through Distribution (the "Commitment Terms") found at <https://www.rockwellautomation.com/en-us/company/about-us/legal-notices/commitment-for-sales-through-distribution.html> covers purchases by Distributor's customer ("Customer") from Distributor of the Products and Services described and integrated pursuant to this Statement of Work to be provided by Rockwell Automation, Inc. and/or its affiliates. The Commitment Terms apply directly to Customer and Rockwell Automation.

Accepted.

Customer: \_\_\_\_\_

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

## 2 Distributor Commercial Terms

### 2.1 Pricing Summary

Revere Electric Supply Co's price is based on the Statement of Work set forth in Section 1 above. All prices are in USD.

Item	Product	Price
1	<b>9800-DC8AUTOA</b> <i>Automation Control Hardware, Product Support, 8 x 5 M-F, 1-4 Total Devices</i>	3,060.00
2	<b>9800-DC8HMICOM</b> <i>HMI Software, Product Support, 8 x 5 M-F</i>	41,175.00
3	<b>9800-DC8INFAUT</b> <i>Information Automation Software, Product Support, 8 x 5 M-F</i>	27,855.00
4	<del><b>9800-REINSTATE1</b></del> <del><i>End User Contract Reinstatement Fee</i></del>	<del>2,403.00</del>

**TOTAL PRICE:**

**USD 72,090.00**

**LEARNING+ SUBSCRIPTION (OPTIONAL):** Web hosted, self-paced training courses including virtual classroom sessions are available for customers with an active TechConnect support agreement, as either single course access or annual subscription to all course content available in the Rockwell Automation Digital Learning Library. Please add the net amount for the Learning+ option desired in the correct quantity of desired users to your renewal PO.

Catalog Number	Description	List Price per User
LP-3TC	Learning+ 1 Class available for 3 months	USD 820.00
LP-SU1	Learning+ Single User Subscription	USD 4,940.00

### 2.2 Invoicing Schedule

Billed annually

## 2.3 Purchase Order Instructions

**Please Issue a Single Purchase Order to:** Revere Electric Supply Co  
Ref: Proposal # 3801007213

Purchase order should match the value and term proposed above. If a purchase order received does not match the term of the agreement, pricing will be subject to annual price adjustments.

## 2.4 Distributor Terms and Conditions of Sale

<https://www.revereelectric.com/new-customer-credit-application>



## Public Works Requisition under \$30,000

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 25-1816

**Agenda Date:** 8/5/2025

**Agenda #:** 11.C.

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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 25-086-PW	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$28,483.43
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$28,483.43
	CURRENT TERM TOTAL COST: \$28,483.43	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Wesco Distribution, Inc.	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Eric Pfothenhauer	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630.985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: epfothenhauer@wescodist.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval to Wesco Distribution, Inc. to furnish and deliver various Rockwell Allen Bradley Parts for DuPage County Public Works and DuPage County Department of Stormwater Management for a contract total not to exceed \$28,483.43.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Various Rockwell Allen Bradley Parts are in need of replacement due to aging equipment and outdated technology.			

### SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

### SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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: Wesco Distributiion Inc.	Vendor#:	Dept: DuPage County Public Works	Division: Public Works
Attn: Eric Pfothenhauer	Email: epfothenhauer@wescodist.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 2401 Internationale Parkway	City: Woodridge	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60517	State: IL	Zip: 60517
Phone:	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same As Above	Vendor#: Same As Above	Dept: Same As Above	Division: Same As Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 5, 2025	Contract End Date (PO25): Nov 30, 2025
Contract Administrator (PO25): Drew Cormican			



Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Various Rockwell Allen Bradley Parts	FY25	2000	2555	52250		25,469.09	25,469.09
2	1	EA		Various Rockwell Allen Bradley Parts	FY25	1600	3000	52250		3,014.34	3,014.34
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 28,483.43

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

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



THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
FURNISH AND DELIVER ROCKWELL ALLEN BRADLEY PARTS 25-086-  
PW  
BID TABULATION

NO.	ITEM	UOM	QTY	Wesco Distribution, Inc.		Revere Electric Supply Co.	
				PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1	ControlLogix Analog Input 8 channel Isolated Item #1756-IF8I	EA	2	\$ 2,874.30	\$ 5,748.60	\$ 3,173.19	\$ 6,346.38
2	CompactLogix Relay Output 8pt Isolated Item #1769-OW8I	EA	9	\$ 399.40	\$ 3,594.60	\$ 440.86	\$ 3,967.74
3	Micro800, 14 120VAC Digital Input, 10 Relay Output Item #2080-L50E-24AWB	EA	4	\$ 648.71	\$ 2,594.84	\$ 720.78	\$ 2,883.12
4	Micro800, Analog Input 2 channel Item #2080-IF2	EA	4	\$ 141.20	\$ 564.80	\$ 150.21	\$ 600.84
5	PV800, 10in Touchscreen Item #2711R-T10T	EA	6	\$ 2,614.94	\$ 15,689.64	\$ 2,905.48	\$ 17,432.88
6	ControlLogix 36 Pin Screw Terminal Block Item #1756-TBCH	EA	1	\$ 111.11	\$ 111.11	\$ 122.65	\$ 122.65
7	ML1400 replacement wiring terminals Item #1762-RPLRTB40	EA	1	\$ 179.84	\$ 179.84	\$ 181.65	\$ 181.65
GRAND TOTAL				\$ 28,483.43			\$ 31,535.26

NOTES

- Wesco Distribution, Inc. Bid Tabulation was adjusted to correct for submission errors:
  - NO. 2, when multiplied, (\$399.40 x 9 = \$3,594.60), resulted in an increase of \$0.54.
  - GRAND TOTAL was corrected from \$28,482.89 to \$28,483.43.

Bid Opening 7/2/25 @ 2:30 PM	SR, HK
Invitations Sent	2
Total Vendors Requesting Documents	0
Total Bid Responses	2

## QUOTE PRICING FORM

### Section I: Contact Information

Please complete the contact information below.

QUOTE NUMBER:	25-086-PW
COMPANY NAME:	Wesco Distribution Inc
CONTACT PERSON:	Eric Pfotenhauer
CONTACT EMAIL:	epfotenhauer@wescodist.com

### Section II: Pricing

All goods shall be shipped F.O.B. Destination.

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	ControlLogix Analog Input 8 channel Isolated, Item #1756-IF8I	EA	2	\$ 2,874.30	\$ 5,748.60
2	CompactLogix Relay Output 8pt Isolated, Item #1769-OW8I	EA	9	\$ 399.40	\$ 3,594.06
3	Micro800, 14 120VAC Digital Input, 10 Relay Output, Item #2080-L50E-24AWB	EA	4	\$ 648.71	\$ 2,594.84
4	Micro800, Analog Input 2 channel, Item #2080-IF2	EA	4	\$ 141.20	\$ 564.80
5	PV800, 10in Touchscreen, Item #2711R-T10T	EA	6	\$ 2,614.94	\$ 15,689.64
6	ControlLogix 36 Pin Screw Terminal Block, Item #1756-TBCH	EA	1	\$ 111.11	\$ 111.11
7	ML1400 replacement wiring terminals, Item #1762-RPLRTB40	EA	1	\$ 179.84	\$ 179.84
GRAND TOTAL					\$ 28,482.89

GRAND TOTAL  
(In words)

Twenty - Eight thousand Four hundred Eighty Two  $\frac{89}{100}$

**Section III: Certification**

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

Printed Name: Eric Pfotenhauer Signature: 

Title: Inside Sales Date: 7/2/25



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

## SIGNATURE PAGE

### Section I: Contact Information

Please complete the contact information below.

QUOTE NUMBER:	25-086-PW
COMPANY NAME:	Wesco Distribution Inc.
CONTACT PERSON:	Eric Pfotenhauer
CONTACT EMAIL:	epfotenhauer@wescodist.com

### Section II: Certification

By signing below, the Bidder agrees to provide the service, and/or supplies as described in this quote and subject, without limitation, to all specifications, terms, and conditions herein contained. Further, the Bidder acknowledges receipt of any addendum issued.

Printed Name: Eric Pfotenhauer

Signature: \_\_\_\_\_

Title: Inside Sales

Date: 7/2/25



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

## AWARDED CONTRACTOR DISCLOSURE

### Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-086-PW
COMPANY NAME:	Wesco Distribution Inc
CONTACT PERSON:	Eric Pfotenhauer
CONTACT EMAIL:	epfotenhauer@wescodist.com

### Section II: Contractor Reporting

In accordance with 35 ILCS 200/18-50.2, the County requires the Awarded Contractor to provide (i) whether it is a minority-owned, women-owned or veteran-owned business as defined by the Business Enterprise for Minorities, Women and Persons with Disabilities Act (30 ILCS 575/01 et seq.) and (ii) whether the it or any of its subcontractors hold any certifications for those categories or if it or any of its subcontractors are self-certifying.

If self-certifying, the Awarded Contractor and its subcontractors shall disclose if it qualifies as a small business under federal Small Business Administration standards. Following award of a contract by the County, the Contractor shall complete the requested information for itself, and for each subcontractor within 60 calendar days of the date of award. If awarded, Contractor will enter information in the following website: <https://mwv.dupageco.org/> or under the Procurement Division website under "Vendor Questionnaire" at <https://www.dupagecounty.gov/purchasing/>.

### Section III: 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: Eric Pfotenhauer      Signature: [Redacted]

Title: Inside Sales      Date: 7/2/25



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

## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

### Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-086-PW
COMPANY NAME:	Wesco Distribution Inc
CONTACT PERSON:	Eric Pfotenbauer
CONTACT EMAIL:	epfotenbauer@wescodist.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: Eric Potenhauer

Signature: 

Title: Inside Sales

Date: 7/2/25