



DU PAGE COUNTY

Public Works Committee

Regular Meeting Agenda

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

Tuesday, August 15, 2023

9:00 AM

Room 3500B

1. CALL TO ORDER

2. ROLL CALL

3. CHAIRWOMAN'S REMARKS - CHAIR GARCIA

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

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

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

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.

7. CLAIMS REPORT

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

Payment of Claims - Public Works and Facilities Management

8. CONSENT ITEMS

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.

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.

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.

- 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.
- 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.
- 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.

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.

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%.

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.)

12. DISCUSSION

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

13. PRESENTATION

- 13.A. Campus Energy Usage - Ian Johnstone

13.B. Campus Sidewalk Program - Geoff Matteson

14. OLD BUSINESS

15. NEW BUSINESS

16. ADJOURN



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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
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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.

PRESENT	DeSart, Garcia, Ozog, and Zay
ABSENT	Cronin Cahill
LATE	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

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Mary Ozog

6. CLAIMS REPORT

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

Payment of Claims - Public Works and Facilities Management

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	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

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Mary Ozog
SECONDER:	Kari Galassi
AYES:	DeSart, Galassi, Garcia, Ozog, and Zay
ABSENT:	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.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Mary Ozog
SECONDER:	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
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File #: 23-2665

Agenda Date: 8/15/2023

Agenda #: 6.A.



Payment of Claims

421 N. COUNTY FARM
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File #: 23-2666

Agenda Date: 8/15/2023

Agenda #: 7.A.

Public Works Schedule of Claims 8/15/2023			
Pay Vendor Name	Description	Check Date	Amount
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

Public Works Schedule of Claims 8/15/2023			
Pay Vendor Name	Description	Check Date	Amount
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

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

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

Purchase Order #: 5733-1 SERV	Original Purchase Order Date: Mar 23, 2022	Change Order #: 3	Department: Facilities Management
Vendor Name: Hill Mechanical Corp.		Vendor #: 39300	Dept Contact: Alissa Cotsilis
Background and/or Reason for Change Order Request: Change order to decrease line 2 \$17,528.55 and close contract.			
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$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	<i>H Mark</i>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date
REVIEWED BY (Initials Only)			
Buyer	Date	<i>ALC/M</i> Procurement Officer	8/2/23 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
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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

Purchase Order #: 5832-1 SERV	Original Purchase Order Date: Apr 20, 2022	Change Order #: 1	Department: Facilities Management
Vendor Name: Hobart/ITW Food Equip Group		Vendor #: 19211	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request: Change order to contract for kitchen repair services to decrease line 1 \$8,870.94, line 3 \$9,700.98 and close contract.			
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE	
A	Starting contract value \$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 ≥ \$2,500.00, or ≥ 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
REVIEWED BY (Initials Only)					
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

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

Purchase Order #: 5233-1 SERV	Original Purchase Order Date: Apr 14, 2021	Change Order #: 1	Department: Facilities Management
Vendor Name: Metropolitan Industries		Vendor #: 11012	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	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.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$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: _____
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract
- Contract Extension (29 days)
- Consent Only
- 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
REVIEWED BY (Initials Only)					
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

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

Purchase Order #: 5472-1 SERV	Original Purchase Order Date: Nov 1, 2021	Change Order #: 1	Department: Facilities Management
Vendor Name: SNI Solutions Inc		Vendor #: 12626	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Change order to contract to furnish and deliver deicing solids (22) eco salt to decrease line 1 \$20,655.00 and close contract.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$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
REVIEWED BY (Initials Only)					
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

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

Purchase Order #: 3599-1 SERV	Original Purchase Order Date: Dec 1, 2018	Change Order #: 16	Department: Facilities Management
Vendor Name: Knight E/A, Inc.		Vendor #: 11046	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	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.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$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
REVIEWED BY (Initials Only)					
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

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

Purchase Order #: 2837-1 SERV	Original Purchase Order Date: Oct 25, 2017	Change Order #: 10	Department: Facilities Management
Vendor Name: Knight E/A, Inc.	Vendor #: 11046		Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Change order to decrease line 8 \$11,328.19, line 10 \$5,399.00 and close contract.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$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>[Signature]</i>	x 6800	7/26/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>[Signature]</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 22nd 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

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: 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:
Shipping		Contract Dates	
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
<i>FY is required, assure the correct FY is selected.</i>										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
SECTION 1: Hourly Rates					
Glazing Work					
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
Board Up Services					
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
SECTION 1 TOTAL					\$ 65,736.00
SECTION 2: Materials					
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
SECTION 2 TOTAL					\$ 39,964.00
NO.	ITEM	VALUE		MARKUP/DISCOUNT OF ADJUSTMENT (-, +) %	EXTENDED PRICE
SECTION 3: Markup					
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
SECTION 3 TOTAL					\$ 22,400.00
GRAND TOTAL					\$ 128,100.00

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
SECTION 1: Hourly Rates					
Glazing Work					
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
Board Up Services					
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
SECTION 2: Materials					
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
GRAND TOTAL					\$128,100.00
GRAND TOTAL					
(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

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 & 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 7th, 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 22nd day of August 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

PW 8/15
FI 3 CB 8/22



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

Date: Jul 24, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 6335SERV	Original Purchase Order Date: Apr 1, 2023	Change Order #: 2	Department: Public Works
Vendor Name: Kemira Water Solutions, Inc.		Vendor #: 28501	Dept Contact: Amy Arlowe
Background and/or Reason for Change Order Request:	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.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE	
A	Starting contract value \$25,900.00
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B) \$25,900.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease \$22,000.00
E	New contract amount (C + D) \$47,900.00
F	Percent of current contract value this Change Order represents (D / C) 84.94%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) 84.94%
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 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
REVIEWED BY (Initials Only)					
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>

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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
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- 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

File #: 23-2673

Agenda Date: 8/15/2023

Agenda #: 8.C.



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#: 23-2571	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.			

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.
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.

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

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

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

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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