



# DU PAGE COUNTY

## Public Works Committee

### Final Summary

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

---

**Tuesday, August 15, 2023**

**9:00 AM**

**Room 3500B**

---

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Member Galassi arrived at 9:16 a.m. due to attending another committee meeting.

Other Board Members Present: Member Chaplin, Member Evans, Member Childress.

Member Yoo and Member Rutledge arrived at 9:16 a.m. due to attending another committee as well.

<b>PRESENT</b>	Cronin Cahill, DeSart, Garcia, Ozog, and Zay
<b>LATE</b>	Galassi

**3. CHAIRWOMAN'S REMARKS - CHAIR GARCIA**

No remarks were offered.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

5.A. [23-2664](#)

Public Works Committee Minutes - Regular Meeting - Tuesday, August 1, 2023

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Dawn DeSart

**6. BUDGET TRANSFERS**

6.A. [23-2665](#)

Public Works - Transfer of funds from account no. 2000-2555-54120 (Automotive Equipment) to account no. 2000-2665-54120 (Automotive Equipment) for automotive equipment for a truck in the amount of \$46,000.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Mary Ozog

**7. CLAIMS REPORT**

7.A. [23-2666](#)

Payment of Claims - Public Works and Facilities Management

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Cynthia Cronin Cahill
<b>SECONDER:</b>	Jim Zay

**8. CONSENT ITEMS**

Motion to Combine Items

Member Cahill moved and Member DeSart seconded a motion to combine items 8.A. through 8.F. The motion was approved on voice vote, all "ayes".

8.A. [23-2667](#)

FM - Hill Mechanical Corporation 5733-1 SERV – This contract is decreasing in the amount of \$17,528.55 and closing due to the contract expiring.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Mary Ozog

8.B. [23-2668](#)

FM - Hobart/ITW Food Equipment Group 5832-1 SERV - This contract is decreasing in the amount of \$18,571.92 and closing due to the contract expiring.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Mary Ozog

8.C. [23-2669](#)

FM - Metropolitan Industries 5233-1 SERV - This contract is decreasing in the amount of \$35,411.30 and closing due to the contract expiring.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Mary Ozog

8.D. [23-2670](#)

FM - SNI Solutions Inc. 5472-1 SERV - This contract is decreasing in the amount of \$20,655 and closing due to the contract expiring.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Mary Ozog

8.E. [23-2671](#)

FM - Knight E/A, Inc. 3599-1 SERV - This contract is decreasing in the amount of \$30,456 and closing due to the contract expiring.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Mary Ozog

8.F. [23-2672](#)

FM - Knight E/A, Inc. 2837-1 SERV - This contract is decreasing in the amount of \$16,727.19 and closing due to the contract expiring.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Mary Ozog

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Mary Ozog

**9. BID AWARD**

9.A. [FM-P-0077-23](#)

Recommendation for the approval of a contract to Arlington Glass & Mirror Co., for on-call window glazing, repair, replacement, window adjustment, and board up services, as needed, for County facilities, for Facilities Management, for the two-year period of October 1, 2023 through September 30, 2025, for a contract total amount not to exceed \$70,000, per lowest responsible bid #23-084-FM.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Jim Zay

**10. CONTRACT INCREASE**

10.A. [PW-CO-0005-23](#)

Amendment to County Contract #6335-SERV issued to Kemira Water Solutions, Inc., to furnish and deliver liquid Ferric Chloride to the Knollwood Wastewater Treatment Facility, for Public Works, for a change order to increase the contract in the amount of \$22,000, taking the original contract amount of \$25,900 and resulting in an amended contract amount not to exceed \$47,900, an increase of 84.94%.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Jim Zay

**11. INFORMATIONAL**

11.A. [23-2673](#)

Recommendation for approval of a contract to Harris Govern, for annual software maintenance and support services, as needed, for the period of April 1, 2023 through March 31, 2024, for Building & Zoning - \$9,306.52, Division of Transportation - \$5,583.91 and Public Works - \$1,861.30, for a contract total amount not to exceed \$16,751.73; per 55 ILCS 5/5-1022(c) not suitable for competitive bids - Sole Source. (Support for Govern System.)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Dawn DeSart

**12. DISCUSSION****12.A. Leasing space at the 420 Building (former Youth Home) to the DuPage Senior Citizen Council**

This space would be used for staff to package and distribute food for the program Meals on Wheels. Member DeSart, Member Ozog, Member Zay, and Member Chaplin had questions regarding renovating this space, future plans for this space, lease length and what the food packaging would look like.

There was a consensus of the committee to move forward with leasing space at the 420 Building (former Youth Home) to the DuPage Senior Citizen Council.

**13. PRESENTATION****13.A. Campus Energy Usage - Ian Johnstone**

Capital Projects Energy Analyst Ian Johnstone provided an energy usage overview of campus energy distribution to the committee. He went over specifics of the gas and electricity usage on campus over the past several years, as well as a preview of campus greenhouse gas contributions. Mr. Johnstone emphasized that there was an 18% decrease in total campus greenhouse gas emissions from 2015, and that staff is looking to decrease greenhouse gas emissions even more in upcoming years. He also went over an energy analysis that Nicor provided for the campus, and provided an overview of past and upcoming energy improvement projects.

**13.B. Campus Sidewalk Program - Geoff Matteson**

Facilities Management Supervisor Geoff Matteson previewed the previous sidewalk presentation that was brought before the committee in June 2023. He shared two revised courtyard options, and emphasized that these are just initial construction estimates. The revised options would focus on replacing what needs to be replaced, and would leave room for future landscaping options. Member DeSart, Member Cahill, Member Ozog, Member Evans, Member Rutledge and Member Zay discussed the maintenance of permeable pavers, breakdowns of the pricing for the two revised options, and future landscaping options.

There was a consensus of the committee to move forward with revised option two that was presented at this meeting.

**14. OLD BUSINESS**

Member Chaplin inquired about a report that would discuss all environmental improvements throughout the County campus.

**15. NEW BUSINESS**

No new business was discussed.

**16. ADJOURN**

With no further business, the meeting was adjourned.



# Minutes

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

---

**File #:** 23-2664

**Agenda Date:** 8/15/2023

**Agenda #:** 5.A.

---



# DU PAGE COUNTY

## Public Works Committee

### Draft Summary

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

---

**Tuesday, August 1, 2023**

**9:00 AM**

**Room 3500B**

---

**1. CALL TO ORDER**

9:00 AM meeting was called to order by Chair Garcia at 9:02 AM.

**2. ROLL CALL**

Member Galassi arrived at 9:03 a.m. due to attending another committee meeting.

<b>PRESENT</b>	DeSart, Garcia, Ozog, and Zay
<b>ABSENT</b>	Cronin Cahill
<b>LATE</b>	Galassi

**3. CHAIRWOMAN'S REMARKS - CHAIR GARCIA**

No remarks were offered.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

5.A. [23-2549](#)

Public Works Committee Minutes - Regular Meeting - Tuesday, July 11, 2023

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Mary Ozog

**6. CLAIMS REPORT**

6.A. [23-2550](#)

Payment of Claims - Public Works and Facilities Management

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Dawn DeSart

7. **CONSENT ITEMS**

Motion to Combine Items

Member DeSart moved and Member Zay seconded a motion to combine items 7.A. through 7.E. The motion was approved on voice vote, all "ayes".

- 7.A. [23-2551](#)  
Currie Motors Frankfort, Inc. 5704 SERV - Decrease & Close
- 7.B. [23-2552](#)  
Rapidview LLC 3854 SERV - Decrease & Close
- 7.C. [23-2553](#)  
Thompson Electronics Company 5215-1 SERV - Decrease & Close
- 7.D. [23-2554](#)  
Tri-Dim Filter Corporation 5152-1 SERV - Decrease & Close
- 7.E. [23-2555](#)  
Univar USA, Inc. 5707 SERV - Decrease & Close

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Kari Galassi
<b>AYES:</b>	DeSart, Galassi, Garcia, Ozog, and Zay
<b>ABSENT:</b>	Cronin Cahill



**8. BID RENEWAL**

8.A. [FM-P-0076-23](#)

Recommendation for the approval of a contract to Fox Valley Fire & Safety Company, for preventative maintenance, testing, and repair of the Non-Edwards System Technology Fire Alarm and Life Safety Systems, for County facilities, for the period of August 28, 2023 through August 27, 2024, for a total contract amount not to exceed \$73,250 (\$60,000 for Facilities Management, \$1,800 for Animal Services, \$2,450 for Division of Transportation, \$9,000 for Public Works), per renewal option under bid award #22-080-FM, first option to renew.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Dawn DeSart

**9. PRESENTATION**

9.A. FY2024 Proposed Operations Budgets

Public Works Financial Services Administrator Stanley Spera presented the proposed FY2024 Public Works operational budget to the committee. Mr. Spera discussed the revenues that Public Works has received in FY2023 and is budgeting to receive in FY2024, an expenditure summary for the department, and went into more detail explaining operations and maintenance expenditures. He highlighted the cost drivers in personnel, commodities and contractual agreement expenditures categories. He provided the committee with information on debt coverage ratios, and explained that Public Works will need to start making payments on the Nordic and Electrical IPEPA loans in the upcoming fiscal year.

Following Mr. Spera's presentation, Facilities Management Deputy Director Tim Harbaugh presented the proposed FY2024 Facilities Management operational budget to the committee. Mr. Harbaugh began by providing an explanation for the proposed Grounds Budget, and went on to provide a breakdown of the revenues that Facilities Management has received in FY2023 and is budgeting to receive for FY2024. He went on to discuss a summary of the history of the Facilities Management operating budget, the proposed FY2024 operating budget, and Facilities Management budget variances from FY2023 to FY2024.

**10. OLD BUSINESS**

No old business was discussed.

**11. NEW BUSINESS**

No new business was discussed.

**12. ADJOURN**

With no further business, the meeting was adjourned.



## Budget Transfer

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

---

**File #:** 23-2665

**Agenda Date:** 8/15/2023

**Agenda #:** 6.A.

---

DuPage County, Illinois  
 BUDGET ADJUSTMENT  
 Effective October, 2022

SEWER OPERATIONS

From: 2000  
 Company #

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
2555	54120		AUTOMOTIVE EQUIPMENT	\$ 46,000.00	428,720.00	382,720.00	8/22/23
				Total	\$ 46,000.00		

CENTRAL ADMIN

To: 2000  
 Company #

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
2665	54120		AUTOMOTIVE EQUIPMENT	\$ 46,000.00	33,389.00	79,389.00	8/22/23
				Total	\$ 46,000.00		

Reason for Request:

Public Works \$46,000 budget transfer needed between capital accounts for automotive equipment for Marionbrook truck. Funds will move from account 2000-2555-54120 (automotive equipment) to 2000-2665 54120 (automotive equipment).

\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Chief Financial Officer

8/22/2023  
 Date  
 8/22/23  
 Date

Activity \_\_\_\_\_  
 (optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only			
Fiscal Year <u>23</u>	Budget Journal # _____	Actg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

PW- 8/15/23

FIN/CS- 8/22/23



## Payment of Claims

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

---

**File #:** 23-2666

**Agenda Date:** 8/15/2023

**Agenda #:** 7.A.

---

<b>Public Works Schedule of Claims 8/15/2023</b>			
<b>Pay Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Amount</b>
AMAZON CAPITAL SERVICES	Magnetic locator	7/28/2023	\$549.00
AT&T	Phone Service	7/28/2023	\$238.55
BRIDGESTONE RETAIL OPERATIONS	Service	7/28/2023	\$1,733.18
COM ED	Electricity	7/28/2023	\$15,712.13
FEHR GRAHAM & ASSOCIATES LLC	Engineering services	7/28/2023	\$122,935.50
FOX VALLEY OPERATORS	Conference	7/28/2023	\$160.00
GOVDEALS, INC.	Fees	7/28/2023	\$4,380.00
ILLINOIS EPA	Annual NPDES Fees	7/28/2023	\$57,500.00
KEMIRA WATER SOLUTIONS INC	Ferric chloride	7/28/2023	\$19,750.28
MANSFIELD POWER AND GAS	Gas	7/28/2023	\$3,619.46
MENARDS	Lumber	7/28/2023	\$2,781.47
ONSITE TRUCK & TRAILER REPAIR	Service	7/28/2023	\$1,135.40
PITNEY BOWES BANK, INC.	Replanish postage meter	7/28/2023	\$10,000.00
STANDARD EQUIPMENT COMPANY	Spider 50 Kit	7/28/2023	\$3,513.84
TROTTER & ASSOCIATES INC	Engineering services	7/28/2023	\$14,228.73
VILLAGE OF GLEN ELLYN	Reimbursement sewer service	7/28/2023	\$94,114.30
AMAZON CAPITAL SERVICES	Hard hats	8/1/2023	\$1,644.86
ASSOCIATION OF INTERNATIONAL	Membership	8/1/2023	\$340.00
AT&T	Phone Service	8/1/2023	\$51.60
C.A. SHORT COMPANY	Awards	8/1/2023	\$279.00
CHRISTOFANO EQUIPMENT CO., INC	Filter	8/1/2023	\$93.12
CIT TRUCKS LLC	Battery box cover	8/1/2023	\$712.05
CITY OF WHEATON	Shut offs	8/1/2023	\$800.00
COM ED	Electricity	8/1/2023	\$31.12
COMCAST	Internet	8/1/2023	\$497.70
CONSERV FS INC	Greenskeeper mix	8/1/2023	\$245.00
DONOHUE & ASSOCIATES, INC.	Engineer SCADA upgrade	8/1/2023	\$1,535.00
DUPAGE TOPSOIL INC	Topsoil	8/1/2023	\$390.00
GROOT, INC	Waste/Recycling removal	8/1/2023	\$6,225.12
HANES GEO COMPONENTS	Straw mat	8/1/2023	\$2,205.60
ILLINOIS EPA	Annual NPDES Fees	8/1/2023	\$500.00
MENARDS	Oak board	8/1/2023	\$389.05
MIDLAND SCIENTIFIC INC	Lab supplies	8/1/2023	\$223.93
NICOR GAS	Gas	8/1/2023	\$163.78
ONSITE TRUCK & TRAILER REPAIR	Service	8/1/2023	\$566.90
STANDARD EQUIPMENT COMPANY	Hose	8/1/2023	\$772.30
SUNBELT RENTALS INC	Chain hoist	8/1/2023	\$142.98
THE HOME DEPOT PRO	Cleaning supplies	8/1/2023	\$146.88
THE SHERWIN WILLIAMS CO	Paint	8/1/2023	\$46.21
VULCAN CONSTRUCTION MATERIALS	Stone	8/1/2023	\$2,075.61
ZIEBELL WATER SERVICE PRODUCTS	Coupling	8/1/2023	\$1,678.19
A & W TRAILER	Ram jack	8/4/2023	\$295.96
ADVANCE AUTO PARTS	Auto parts	8/4/2023	\$328.90
AICPA DUES PROCESSING	Membership	8/4/2023	\$340.00
AL WARREN OIL CO INC	Fuel	8/4/2023	\$25,936.12

<b>Public Works Schedule of Claims 8/15/2023</b>			
<b>Pay Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Amount</b>
AMAZON CAPITAL SERVICES	Screen wipes	8/4/2023	\$248.73
ANDERSON PEST SOLUTIONS	Preventive services	8/4/2023	\$293.40
AT&T	Phone Service	8/4/2023	\$1,057.96
BAXTER & WOODMAN INC	Pretreatment ordinance review	8/4/2023	\$1,677.65
BUTTREY RENTAL SERVICE INC	Propane refill	8/4/2023	\$193.75
COMCAST	Internet	8/4/2023	\$558.30
EJ USA INC	Manhole cover	8/4/2023	\$2,674.44
FAVIA INVESTMENTS LTD	Service	8/4/2023	\$1,582.41
FREEWAY FORD TRUCK SALES, INC	Doser pump	8/4/2023	\$1,296.35
GATES, DARYLE	Battery	8/4/2023	\$410.00
GZA GEOENVIRONMENTAL, INC.	Stockpile sampling	8/4/2023	\$82.82
IDEXX DISTRIBUTION INC	Lab supplies	8/4/2023	\$2,434.73
INDEPENDENT BEARING INC	Bearing	8/4/2023	\$826.33
JC CROSS COMPANY	Grease	8/4/2023	\$188.92
LIBERTY PROCESS EQUIPMENT INC	Threaded sleeve	8/4/2023	\$1,170.53
MENARDS	Backer rod	8/4/2023	\$22.46
NALCO WATER PRETREATMENT	Deionizer system rental	8/4/2023	\$161.28
NICOR GAS	Gas	8/4/2023	\$149.97
NORTHERN SAFETY CO INC	Safety glasses, gloves	8/4/2023	\$1,032.35
PEREGRINE CORPORATION	Utility billing	8/4/2023	\$605.61
TRUCKPRO CHICAGO	Slack kit	8/4/2023	\$1,974.35
UNITED LABORATORIES	Sludge sharks	8/4/2023	\$4,477.80
UNIVAR USA INC	Sodium bisulfite	8/4/2023	\$9,750.29
VILLAGE AUTOMOTIVE	Service	8/4/2023	\$3,372.69
VILLAGE OF WOODRIDGE	Water service	8/4/2023	\$1,514.70
WASTEBOX INC	Dumpster	8/4/2023	\$320.00
WATER PRODUCTS-AURORA	Flange spool	8/4/2023	\$3,913.45
WILKENS-ANDERSON CO	Lab supplies	8/4/2023	\$115.54
XYLEM WATER SOLUTIONS USA INC	Motor kit	8/4/2023	\$2,081.00
A & W TRAILER	Repair	8/8/2023	\$2,704.78
ADVANCE AUTO PARTS	Auto parts	8/8/2023	\$626.89
ALDRIDGE ELECTRIC INC	Electrical infrastructure	8/8/2023	\$607,874.64
ANSWER NATIONAL	Telemessaging	8/8/2023	\$286.02
CDW GOVERNMENT INC	Ethernet extender	8/8/2023	\$298.63
EPIC EQUIPMENT SALES & SVC CO	Hose	8/8/2023	\$1,385.74
FAVIA INVESTMENTS LTD	Service	8/8/2023	\$962.22
FEDEX	Shipping	8/8/2023	\$117.63
GENERAL MACHINE & TOOL INC	Faced off spool	8/8/2023	\$360.00
GLOBAL ONE TECHNOLOGY GROUP	Hard drive	8/8/2023	\$1,134.00
HILLS CONCRETE CUTTING	Road sawing	8/8/2023	\$1,225.00
JOSEPH J HENDERSON & SON INC	Rehab Nordic Plant	8/8/2023	\$288,825.19
KENDALL PARTNERS LTD	Refund for overpayment	8/8/2023	\$89.92
MI FLUID POWER SOLUTIONS	Fittings	8/8/2023	\$446.23
MID AMERICAN WATER INC	4" Dip	8/8/2023	\$1,660.00
OZINGA READY MIX CONCRETE, INC	Concrete	8/8/2023	\$760.38
PAYMENTUS CORP	Transaction fees	8/8/2023	\$1,567.05

<b>Public Works</b>			
<b>Schedule of Claims</b>			
<b>8/15/2023</b>			
<b>Pay Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Amount</b>
PEREGRINE CORPORATION	Utility billing	8/8/2023	\$1,875.28
PIPELOGIX INC	Software support	8/8/2023	\$2,500.00
STANDARD EQUIPMENT COMPANY	Debris basket	8/8/2023	\$491.58
TEMPERATURE EQUIPMENT CORP	Frequency drive	8/8/2023	\$3,168.00
VILLAGE OF WOODRIDGE	Water service	8/8/2023	\$101.30
	<b>Total</b>		<b>\$1,363,657.11</b>

Facilities Management Department

**Schedule of Purchases Under \$15,000**

**August 15, 2023**

	VENDOR	DESCRIPTION	FUND	DEPT	ACCOUNT	AMOUNT
23084	Nicor Gas	Natural Gas	1000	1100	53200	\$49.72
23093	Airgas USA, LLC	Rental of Machinery & Equipment	1000	1100	53410	\$297.57
23255	United States Postal Service	Postage & Postal Charges	1000	1100	53804	\$8.04
23380	DPC Finance	Operating Supplies & Materials	1000	1100	52200	\$56.13
23518	Trellis Farm & Garden	Maintenance Supplies	1000	1102	52270	\$335.86
23519	Amazon.com LLC	Maintenance Supplies	1000	1100	52270	\$14.87
23520	Amazon.com LLC	Maintenance Supplies	1000	1100	52270	\$777.88
23521	Filter Services, Inc. (FSI)	Maintenance Supplies	1000	1100	52270	\$2,562.60
23522	Office Depot (ODP Business Solutions, LLC)	Operating Supplies & Materials	1000	1100	52200	\$58.41
23523	Spartan Tools	Auto/Mach/Equip Parts	1000	1100	52250	\$165.02
23524	GPS - Garelli Pavement Service	Custodial Services	1000	1100	53810	\$1,130.00
23525	Tree Towns Imaging & Color Graphics	Printing	1000	1100	53800	\$51.00
23526	Radwell International LLC	Maintenance Supplies	1000	1100	52270	\$417.00
23528	McMaster-Carr	Operating Supplies & Materials	1000	1100	52200	\$580.08
23529	Russo Power	Maintenance Supplies	1000	1102	52270	\$119.99
23531	Applied Industrial Technologies	Auto/Mach/Equip Parts	1000	1100	52250	\$104.12
23532	DPC Division of Transportation	Other Contractual Expenses	1000	1100	53830	\$138.12
23533	Fox Valley Fire & Safety (FE)	Furn/Mach/Equip Small Value	1000	1100	52000	\$2,616.00
23534	Advanced Boiler Control Services, Inc.	Auto/Mach/Equip Parts	1000	1100	52250	\$562.00
23535	Amazon.com LLC	Maintenance Supplies	1000	1100	52270	\$263.62
23536	AXI International	Equipment and Machinery	1000	1100	54110	\$14,890.90
23537	Dreisilker Electric Motors, Inc.	Auto/Mach/Equip Parts	1000	1100	52250	\$446.00
23538	Batteries Plus (Facil Investments)	Operating Supplies & Materials	1000	1100	52200	\$20.69
23541	Elevator Inspection Service Company, Inc. (EIS)	Repair & Maintenance Facilities	1000	1100	53300	\$2,750.00



Facilities Management Department

Schedule of Other Payments								
August 15, 2023								
CONTRACT #	VENDOR	DESCRIPTION	Start	End	FUND	DEPT	ACCOUNT	AMOUNT
5276-0001 SERV	Airways Systems, Inc.	Custodial Services	05/01/23	10/31/23	1000	1100	53810	\$2,925.00
5385-0001 SERV	Ashland Lock & Security Solutions	Maintenance Supplies	07/14/21	07/13/23	1000	1100	52270	\$1,284.80
5471-0001 SERV	Builders Chicago Corporation	Repair & Maintenance Facilities	11/01/21	10/31/23	1000	1100	53300	\$3,327.52
5617-0001 SERV	Chem-Wise Ecological Pest Management Services, Inc.	Custodial Services	06/01/23	06/30/23	1000	1100	53810	\$413.00
5410-0001 SERV	City of Wheaton	Water & Sewer	06/05/23	07/06/23	1000	1100	53220	\$35,112.05
5423-0001 SERV	ComEd	Electricity	06/09/23	07/11/23	1000	1100	53210	\$1,047.67
6368-0001 SERV	DESMAN, Inc.	Building Improvements	05/01/23	05/31/23	6000	1220	54010	\$57,425.00
6462-0001 SERV	Earthwerks Land Improvement and Development Corporation, Inc.	Building Improvements	05/23/23	12/15/25	6000	1220	54010	\$1,563,405.00
4878-0001 SERV	Evoqua Water Technologies LLC	Repair & Maintenance Facilities	10/17/20	10/16/23	1000	1100	53300	\$618.71
6337-0001 SERV	Gehrke Technology Group, Inc.	Chemical Supplies	03/23/23	03/22/24	1000	1100	52330	\$10,447.00
6195-0001 SERV	Grainger	Auto/Mach/Equip Parts	12/14/22	12/31/23	1000	1100	52250	\$586.73
6236-0001 SERV	Graybar Electric Company	Maintenance Supplies	02/01/23	01/31/25	1000	1100	52270	\$18,193.34
3951-0001 SERV	HLR - Hampton, Lenzini and Renwick, Inc.	Building Improvements	05/01/23	05/31/23	6000	1220	54010	\$5,228.48
6355-0001 SERV	HLR - Hampton, Lenzini and Renwick, Inc.	Building Improvements	05/01/23	05/31/23	6000	1220	54010	\$20,645.10
5599-0001 SERV	Home Depot	Furn/Mach/Equip Small Value, Operating Supplies & Materials, Auto/Mach/Equip Parts, Fuel & Lubricants and Maintenance Supplies	01/01/22	12/31/26	1000	1100	52000 52200 52250 52260 52270	\$1,324.03
6463-0001 SERV	JWC Environmental Inc.	Equipment and Machinery	06/07/23	11/30/23	1000	1100	54110	\$17,744.06
5900-0001 SERV	Kone, Inc.	Building Improvements and Repair & Maintenance Infrastructure	06/01/23	06/30/23	6000 1000	1220 1100	54010 53310	\$76,163.43
6042-0001 SERV	Lamp Incorporated	Building Improvements	01/01/23	04/30/23	6000	1220	54010	\$83,098.80
5461-0001 SERV	Nicor Gas	Natural Gas	06/02/23	07/03/23	1000	1100	53200	\$321.63
6290-0001 SERV	Red Wing Brands of America Inc.	Operating Supplies & Materials	02/23/23	02/22/24	1000	1100	52200	\$395.49
6151-0001 SERV	Robinson Engineering, Ltd.	Building Improvements	12/01/22	12/30/22	6000	1220	54010	\$8,163.95
4243-0001 SERV	TGA Park 88, LLC c/o Cushman & Wakefield	Rental of Office Space	07/01/23	07/31/23	1000	1100	53400	\$23,949.07
5442-0001 SERV	Trane U.S. Inc	Repair & Maintenance Facilities	06/01/23	06/30/23	1000	1100	53300	\$10,918.75
6191-0001 SERV	V3 Companies, Ltd.	Building Improvements	05/01/23	05/26/23	6000	1220	54010	\$2,645.83
5425-0001 SERV	Village of Winfield	Water & Sewer	06/11/23	07/11/23	1000	1100	53220	\$67.68
5709-0001 SERV	Wight Construction Services, Inc.	Building Improvements	06/01/23	06/30/23	6000	1220	54010	\$1,669,867.80



## Consent Item

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

---

**File #:** 23-2667

**Agenda Date:** 8/15/2023

**Agenda #:** 8.A.

---

Consent  
PW 8/15  
CB 8/22



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 20, 2023

MinuteTraq (IQM2) ID #: 23-2523

<b>Purchase Order #:</b> 5733-1 SERV	<b>Original Purchase Order Date:</b> Mar 23, 2022	<b>Change Order #:</b> 3	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Hill Mechanical Corp.		<b>Vendor #:</b> 39300	<b>Dept Contact:</b> Alissa Cotsilis
<b>Background and/or Reason for Change Order Request:</b> Change order to decrease line 2 \$17,528.55 and close contract.			
<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	\$134,385.55
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$134,385.55
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$17,528.55)
E	New contract amount (C + D)	\$116,857.00
F	Percent of current contract value this Change Order represents (D / C)	-13.04%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-13.04%

**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:  
\_\_\_\_\_

AC	5695	Jul 20, 2023	H Mark
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
			x 6800
			7/24/23
<b>REVIEWED BY (Initials Only)</b>			
Buyer	Date	Procurement Officer	Date
			8/2/23
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)

---

**File #: 23-2668**

**Agenda Date: 8/15/2023**

**Agenda #: 8.B.**

---

Consent  
PW 8/15  
CB 8/22



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 20, 2023

MinuteTraq (IQM2) ID #: 23-2543

<b>Purchase Order #:</b> 5832-1 SERV	<b>Original Purchase Order Date:</b> Apr 20, 2022	<b>Change Order #:</b> 1	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Hobart/ITW Food Equip Group		<b>Vendor #:</b> 19211	<b>Dept Contact:</b> Katie Boffa
<b>Background and/or Reason for Change Order Request:</b>	Change order to contract for kitchen repair services to decrease line 1 \$8,870.94, line 3 \$9,700.98 and close contract.		
<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	\$25,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$25,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$18,571.92)
E	New contract amount (C + D)	\$6,428.08
F	Percent of current contract value this Change Order represents (D / C)	-74.29%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-74.29%

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

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

KB	5695	Jul 20, 2023	<i>Fi MWA</i>	x 6800	7/26/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>MCA</i>	Procurement Officer	Date	8/2/23
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)

---

**File #:** 23-2669

**Agenda Date:** 8/15/2023

**Agenda #:** 8.C.

---

Consent  
PW 8/15  
OB 8/22



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

Date: Jul 20, 2023  
MinuteTraq (IQM2) ID #: 23-2544

<b>Purchase Order #:</b> 5233-1 SERV	<b>Original Purchase Order Date:</b> Apr 14, 2021	<b>Change Order #:</b> 1	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Metropolitan Industries		<b>Vendor #:</b> 11012	<b>Dept Contact:</b> Katie Boffa
<b>Background and/or Reason for Change Order Request:</b>	Change order to contract to provide pump repairs, replacement pump parts and metropolitan pumps to decrease line 1 \$30,533.38, line 2 \$3,912.28, line 3 \$965.64 and close contract.		
<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	\$60,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$60,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$35,411.30)
E	New contract amount (C + D)	\$24,588.70
F	Percent of current contract value this Change Order represents (D / C)	-59.02%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-59.02%

**DECISION MEMO NOT REQUIRED**

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

KB	5695	Jul 20, 2023	<i>KB</i>	x6800	7/26/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>MCN</i>	Procurement Officer	Date	8/2/23
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)

---

**File #: 23-2670**

**Agenda Date: 8/15/2023**

**Agenda #: 8.D.**

---



Consent  
PW 8/15  
CB 8/22



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 20, 2023

MinuteTraq (IQM2) ID #: 23-2545

<b>Purchase Order #:</b> 5472-1 SERV	<b>Original Purchase Order Date:</b> Nov 1, 2021	<b>Change Order #:</b> 1	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> SNI Solutions Inc		<b>Vendor #:</b> 12626	<b>Dept Contact:</b> Katie Boffa
<b>Background and/or Reason for Change Order Request:</b>	Change order to contract to furnish and deliver deicing solids (22) eco salt to decrease line 1 \$20,655.00 and close contract.		
<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	\$87,720.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$87,720.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$20,655.00)
E	New contract amount (C + D)	\$67,065.00
F	Percent of current contract value this Change Order represents (D / C)	-23.55%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-23.55%

**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: \_\_\_\_\_

KB	5695	Jul 20, 2023	<i>H. Mark</i>	x6800	7/26/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>MCC</i>	Procurement Officer	Date	8/2/23
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)

---

**File #:** 23-2671

**Agenda Date:** 8/15/2023

**Agenda #:** 8.E.

---

Consent  
PW 8/15  
CB 8/22



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jul 20, 2023

MinuteTraq (IQM2) ID #: 23-2546

<b>Purchase Order #:</b> 3599-1 SERV	<b>Original Purchase Order Date:</b> Dec 1, 2018	<b>Change Order #:</b> 16	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Knight E/A, Inc.		<b>Vendor #:</b> 11046	<b>Dept Contact:</b> Katie Boffa
<b>Background and/or Reason for Change Order Request:</b>	Change order to decrease line 1 \$14,064.50, line 2 \$2,588.00, line 3 \$8,516.00, line 4 \$323.00, line 8 \$3,771.00, line 10 \$1,194.00 and close contract.		
<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	\$360,000.00
B	Net \$ change for previous Change Orders	\$200,000.00
C	Current contract amount (A + B)	\$560,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$30,456.50)
E	New contract amount (C + D)	\$529,543.50
F	Percent of current contract value this Change Order represents (D / C)	-5.44%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	47.10%

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

KB	5695	Jul 20, 2023	<i>H MWR</i>	x6800	7/26/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>MCAL</i>	Procurement Officer	Date	8/2/23
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)

---

**File #: 23-2672**

**Agenda Date: 8/15/2023**

**Agenda #: 8.F.**

---

Consent  
PW 8/15  
CB 8/22



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

Date: Jul 20, 2023

MinuteTraq (IQM2) ID #: 23-2547

<b>Purchase Order #:</b> 2837-1 SERV	<b>Original Purchase Order Date:</b> Oct 25, 2017	<b>Change Order #:</b> 10	<b>Department:</b> Facilities Management
<b>Vendor Name:</b> Knight E/A, Inc.		<b>Vendor #:</b> 11046	<b>Dept Contact:</b> Katie Boffa
<b>Background and/or Reason for Change Order Request:</b>	Change order to decrease line 8 \$11,328.19, line 10 \$5,399.00 and close contract.		
<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	\$366,890.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$366,890.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$16,727.19)
E	New contract amount (C + D)	\$350,162.81
F	Percent of current contract value this Change Order represents (D / C)	-4.56%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-4.56%

**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:  
\_\_\_\_\_

KB	5695	Jul 20, 2023	<i>F M W K</i>	x 6800	7/26/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>MCN</i>	Procurement Officer	Date	8/3/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



## Facilities Management Requisition Over \$30K

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

---

**File #:** FM-P-0077-23

**Agenda Date:** 8/15/2023

**Agenda #:** 9.A.

---

AWARDING RESOLUTION TO  
ARLINGTON GLASS & MIRROR CO.,  
FOR ON-CALL WINDOW GLAZING, REPAIR, REPLACEMENT,  
WINDOW ADJUSTMENT, AND BOARD UP SERVICES, AS NEEDED,  
FOR FACILITIES MANAGEMENT  
(CONTRACT TOTAL NOT TO EXCEED \$70,000.00)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to Chicago Metro Construction d/b/a/ Arlington Glass & Mirror Co., for on-call window glazing, repair, replacement, window adjustment, and board up services, as needed, for the two-year period of October 1, 2023 through September 30, 2025, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for on-call window glazing, repair, replacement, window adjustment, and board up services, for the two-year period of October 1, 2023 through September 30, 2025, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Chicago Metro Construction, Inc. d/b/a/ Arlington Glass & Mirror Co., 4547 N. Milwaukee Avenue, Chicago, IL 60630, for a total contract amount not to exceed \$70,000.00.

Enacted and approved this 22<sup>nd</sup> of August 2023, 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#: 23-2583	RFP, BID, QUOTE OR RENEWAL #: 23-084-FM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$70,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$140,000.00
	CURRENT TERM TOTAL COST: \$70,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Arlington Glass & Mirror Co.	VENDOR #: 19952	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Dan Foxgrover	VENDOR CONTACT PHONE: 773-283-0737	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: dfoxgrover@arlingtonglass.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Arlington Glass & Mirror Co., for on-call window glazing, repair, replacement, window adjustment, and board up services, as needed, for County facilities, for Facilities Management, for the two-year period October 1, 2023 through September 30, 2025, for a contract total amount not to exceed \$70,000, per lowest responsible bid #23-084-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished County facilities' windows, frames and doors routinely require glazing, repairs and adjustments and replacement due to breakage, settlement and window age to maintain a tight fit and prevent leakage. Board up services are also necessary in the event of door or window breakage to secure facilities.			

**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: Arlington Glass & Mirror Co.	Vendor#: 19952	Dept: Facilities Management	Division:
Attn: Dan Foxgrover	Email: dfoxgrover@arlingtonglass.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 4547 N Milwaukee Avenue	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60630	State: IL	Zip: 60187
Phone: 773-283-0737	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Arlington Glass & Mirror Co.	Vendor#: 19952	Dept: Facilities Management	Division:
Attn: Accounting	Email: accounting@arlingtonglass.com	Attn:	Email:
Address: 4547 N Milwaukee Avenue	City: Chicago	Address: various locations	City: Wheaton
State: IL	Zip: 60630	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2023	Contract End Date (PO25): Sep 30, 2025
Contract Administrator (PO25): Mary Ventrella			



**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	LO		Labor & Material	FY23	1000	1100	53300		1.00	1.00
2	1	LO		Building Maintenance Supplies	FY23	1000	1100	52270		1.00	1.00
3	1	LO		Labor & Material	FY24	1000	1100	53300		29,999.00	29,999.00
4	1	LO		Building Maintenance Supplies	FY24	1000	1100	52270		4,999.00	4,999.00
5	1	LO		Labor & Material	FY25	1000	1100	53300		30,000.00	30,000.00
6	1	LO		Building Maintenance Supplies	FY25	1000	1100	52270		5,000.00	5,000.00
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 70,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide on-call window glazing, repair, replacement, window adjustments & board up services, as needed, for County Facilities
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, & Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 08/15/23 County Board: 08/22/23
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  
 ON-CALL WINDOW GLAZING, REPAIR, REPLACEMENT, WINDOW  
 ADJUSTMENT & BOARD UP SERVICES 23-084-PW  
 BID TABULATION



				ARLINGTON GLASS & MIRROR CO.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
<b>SECTION 1: Hourly Rates</b>					
<b>Glazing Work</b>					
1	Hourly Rates - Normal Hours M - F 6:30 am - 4:30 pm	HR	100	\$ 225.00	\$ 22,500.00
2	Hourly Rates - After Normal Hours and Saturday	HR	16	\$ 324.00	\$ 5,184.00
3	Hourly Rates - Sundays and Holidays	HR	16	\$ 324.00	\$ 5,184.00
<b>Board Up Services</b>					
4	Hourly Rates - Normal Hours M - F 6:30 am - 4:30 pm	HR	100	\$ 225.00	\$ 22,500.00
5	Hourly Rates - After Normal Hours and Saturday	HR	16	\$ 324.00	\$ 5,184.00
6	Hourly Rates - Sundays and Holidays	HR	16	\$ 324.00	\$ 5,184.00
<b>SECTION 1 TOTAL</b>					<b>\$ 65,736.00</b>
<b>SECTION 2: Materials</b>					
7	SG2 1" Nominal Glazing Assembly - SG2 34"x16-3/4"	EA	2	\$ 1,365.00	\$ 2,730.00
8	SG2 1" Nominal Glazing Assembly - SG2 16"x16-3/4"	EA	2	\$ 903.00	\$ 1,806.00
9	1/4" GRAY ANNEALED GLASS 41 3/8" X 27"	EA	2	\$ 206.00	\$ 412.00
10	Glass for Admin. Building- PPG 58-1/4" x 81"	EA	2	\$ 1,006.00	\$ 2,012.00
11	Glass for Admin. Building- PPG 58" x 81"	EA	2	\$ 1,006.00	\$ 2,012.00
12	Glass for Admin. Building- PPG 39" x 81"	EA	2	\$ 680.00	\$ 1,360.00
13	Glass for Admin. Building- PPG 23-1/2" x 58-1/2"	EA	2	\$ 304.00	\$ 608.00
14	Glass for JOF-Clear Tempered Glass with Polished Edges 24" x 44" x 1/2"	EA	2	\$ 184.00	\$ 368.00
15	Glass for JOF-Gray Tined Insulated Tempered 70" x 70" x 1"	EA	2	\$ 889.00	\$ 1,778.00
16	Glass for Judicial Annex- Clear Tempered Glass 43" x 43" x 1/4"	EA	6	\$ 212.00	\$ 1,272.00
17	Glass for Highway Garage Bldg. Float Glass 30" x 30" x 1/4"	EA	2	\$ 98.00	\$ 196.00
18	Glass for Jail Cells - SG2 - 34" x 16 3/4"	EA	2	\$ 1,365.00	\$ 2,730.00
19	Campus Washrooms - 1/4" Washroom Wall Mirror	EA	1200	\$ 17.50	\$ 21,000.00



ARLINGTON GLASS & MIRROR CO.					
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
20	Metal J Channel 10FT Lengths	EA	40	\$ 42.00	\$ 1,680.00
<b>SECTION 2 TOTAL</b>					<b>\$ 39,964.00</b>
NO.	ITEM	VALUE		MARKUP/DISCOUNT OF ADJUSTMENT (-, +) %	EXTENDED PRICE
<b>SECTION 3: Markup</b>					
21	Miscellaneous Materials & Supplies	\$	6,000.00	40.00%	\$ 8,400.00
22	Rental of Lift Equipment	\$	10,000.00	40.00%	\$ 14,000.00
<b>SECTION 3 TOTAL</b>					<b>\$ 22,400.00</b>
<b>GRAND TOTAL</b>					<b>\$ 128,100.00</b>

**NOTES**  
 1) Arlington Glass & Mirror Co. had one (1) error, NO. 9 when multiplied out (\$206.00 x 2 = \$412.00) resulted in an Extended Price of \$412.

Bid Opening 07/28/23 @ 2:30 PM	NE, MP
Invitations Sent	22
Total Vendors Requesting Documents	0
Total Bid Responses	1

**SECTION 7 - BID FORM PRICING**

Bidder shall provide pricing for Sections 1 – 3. Hourly rates shall include overhead. Quantity listed are canvassing quantities. Goods shall be shipped F.O.B. Destination.

NO.	ITEM	UOM	QTY	RATE	EXTENDED PRICE
<b>SECTION 1: Hourly Rates</b>					
<b>Glazing Work</b>					
1	Hourly Rates - Normal Hours M - F 6:30 am - 4:30 pm	HR	100	\$ 225.00	\$22,500.00
2	Hourly Rates - After Normal Hours and Saturday	HR	16	\$ 324.00	\$5,184.00
3	Hourly Rates - Sundays and Holidays	HR	16	\$ 324.00	\$5,184.00
<b>Board Up Services</b>					
4	Hourly Rates - Normal Hours M - F 6:30 am - 4:30 pm	HR	100	\$ 225.00	\$22,500.00
5	Hourly Rates - After Normal Hours and Saturday	HR	16	\$ 324.00	\$5,184.00
6	Hourly Rates - Sundays and Holidays	HR	16	\$ 324.00	\$5,184.00
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
<b>SECTION 2: Materials</b>					
SG2 1" nominal glazing assembly consists of two (2) outer lites of 3/16" full tempered clear glass with two-(2) interlayer of polycarbonate bonded into a single unit with manufacturers propriety interlayer.					
7	SG2 1" Nominal Glazing Assembly - SG2 34"x16-3/4"	EA	2	\$1,365.00	\$2,730.00
8	SG2 1" Nominal Glazing Assembly - SG2 16"x16-3/4"	EA	2	\$903.00	\$1,806.00
9	(1/4" GRAY ANNEALED GLASS – 1/2" AIR SPACE – 1/4" CLEAR ANNEALED GLASS) 41 3/8" X 27"	EA	2	\$206.00	\$416.00
The low e insulation glass, as originally specified, was ppg "T window"; 1/4" heat strengthened bronze glass on the exterior side, 1/2" air space, and 1/4" polished plate glass on the interior side.					
10	Glass for Admin. Building- PPG 58-1/4" x 81"	EA	2	\$1,006.00	\$2,012.00
11	Glass for Admin. Building- PPG 58" x 81"	EA	2	\$1,006.00	\$2,012.00
12	Glass for Admin. Building- PPG 39" x 81"	EA	2	\$680.00	\$1,360.00
13	Glass for Admin. Building- PPG 23-1/2" x 58-1/2"	EA	2	\$304.00	\$608.00
14	Glass for JOF-Clear Tempered Glass with Polished Edges 24" x 44" x 1/2"	EA	2	\$184.00	\$368.00

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
15	Glass for JOF- Gray Tined Insulated Tempered 70" x 70" x 1" (1/4" GRAY TEMPERES - 1/2" AIR SPACE - 1/4" CLEAR TEMPERED) GLASS IS SET INTO WORK FRAME	EA	2	\$ 889.00	\$1,778.00
16	Glass for Judicial Annex- Clear Tempered Glass 43" x 43" x 1/4"	EA	6	\$212.00	\$1,272.00
17	Glass for Highway Garage Bldg. 14 Float Glass 30" x 30" x 1/4"	EA	2	\$98.00	\$196.00
18	Glass for Jail Cells - SG2 - 34" x 16 3/4"	EA	2	\$1,365.00	\$2,730.00
19	Campus Washrooms - 1/4" Washroom Wall Mirror	SF	1200	\$17.50	\$21,000.00
20	METAL J CHANNEL 10FT Lengths	EA	40	\$42.00	\$1,680.00
NO.	ITEM		VALUE	MARKUP/DISCOUNT OF ADJUSTMENT (-, +) %	EXTENDED PRICE
SECTION 3: Markup					
21	Miscellaneous Materials & Supplies		\$6,000.00	40%	\$8,400.00
22	Rental of Lift Equipment		\$10,000.00	40%	\$14,000.00
<b>GRAND TOTAL</b>					<b>\$128,100.00</b>
<b>GRAND TOTAL</b>					
(In words) one hundred twenty eight thousand one hundred 00/100					

SECTION 8 - BID FORM SIGNATURE PAGE

The Contractor agrees to provide the service, and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

X **Signature on File**  
\_\_\_\_\_, Service Manager  
(Signature and Title)



CORPORATE SEAL  
(If available)

BID MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this 28th day of July AD, 2023

**Signature on File**

*[Handwritten Signature]*  
(Notary Public)

My Commission Expires: February 27, 2027



SEAL

**SECTION 9 - MANDATORY FORM**  
**ON-CALL WINDOW GLAZING, REPAIR, REPLACEMENT, WINDOW ADJUSTMENT & BOARD UP SERVICES**  
**23-084-FM**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	Chicago Metro Construction, Inc dba Arlington Glass & Mirror Co		
Main Business Address	4547 N Milwaukee Avenue		
City, State, Zip Code	Chicago, IL 60630		
Telephone Number	773-283-0737	Email Address	dfoxgrover@arlingtonglass.com
Bid Contact Person			

The undersigned certifies that he is:

- the Owner/Sole Proprietor     
 a Member authorized to sign on behalf of the Partnership     
 an Officer of the Corporation     
 a Member of the Joint Venture

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

Aleksander Peric  
(President or Partner)

Keri Gelsosomo  
(Vice-President or Partner)

Thomas O'Keefe  
Service Manager (~~Secretary or Partner~~)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including

Addenda No. None, \_\_\_\_, and \_\_\_\_ issued thereto.

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

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

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

**CONTRACT ADMINISTRATION INFORMATION:**

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	Arlington Glass & Mirror Co	NAME	Arlington Glass & Mirror Co
CONTACT	Dan Foxgrover	CONTACT	Accounting
ADDRESS	4547 N Milwaukee Ave	ADDRESS	4547 N Milwaukee Ave
CITY ST ZIP	Chicago, IL 60630	CITY ST ZIP	Chicago, IL 60630
TX	773-283-0737	TX	773-283-0737
FX		FX	
EMAIL	dfoxgrover@arlingtonglass.com	EMAIL	accounting@arlingtonglass.com
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Facilities Management Department 421 North County Farm Road 2-700 Wheaton, IL 60187 TX: (630) 407-6193		DuPage County Various Locations Wheaton, IL 60187 TX: (630) 407-5705 EMAIL: mary.ventrella@dupageco.org	

ALL MATERIALS MUST BE BID AND SHIPPED F.O.B. DESTINATION, DELIVERED AND INSTALLED  
(FREIGHT INCLUDED IN PRICE)





# Required Vendor Ethics Disclosure Statement

Date: 07-28-2023

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

Bid/Contract/PO #: 23-084

Company Name: <u>Arlington Glass &amp; Mirror Co</u>	Company Contact: <u>Dan Foxgrover</u>
Contact Phone: <u>773-283-0737</u>	Contact Email: <u>dfoxgrover@arlingtonglass.com</u>

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

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

#### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<https://www.dupageco.org/CountyBoard/Policies/>

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

Authorized Signature Signature on File

Printed Name Thomas O'Keefe

Title Service Manager

Date July 28, 2023

Attach additional sheets if necessary. Sign each sheet and number each page. PAGE 1 OF 1 (total number of pages)



## Public Works Change Order with Resolution

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

---

**File #:** PW-CO-0005-23

**Agenda Date:** 8/15/2023

**Agenda #:** 10.A.

---

AMENDMENT TO COUNTY CONTRACT # 6335-0001 SERV  
ISSUED TO KEMIRA WATER SOLUTIONS, INC.  
TO FURNISH AND DELIVER LIQUID FERRIC CHLORIDE TO  
THE KNOLLWOOD WASTEWATER TREATMENT FACILITY  
FOR PUBLIC WORKS  
(INCREASE CONTRACT IN THE AMOUNT OF \$22,000)

WHEREAS, County Contract #6335-0001 SERV was approved and adopted by the Public Works Committee on March 7<sup>th</sup>, 2023; and

WHEREAS, the Public Works Committee recommends changes as stated in the Request for Change Order to County Contract #6335-0001 SERV, issued to Kemira Water Solutions, Inc., to furnish and deliver liquid Ferric Chloride to the Knollwood Wastewater Treatment Facility, for Public Works, to increase the contract in the amount of \$22,000.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopts the Request for Change Order to County Contract #6335-0001 SERV, issued to Kemira Water Solutions, Inc., to furnish and deliver liquid Ferric Chloride to the Knollwood Wastewater Treatment Facility, for Public Works, to increase the contract in the amount of \$22,000, taking the original contract total amount of \$25,900, and resulting in an amended contract total amount not to exceed \$47,900, an increase of 84.94%.

Enacted and approved this 22<sup>nd</sup> day of August 2023 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

PW 8/15  
FI & CB 8/22



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

Date: Jul 24, 2023

MinuteTraq (IQM2) ID #:

<b>Purchase Order #:</b> 6335SERV	<b>Original Purchase Order Date:</b> Apr 1, 2023	<b>Change Order #:</b> 2	<b>Department:</b> Public Works
<b>Vendor Name:</b> Kemira Water Solutions, Inc.		<b>Vendor #:</b> 28501	<b>Dept Contact:</b> Amy Arlowe
<b>Background and/or Reason for Change Order Request:</b>	This increase is needed for the chemical Ferric Chloride, which is used at the Knollwood Wastewater Treatment Plant, for the reduction of phosphorus in the final effluent to meet IEPA permit requirements.		
<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 <span style="float:right">\$25,900.00</span>
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B) <span style="float:right">\$25,900.00</span>
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <span style="float:right">\$22,000.00</span>
E	New contract amount (C + D) <span style="float:right">\$47,900.00</span>
F	Percent of current contract value this Change Order represents (D / C) <span style="float:right">84.94%</span>
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float:right">84.94%</span>
<b>DECISION MEMO NOT REQUIRED</b>	

- 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 2000-2555-52330 see be+
- OTHER - explain below:

FY23 \$11,000.00 FY24 \$11,000.00

<i>MAK</i>	x 6800	8/1/23	<i>MAK</i>	x 6800	8/1/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>MAK</i>	Procurement Officer	Date	8/8/23
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 27, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

Requesting Department: Public Works	Department Contact: Sean Reese
Contact Email: Sean.Reese@dupageco.org	Contact Phone: 630-985-7400
Vendor Name: Kemira Water Solutions, Inc.	Vendor #: 28501

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

Increase to Kemira Water Solutions, Inc., purchase order of \$22,000 for a new contract total of \$47,900. This increase is due to more Ferric Chloride usage needed because of lower plant flows.

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

Lower flows at the Knollwood Wastewater Treatment Facility increase plant detention time, resulting in a secondary release of phosphorus. The Ferric Chloride chemical helps treat the phosphorus and is needed to maintain our permit compliance.

### Strategic Impact

Quality of Life

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

Ferric Chloride is used to help remove phosphorus from the wastewater treatment process and is needed in order to meet the plant effluent phosphorus limit that is required per Illinois EPA regulations.

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

The liquid Ferric Chloride contract went out to bid on January 26, 2023 and was awarded in April 2023. Kemira Water Solutions was the lowest responsive, responsible bidder.

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

- 1) Approve contract increase in the amount of \$22,000. Recommended due to the need to meet IEPA regulations.
- 2) Re-bid contract, not recommended due to the need for continuous phosphorous removal.

**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.

\$22,000.00 will be removed from line 2000-2555-52330



# Required Vendor Ethics Disclosure Statement

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

Date: 8/11/23

Bid/Contract/PO #: 23-013-PL

Company Name: <u>Kemira Water Solutions, Inc.</u>	Company Contact: <u>Christina Imbrogno</u>
Contact Phone: <u>(785) 842-7424</u>	Contact Email: <u>kwsna.bids@kemira.com</u>

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

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions

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

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

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

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

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

Authorized Signature

[Redacted Signature]

Printed Name

Christina Imbrogno

Title

Commercial Support Manager

Date

8/11/23

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)



## Development Requisition under \$30,000

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

---

**File #:** 23-2673

**Agenda Date:** 8/15/2023

**Agenda #:** 11.A.

---



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-2571	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$16,751.73
COMMITTEE: DEVELOPMENT	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Harris Govern	VENDOR #: 28530	DEPT: Building & Zoning	DEPT CONTACT NAME: Marla Flynn
VENDOR CONTACT: Eric Martineau	VENDOR CONTACT PHONE: 450-805-2314	DEPT CONTACT PHONE #: X6789	DEPT CONTACT EMAIL: Marla.Flynn@dupageco.org
VENDOR CONTACT EMAIL: emartineau@harriscomputer.com	VENDOR WEBSITE:	DEPT REQ #:	
<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.). Annual maintenance & support for the GOVERN software system for the period of April 1, 2023 through March 31, 2024.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The GOVERN system is unique to DuPage County and allows for review of all historical permits, impact fees, code violations associated with the County permitting process for Building & Zoning, Public Works and Division of Transportation. While we have migrated the current process to another program, it is necessary to be able to access the historical records of ongoing permits.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
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. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
<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. The software was specifically written for DuPage County to allow for review, issuance and tracking of all permits and impact fees, as well as code violations and all accounts receivable functions associated with the permitting process. The permitting process has been migrated to an online process with another program but it is necessary to be able to review historical permits that might be ongoing. This program is used by Building & Zoning, Public Works and Division of Transportation.
<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. The system is unique to DuPage County and was designed for DuPage County by this vendor. Harris Govern is the only vendor able to provide support and maintenance for the own system.
<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. Extensive research of the other comparable systems was performed before this vendor was selected.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: N Harris Computer Corporation DBA Harris Govern	Vendor#: 28530	Dept: Building & Zoning	Division:
Attn: Eric Martineau	Email: emartineau@harriscomputer.com	Attn: Marla Flynn	Email: Marla.Flynn@dupageco.org
Address: 1 Antares Dr, Suite 400	City: Ottawa	Address: 421 N County Farm Rd	City: Wheaton
State: ON K2E 8C4 Canada	Zip:	State: IL	Zip: 60187
Phone: 613-226-5511	Fax:	Phone: 630-407-6789	Fax: 630-407-6702
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Harris Govern	Vendor#: 28530	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 74007259	City: Chicago	Address:	City:
State: IL	Zip: 60674	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2023	Contract End Date (PO25): Mar 31, 2024
Contract Administrator (PO25):			



**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		Annual Maint & Support for Govern Software - 10 Users	FY23	1100	2810	53807		9,306.52	9,306.52
2	1	EA		Annual Maint & Support for Govern Software - 6 Users	FY23	1500	3500	53807		5,583.91	5,583.91
3	1	EA		Govern Maint & Support for Govern Software - 2 Users	FY23	2000	2665	53807		1,861.30	1,861.30
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 16,751.73

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. First invoice allowed date is 2/22/2023.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Development, Public Works & Transportation Committees 8/15/23
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



Invoice  
Date  
Page

GOVMN0000183  
02/22/2023  
1 of 1

Remit To: Harris Govern;  
PO Box 74007259  
Chicago, IL 60674-7259

Bill To
DuPage County (IL) Jay Puckett 421 North County Farm Road DuPage Center WHEATON, IL 60187 United States

Ship To
DuPage County (IL) 421 North County Farm Road DuPage Center WHEATON, IL 60187 United States

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	DUP100		LOCAL DELIVERY	

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	MAINTENANCE	Land Management WD - 6 Users - Dept of Transportation: 4/1/2023 to 3/31/2024	US\$5,583.91	US\$5,583.91
1.00	MAINTENANCE	Land Management WD - 2 Users - Dept of PW: 4/1/2023 to 3/31/2024	US\$1,861.30	US\$1,861.30
1.00	MAINTENANCE	Land Management WD - 10 Users - Dept Dev & Planning: 4/1/2023 to 3/31/2024	US\$9,306.52	US\$9,306.52
Please Note: Payment is due at the start of the maintenance term			Subtotal	US\$16,751.73
Invoice Questions? Please call Evelyn Campbell at 1-888-847-7747 OR e-mail ar_govern@harriscomputer.com			Misc	US\$0.00
			Tax	US\$0.00
			Freight	US\$0.00
			Trade Discount	US\$0.00
			Total	US\$16,751.73



# Required Vendor Ethics Disclosure Statement

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

Date: Jul 28, 2023

Bid/Contract/PO #: \_\_\_\_\_

Company Name: Harris Govern	Company Contact: Mark Tesreau
Contact Phone: (800) 806-7896	Contact Email: mtesreau@harriscomputer.com

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

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

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

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

### The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

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

Authorized Signature 

Printed Name Mark Tesreau

Title Vice President, Client Services

Date Jul 28, 2023

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)



Harris Govern  
2721 Council Tree Ave, Suite 248  
Fort Collins, CO 80525  
Sales Phone: (972) 881-1858  
Support Phone: (972) 265-7300

---

August 9, 2023

Marla Flynn, Financial Analyst II  
DuPage County Building and Zoning Department  
Building Division  
421 N. County Farm Road  
Wheaton, IL 60187

To Whom It May Concern,

This letter advises that Harris Govern (formerly MS Govern, a division of Harris Computer Systems) is the sole source provider for supporting, maintaining, and licensing the Govern Software products. The source code for these products is proprietary and unavailable to any other entity. The design of the software is unique and Harris Govern is uniquely qualified to provide support, fixes, and enhancements for it.

Sincerely,

A black rectangular redaction box covers the signature area, obscuring the name and any handwritten notes.

Robert Wood  
Executive Vice President