



# DU PAGE COUNTY

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

## Human Services

### Final Summary

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**Tuesday, March 5, 2024**

**9:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:33 AM.

**2. ROLL CALL**

Other Board members present: Member Yeena Yoo, Member Patty Gustin, and Member Cindy Cahill Cronin

Staff in attendance: Joan Olson (Chief Communications Officer), Renee Zerante (Assistant State's Attorney), Mary Catherine Wells and Keith Jorstad (Finance), Donna Weidman (Procurement) Gina Strafford-Ahmed, Natasha Belli, and Julie Hamlin (Community Services), Mary Keating (Director - Community Services), Janelle Chadwick (Administrator -DuPage Care Center), remote.

<b>PRESENT</b>	Childress, DeSart, LaPlante, and Schwarze
<b>LATE</b>	Galassi, and Garcia

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIR REMARKS - CHAIR SCHWARZE**

No Chair remarks were offered.

**5. APPROVAL OF MINUTES**

5.A. [24-0846](#)

Human Services Committee - Regular Meeting - Tuesday, February 20, 2024

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Lynn LaPlante

6. COMMUNITY SERVICES - MARY KEATING

6.A. [HS-R-0010-24](#)

Authorizing Execution of Intergovernmental Agreement between Pace Suburban Bus and DuPage County Community Services for Paratransit Service in the amount of \$657,200. FY24 (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

6.B. [HS-P-0015-24](#)

Awarding resolution issued to Comcast Cable Communications Management, LLC, dba Effectv, to provide a Call 211 Of DuPage local advertising campaign for community awareness, from March 12, 2024 through June 30 2024, for a contract total amount not to exceed \$130,000; per RFP #24-023-CS. (Community Services)

Gina Strafford-Ahmed stated Comcast Cable Communications Management responded to a bid and was awarded a contract for advertising services for the 211 helpline. Comcast will stream video advertisements for 211, reaching viewers through all social media platforms. Staff are hoping to increase the 211 call volume through this marketing campaign.

Additionally, the Information & Referral Department will begin communicating with clients via text effective April 1, 2024, with funding from the State 211 grant.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

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

7.A. [24-0847](#)

Recommendation for the approval of a contract purchase order to Redsail Technologies, LLC, for software and software maintenance for the data system in the Pharmacy Department, for the period May 1, 2024 through April 30, 2025, for a total contract amount not to exceed \$17,000; per 55 ILCS 5/5-1022 "Competitive Bids" (D) IT/Telecom purchases under \$35,000.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Lynn LaPlante
<b>AYES:</b>	Childress, DeSart, LaPlante, and Schwarze
<b>LATE:</b>	Galassi, and Garcia

7.B. [24-0848](#)

Recommendation for the approval of a contract purchase order to Edward Don & Company, for Cambro Meal Tray Carts, for the DuPage Care Center Dining Services, for the period March 6, 2024 through November 30, 2024, for a contract total amount not to exceed \$28,481.57, per quote #24-026-DCC.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Lynn LaPlante
<b>AYES:</b>	Childress, DeSart, LaPlante, and Schwarze
<b>LATE:</b>	Galassi, and Garcia

**8. BUDGET TRANSFERS**

8.A. [24-0849](#)

Budget Transfer to transfer funds from Equipment and Machinery, \$2,843 from 1200-2025-54110, and \$4,481 from 1200-2100-54110 to Furn/Mach/Equipment Small Value 1200-2025-52000, for three of the eight delivery carts that were previously budgeted to the capital line (Equipment & Machinery) and being moved to the correct line (Small Value) to accommodate quote coming in less than budgeted for a total amount of \$7,324 for Dining Services, FY24. (DuPage Care Center)

Member Galassi arrived from a previous meeting at 9:37 AM.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Lynn LaPlante
<b>AYES:</b>	Childress, DeSart, Galassi, LaPlante, and Schwarze
<b>LATE:</b>	Garcia

**9. RESIDENCY WAIVERS - JANELLE CHADWICK**

Member Garcia arrived from a previous meeting at 9:40 AM.

Janelle Chadwick presented one request for a residency waver for one individual seeking admission to the DuPage Care Center. There currently eight male and six female beds available, so no DuPage County residents will be displaced by accepting this individual.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia
<b>AYES:</b>	Childress, DeSart, Galassi, Garcia, LaPlante, and Schwarze

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

Ms. Chadwick gave an update on the construction at the DuPage Care Center, stating they are putting in the final fixtures in the 4N unit. A temporary occupancy draft letter has been prepared for the Illinois Department of Public Health (IDPH), requesting an inspection of the 4N unit. The last step is to complete a balancing test on fresh air and return air, a certain ratio percentage must be obtained.

Next, work will begin on the main entrance. They are currently in the process of selecting finishes for the canopy that will be out front.

Members LaPlante, Garcia, and Childress expressed interest in touring the DuPage Care Center.

Member LaPlante announced she will be playing the violin on Thursday for the residents at the DuPage Care Center.

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

Mary Keating gave an update on the food insecurity efforts. Finance will submit an appropriation for the second round of equipment grants at the March 12, 2024, meeting for approval in the amount of \$500,000. Also next week, Finance will submit for the final extension to the Northern Illinois Food Bank (NIFB) grant for funding through June 2025. They will also submit to modify the NIFB agreement to allow them to buy protein as well as produce, particularly in the warm months when they receive produce from area gardeners that donate. Currently there is \$2.6M available for food insecurity derived from \$1.6M remaining from the original food insecurity and nearly \$1.1M added from ARPA interest funds. We will have \$500,000 remaining of ARPA interest funds with no pending deadlines. The direct ARPA funds must be allocated by December of 2024.

Mary Keating commended the Senior Services unit for their valuable input as a testing site for the new computer system the state will roll out after alluding to for several years. This will be a fully integrated system that combines case management and billing. The first case coordination unit in the state will start the implementation at the end of March. Our office is scheduled to begin in May. We have been dependent on a whole host of databases provided by the federal and state governments. At one time we were inputting data into six to seven databases mandated by our funding agencies.

**12. OLD BUSINESS**

No old business was discussed.

**13. NEW BUSINESS**

No new business was discussed.

**14. ADJOURNMENT**

With no further business, Chair Schwarze requested a motion to adjourn. Member LaPlante so moved, Member Childress seconded, all ayes on a voice vote. The meeting was adjourned at 9:50 AM.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Michael Childress



# Minutes

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

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**File #:** 24-0846

**Agenda Date:** 3/5/2024

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## Human Services

### Final Summary

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

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**Tuesday, February 20, 2024**

**9:30 AM**

**Room 3500A**

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#### 1. CALL TO ORDER

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

Chair Schwarze stated a physical quorum is present. The Chair entertained a motion to permit those members not physically present due to personal illness, disability, employment purposes, or for the business of the Board or family or other emergency, to participate via video or teleconference. Member Galassi and Member LaPlante, if available will be remote. Member DeSart so moved, Member Childress seconded, all eyes on a voice vote, motion carried.

#### 2. ROLL CALL

Other Board Member present: Member Yeena Yoo.

Staff in attendance: Nick Kottmeyer (Chief Administrative Office) Joan Olson (Chief Communications Officer), Renee Zerante (State's Attorney Office) Mary Catherine Wells and Keith Jorstad (Finance), Valerie Calvente (Procurement), Gina Strafford and Mary Keating (Community Services), and Janelle Chadwick (DuPage Care Center) (remote).

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

#### 3. PUBLIC COMMENT

No public comments were offered.



**4. CHAIR REMARKS - CHAIR SCHWARZE**

Chair Schwarze read the following editorial from the day’s issue of the Daily Herald. Hunger continues to be a real challenge for far too many residents living in the suburbs. In a recent story about the Northern Illinois Food Bank, Our Rick West reported that the organization serves roughly 540,000 people each month within its 13-county area, including DuPage, Lake, Kane, and McHenry counties. That is nearly double the number of neighbors the food bank served during the months before the pandemic.

Maeven Sipes, chief philanthropy officer for the food bank, told West that folks are still struggling and facing tough choices.

“Prices are higher than before”, Sipes said. “And even if people are working, their wages can’t keep up with what their expenses are looking like:”

So, we welcome anything local governments can do to make it easier for food pantries to assist those who need help.

One example happened last week when DuPage County Board members approved nearly \$1M in funding requests from 16 food pantries to help pay for trucks, refrigerators, and other capital equipment needs.

The grants were possible because the county received more than \$179M from the federal American Rescue Plan Act.

In September 2022, DuPage leaders set aside \$5M of those federal dollars to address the issue of food insecurity. Part of that included funding for long-term investments in food pantries.

We are pleased to see local food pantries benefiting 17 months after that decision.

DuPage officials deserve a lot of credit. They found ways to spend money from the COVID-19 relief package in ways that will have a lasting impact in their county. They have, for example, used some of the federal dollars to address homelessness.

Food insecurity is a growing problem. It’s not going away anytime soon. So, we applaud DuPage for acknowledging the crisis and trying to seek solutions.

Joan Olson stated the editorial will be in the News from Inside DuPage so everyone will receive a copy.

**5. APPROVAL OF MINUTES**

5.A. [24-0721](#)

Human Services Committee - Regular Meeting - Tuesday, February 6, 2024

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

6. LENGTH OF SERVICE AWARD

6.A. Length of Service Award - Amy Gaydos - 10 Years - Community Services

7. COMMUNITY SERVICES - MARY KEATING

7.A. [FI-R-0040-24](#)

Acceptance and appropriation of the 211 Illinois Department of Public Health Grant PY24, Company 5000 - Accounting Unit 1765, from January 1, 2023 through June 30, 2024, in the amount of \$102,600. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

7.B. [HS-CO-0001-24](#)

Recommendation for the approval of an amendment to purchase order 6640-0001 SERV, for a contract issued to Benevate, Inc. D/B/A Neighborly Software, for the purchase of grants management software, to increase the contract in the amount of \$8,000 for the SmartyStreets add-on, resulting in an amended contract total amount not to exceed \$142,000, an increase of 5.97%. (ERA2 Grant-Funded)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Michael Childress

8. DUPAGE CARE CENTER - JANELLE CHADWICK

8.A. [FI-R-0041-24](#)

Additional appropriation for the DuPage Care Center Foundation Music Therapy Grant PY22, Company 5000, Accounting Unit 2120, from \$55,332 to \$67,587, an increase of \$12,255. (DuPage Care Center)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Paula Garcia

8.B. [HS-P-0013-24](#)

Recommendation for the approval of a contract to Performance FoodService, for secondary food, supplies and chemicals, for the DuPage Care Center, for the period March 1, 2024 through February 28, 2025, for a contract total not to exceed \$63,000; under bid renewal #23-020-DCC, first of three one-year optional renewals.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

8.C. [HS-P-0014-24](#)

Recommendation for the approval of a contract purchase order to Advacare Systems, for rental of medical equipment - beds and mattresses, for the DuPage Care Center, for the period of March 1, 2024 through February 28, 2025, for a contract total not to exceed \$99,000; under bid renewal #20-142-CARE, third and final optional renewal.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Michael Childress

8.D. [24-0722](#)

Recommendation for the approval of a contract purchase order to CareVoyant, Inc., for CV hosting for large database and additional licenses, for the DuPage Care Center, for the period May 1, 2024 through April 30, 2025, for a total contract amount not to exceed \$22,800, per Other Professional Services.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Dawn DeSart
<b>AYES:</b>	Childress, DeSart, Galassi, Garcia, and Schwarze
<b>ABSENT:</b>	LaPlante

8.E. [24-0723](#)

Recommendation for the approval of a contract purchase order to Equipment International, Ltd., for laundry equipment repair services and parts, as needed, for the DuPage Care Center, for the period March 1, 2024 through February 28, 2025, for a contract total not to exceed \$27,000; per bid #24-014-DCC.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Michael Childress
<b>AYES:</b>	Childress, DeSart, Galassi, Garcia, and Schwarze
<b>ABSENT:</b>	LaPlante

8.F. [24-0724](#)

Recommendation for the approval of a contract purchase order to KCI USA, Inc. dba 3M Medical Solutions, for wound vac therapy and medical supplies for wound and skin care, for the DuPage Care Center, for the period February 24, 2024 through February 23, 2025, for a total contract total amount not to exceed \$25,000; under quote renewal #21-100-CARE, second of three one-year renewal options.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Dawn DeSart
<b>AYES:</b>	Childress, DeSart, Galassi, Garcia, and Schwarze
<b>ABSENT:</b>	LaPlante

9. **CONSENT ITEMS**

9.A. [24-0725](#)

Valdes, LLC, contract 6169-0001 SERV - This contract purchase order is decreasing in the amount of \$20,438.57 and closing due to the purchase order has expired.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart
<b>AYES:</b>	Childress, DeSart, Galassi, Garcia, and Schwarze
<b>ABSENT:</b>	LaPlante

9.B. [24-0726](#)

Symbria Rehab, Inc., 6056-0001 SERV - This contract purchase order is decreasing in the amount of \$397,693.80 and closing due to contract purchase order has expired.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

**10. RESIDENCY WAIVERS - JANELLE CHADWICK**

No residency waivers were offered.

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

Janelle Chadwick, Administrator of the DuPage Care Center, stated there were over 600 balloons issued to residents and the Foundation made about \$6000 from the Valentine’s Day Balloon event. Ms. Chadwick expressed her appreciation to everyone that came and participated, and to all that toured the renovation.

She added if anyone is interested in touring the new construction to reach out and she will try to coordinate a tour.

Ms. Chadwick announced the construction projects two and three, which includes 3 Center and the outdoor lobby area, were approved by the Illinois Department of Public Health (IDPH). Some of the furniture for 4 North will arrive today.

Chair Schwarze asked about an ETA for residents moving back into the fourth floor. Ms. Chadwick replied that the Care Center will submit a request for temporary occupancy when they are about 90% done, which is hopefully within the next week. IDPH will have 60 days to respond, which most likely will include an onsite visit.

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

Gina Strafford, Administrator in Community Services, stated 211 Illinois received funding in 2023 from the State of Illinois. The County recently received two contracts for the money. A contract for about \$98,000 was approved in December, and the contract on today’s agenda is for \$102,000. The funds are intended for publicity or staffing, although the state discourages the funds being spent on staffing. The contract expires at the end of June, so there is a limited time to spend the money.

Ms. Strafford-Ahmed stated that she is looking at means of publicity (television, social media, cable,etc.) with Joan Olson, DuPage County’s Chief Communications Officer, as the calls are not increasing as they hoped.

The committee discussed ways of reaching out to the residents of DuPage County.

Ms. Strafford-Ahmed stated that getting the word out is their priority regarding the use of funds.

The committee should see a procurement at the next meeting regarding the money. Ms.

Strafford-Ahmed is confident that the county will continue to receive funds for 211 and asked the committee members to contact her if they are aware of advertising opportunities.

**13. OLD BUSINESS**

Member Galassi raised concerns regarding the distribution of funds for the different food pantries. She said HCS in Hinsdale, who serves Hinsdale and Willowbrook, was not aware they could order a refrigerated truck. As a representative of District 3, Member Galassi asked how can we get that added? Chair Schwarze replied that he will be meeting with Vice Chair Garcia and staff after the meeting and will give this matter consideration to move forward in an equitable manner.

Member Galassi stated that Nick Kottmeyer said he was going to look into facilitating group buying for all the refrigerated trucks. Member Galassi said HCS has been quoted \$79,000 for a truck. Chair Schwarze said he would keep the board apprised of any actions regarding this issue.

**14. NEW BUSINESS**

No new business was discussed.

**15. ADJOURNMENT**

With no further business, the meeting was adjourned at 10:02 a.m.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Michael Childress



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File #: HS-R-0010-24

Agenda Date: 3/5/2024

Agenda #:

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**AUTHORIZING EXECUTION OF INTERGOVERNMENTAL AGREEMENT  
BETWEEN PACE SUBURBAN BUS  
AND DUPAGE COUNTY COMMUNITY SERVICES  
FOR PARATRANSIT SERVICE  
\$657,200**

WHEREAS, County of DuPage has appropriated general revenue funds in its FY24 budget for the provision of demand-responsive transportation services for low-income persons traveling to medical appointments and appointments for County services, and services for persons with disabilities traveling to work; and

WHEREAS, County of DuPage recognizes the desirability of collaborating with other government agencies, such as Pace Suburban Bus, to effectively and efficiently implement transportation programs; and

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), enacted by the State of Illinois, permits the establishment of intergovernmental agreements between public agencies to perform governmental services, activities and undertakings; and

WHEREAS, such an intergovernmental agreement has been negotiated that outlines the terms and conditions associated with the County providing a total of \$657,200.00 (SIX HUNDRED FIFTY-SEVEN THOUSAND TWO HUNDRED AND NO/100 DOLLARS) to Pace Suburban Bus with \$657,200.00 (SIX HUNDRED FIFTY-SEVEN THOUSAND TWO HUNDRED AND NO/100 DOLLARS) being allocated from budget code 1000-1750-53827; and

WHEREAS, it is the opinion of the DuPage County Board, that it is its best interest, and the best interest of its residents, to enter into the aforementioned intergovernmental agreement for the implementation of transportation programs.

NOW, THEREFORE, BE IT RESOLVED that the County Board Chairman is authorized to execute the intergovernmental agreement with Pace Suburban Bus, attached hereto as Exhibit A,

BE IT FURTHER RESOLVED, that the County Clerk is directed to send a copy of this resolution and the executed agreement to Pace Suburban Bus, the DuPage County Department of Community Services, the DuPage County Finance Department, the DuPage County Auditor, and the DuPage County Treasurer.

Enacted and approved this 12<sup>th</sup> day of March, 2024 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



## INTERGOVERNMENTAL AGREEMENT FOR PARATRANSIT SERVICE

This Intergovernmental Agreement for Paratransit Service (“Agreement”) is made by Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation, (Pace”) and County of DuPage, an Illinois municipal corporation, (“County”). Pace and County are sometimes individually referred to as a “Party” and collectively referred to as the “Parties” in this Agreement.

### RECITALS

WHEREAS, PACE was established under the Regional Transportation Authority Act (70 ILCS 3615/1.01 et. seq.) to aid and assist public transportation in the six-county Northeastern Illinois area; and

WHEREAS, Article VII, Section 10 of the constitution of the State of Illinois (Ill. Const. art. VII, § 10) authorizes units of local government to contract or otherwise associate amount themselves in any manner not prohibited by law or ordinance; and

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) authorizes and encourages intergovernmental cooperation; and

WHEREAS, the Parties are units of local government within the meaning of Article VII, Section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) and have the power and authority to enter into this agreement; and

WHEREAS, on January 24, 2006, the Parties entered into an Intergovernmental Agreement for the creation of a coordinated paratransit program known as Ride DuPage (“2006 IGA”); and

WHEREAS, County has requested that Pace provide paratransit service on behalf of County’s clients, constituents, and/or Ride DuPage sponsors.

NOW THEREFORE, in consideration of the foregoing Recitals, the mutual promises contained in this agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Effective Date.** This Agreement shall be in effect beginning on December 1, 2023. If the Party signs this Agreement but fails to date its signature, the date that the other Party receives the signing Party’s signature on this Agreement shall be deemed to be the date that they signed this Agreement.

2. **Service Description.** Demand response curb-to-curb paratransit service shall be provided for eligible riders as described in the attached Exhibit A (“Service”).

3. **Term and Termination.** This Agreement shall remain in effect through November 30, 2024 unless earlier terminated by:

(a) County upon 60 days’ advance written notice to Pace; or

(b) Pace upon written notice to County in the event: (1) sufficient funds have not been appropriated to cover County’s financial obligations to Pace under this

Agreement or to any other agency funding the Service; (2) Pace develops alternative public transportation services which, as determined by Pace, will better meet the transportation needs of the public; or (3) County fails to make payments as required by Section 6 of this Agreement; or

(c) the 2006 IGA ceasing to be in full force and effect.

Termination of this Agreement pursuant to (a) shall be effective on the 60<sup>th</sup> day following Pace's receipt of County's notice. Termination pursuant to (b) shall be effective upon County's receipt of Pace's notice. Termination pursuant to (c) shall be effective upon the date that the 2006 IGA ceases to be in full force and effect.

4. **Service Provider.** Pace shall contract with one or more outside service providers to provide the Service. Pace shall not be responsible for any failure to provide the Service due to circumstances beyond the reasonable control of Pace and/or Pace's outside service provider (s). Pace shall make every reasonable effort to have the Service restored as soon as practical. Within 24 hours of any failure to provide the Service, Pace shall provide County with written notice of the circumstances for the failure and an estimate as to when the Service will be restored. No fees shall be charged by any outside service provider for Service not performed.

5. **Reporting.** Pace shall provide County with electronic access to or, in the event electronic access is unavailable, a copy of a monthly report containing the number of one-way trips in connection with the Service and the total number vehicle Service hours.

6. **Funding.**

6.1 The County shall reimburse Pace monthly for the total expense incurred by Pace in providing the Service ("Total Expense") less any fare revenue from the Service ("County Reimbursement").

- (a) The Total Expense shall equal the sum of hourly Service expense and the per-trip Service expense. The hourly Service expense shall be calculated by multiplying the number of vehicle Service hours by the hourly rate charged to Pace by Pace's outside provider(s) delivering the Service. The per-trip Service expense shall be calculated on a trip-by-trip basis. The operating expense shall be the aggregate of rates and/or fees charged to Pace by Pace's outside service provider(s) delivering the Service.
- (b) County Reimbursement shall not exceed \$657,200.00. County shall be responsible for promptly submitting written Services change requests to Pace to avoid exceeding that amount.
- (c) County shall pay Pace within 30 days of receiving the monthly bill for the County Reimbursement. County shall mail payment to:

Pace, the Suburban Bus Division of the Regional Transportation Authority  
550 W. Algonquin Road  
Arlington Heights, IL 60005  
Attention: Accounts Payable

6.2 The PACE Contribution to the PROJECT will be limited to:

- (a) The annual PROJECT Operating Deficit, not to exceed a maximum amount of \$254,498 a onetime subsidy; and
- (b) One Hundred percent (100%) of the Ride DuPage Mobility Management/Call Center Services operating costs secured from the federal grant up to the budgeted total grant amount of \$492,097.

7. **Independent Relationship.** Pace is an independent contractor and not an employee, agent, joint venture, or partner of County, and nothing in this Agreement shall be construed as creating any other relationship between Pace and County or between any employee or agent of Pace and County. Pace employees shall at all times remain employees of Pace, and Pace shall be solely responsible for all aspects of their employment, including, without limitation, compensation, benefits, payment or withholding of taxes, Social Security, Medicare, unemployment or other insurance, and workers' compensation.

8. **Insurance.** Pace shall require its outside service provider(s) providing the Service to obtain and maintain insurance coverage and furnish Pace with evidence of such coverage, including a certificate of insurance. Pace shall provide County with a copy of the certificate of insurance upon written request by County.

9. **Indemnification.** County shall indemnify, defend, and hold harmless Pace, the Regional Transportation Authority ("RTA"), and their respective directors, officers, employees, and agents from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including attorneys' fees, resulting from County's intentional or negligent acts or omissions concerning the performance of any of County's obligations under this Agreement. Pace shall indemnify, defend, and hold harmless County and County's directors, officers, employees, and agents from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including attorneys' fees, resulting from Pace's intentional or negligent acts or omissions concerning the performance of any of Pace's obligations under this Agreement. No Party shall be liable for or be required to indemnify another party indemnified under this Section for claims based upon the intentional or negligent acts or omissions of third persons. Upon written notice by a party claiming indemnification ("Claimant") to the indemnifying Party ("Indemnitor") regarding any claim which Claimant believes to be covered under this Section, Indemnitor shall appear and defend all suits brought upon such claim and shall pay all costs and expenses incidental thereto, but Claimant shall have the right, at Claimant's option and expense, to participate in the defense of any suit, without relieving Indemnitor of Indemnitor's obligations under this Section.

10. **Compliance with Laws.** The Parties shall comply with all local, state, and federal laws, statutes, ordinances, and rules applicable to this Agreement, including but not limited to section 2-105(A)(4) of the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4)).

11. **Headings.** The headings contained in this Agreement are for reference and convenience only and shall not affect the meaning or interpretation of this Agreement.

12. **Waiver.** Failure of a Party to exercise any right or pursue any remedy under this Agreement shall not constitute a waiver of that right or remedy.

13. **Binding Effect.** This Agreement shall be binding upon the Parties and their respective directors, officers, employees, agents, representatives, successors, and approved assigns.

14. **Entire Agreement and Non-Reliance.** This Agreement, including any introductory recitals and any attached exhibits, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between the Parties and supersedes any prior written or oral understandings, agreements, or representations between the Parties that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, representations, or interpretations, which are not expressly addressed in this Agreement, shall be implied or impressed upon this Agreement.

County represents and warrants that: (a) County has conducted such independent review, investigation, and analysis (financial and otherwise) and obtained such independent legal advice as desired by County to evaluate this Agreement and the transaction(s) contemplated by this Agreement; (b) Pace has not made any representations or warranties to County with respect to this Agreement and the transaction(s) contemplated by this Agreement, except such representations and/or warranties that are specifically and expressly set forth in this Agreement; and (c) County has relied only upon such representations and/or warranties by Pace that are specifically and expressly set forth in this Agreement and has not relied upon any other representations or warranties (whether oral or written or express or implied), omissions, or silences by Pace. Without limiting any representations and/or warranties made by Pace that are specifically and expressly set forth in this Agreement, County acknowledges that Pace will not have or be subject to any liability to County resulting from the distribution to County or County's use of any information, including any information provided or made available to County or any other document or information in any form provided or made available to County, in connection with this Agreement and the transaction(s) contemplated by this Agreement.

15. **Conflict.** In the event of a conflict or ambiguity between the terms and conditions of this Agreement and any exhibit to this Agreement, the terms and conditions of this Agreement shall control.

16. **Survival.** Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement shall be deemed to survive termination or expiration of this Agreement.

17. **Severability.** If any provision of this Agreement is held invalid or unenforceable by an Illinois court of competent jurisdiction, such provision shall be deemed severed from this Agreement and the remaining provisions of this Agreement shall remain in full force and effect.

18. **Assignment.** No Party shall assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement without the prior written consent of the other Party.

19. **Amendment.** No changes, amendments, or modifications to this Agreement shall be valid unless in writing and signed by the duly authorized signatory of each Party.

20. **Notice.** Any notice under this Agreement shall be in writing and shall be given in the following manner:

- (a) by personal delivery (deemed effective as of the date and time of delivery); or
- (b) by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company); or
- (c) by registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the second business day following deposit of the notice in the U.S. mail); or
- (d) by facsimile with confirmation of transmission (deemed effective as of the date and time of the transmission, except the effective date and time shall be 8:00 a.m. on the next business day after transmission of the notice if transmitted during non-business hours).

Business days are defined as Monday through Friday, excluding federal holidays. Business hours are defined as 8:00 a.m. to 5:00 p.m. Central Time on Monday through Friday, excluding federal holidays. The notice shall be addressed as follows or addressed to such other address as either Party may from time to time specify in writing to the other Party:

**If to Pace:**

Pace, the Suburban Bus Division of the Regional Transportation Authority  
550 W. Algonquin Road  
Arlington Heights, IL 60005  
Attention: Executive Director

Facsimile No.: (847) 228-4205

**If to County:**

County of DuPage  
Department of Community Services  
421 N. County Farm Road  
Wheaton, IL 60187  
Attention: Mary A. Keating, Director

Facsimile No.: (630) 407-6201

21. **Force Majeure.** A Party shall not be held liable to another Party for damages or be deemed to have breached this Agreement for failure or delay in performing any obligation under this Agreement if the failure or delay is caused by or results from causes beyond the reasonable control of and without the fault or negligence of the affected Party, including war, fire, flood, other acts of God, civil disturbance, a terrorist act, pandemic, epidemic, or a labor strike or lockout. The affected Party shall promptly notify the other Party of such force majeure circumstances, specifying the cause and the expected duration of the delay, and shall promptly undertake all reasonable steps necessary to cure the force majeure circumstances. If a condition of force majeure continues for more than 30 consecutive days, this Agreement may be terminated immediately for convenience at the option of Pace after written notice. Where an event of force majeure occurs

after a Party's failure or delay in performance, the breaching Party shall not be released from liability.

22. **Governing Law**, Jurisdiction, and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and the Parties shall submit to the exclusive jurisdiction and venue of the state courts of DuPage County, Illinois for any dispute arising out of or related to this Agreement.

23. **Interpretation**. The word "shall" when used in this Agreement is mandatory and not permissive.

24. **Counterparts**. This Agreement may be executed in counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which when taken together shall constitute one and the same agreement.

25. **Signature**. A signature to this Agreement that is transmitted by facsimile or scanned and transmitted electronically shall be deemed an original signature for purposes of this Agreement.

26. **Authorization**. The signatories to this Agreement represent and warrant that they have full authority to sign this Agreement on behalf of the Party for whom they sign.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized officials on the dates stated below.

**PACE**

**COUNTY**

Signature on File

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

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

Print Name: Melinda J. Metzger

Print Name: Mary A Keating

Print Title: Executive Director

Print Title: Director of Community Services

Date: 12/22/2023

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

## EXHIBIT A

### TRANSPORTATION SERVICES DuPage County Community Services

TYPE OF SERVICE	Curb-to-Curb, Dial-A-Ride Bus and Taxi Service
SERVICE OPERATED BY	Pace will contract with transportation provider(s) (the "Contractor") to provide the service which is the subject of this Agreement.
TRIP RESERVATION METHOD	Maximum of 7-day advance reservation and minimum of 2-hour advance reservation. Subscription service is allowable.
SERVICE AREA	DuPage County and the surrounding area.
SERVICE HOURS	24 hour, 7-day a week service.
ONE-WAY FARE	<b>For County Paratransit</b> - \$4.00 per one-way trip <b>For Senior Grant service</b> - \$0.00 per one-way trip <b>For Adult Daycare</b> - \$0.00 per one-way trip <b>For Health Department Service</b> - \$0.00 per one-way trip <b>For Transportation to Work</b> - \$1.50 for first 6 miles and \$1.50 per mile, each mile thereafter.
RIDER ELIGIBILITY	<b>For County Paratransit</b> – Individuals at 125% or below of poverty level (200% if senior or disabled). All clients must be registered with DuPage County Community Services. Trips restricted to medical services and County complex only.  <b>For Senior Grant service</b> – All clients must be registered through DuPage County Senior Services. Each individual trip must be approved by Senior Services.  <b>For Adult Daycare</b> - All clients must be registered through DuPage County Senior Services.  <b>For Health Department Service</b> - All clients must be registered through the DuPage County Health Department Crisis Unit.  <b>For Transportation to Work</b> - All clients must be registered through the DuPage County Health Department, Parents' Alliance, Ray Graham Association, Spectrum Services, or Little Friends. Trips are restricted to work trips only.



## HS Requisition \$30,000 and Over

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

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**File #:** HS-P-0015-24

**Agenda Date:** 3/5/2024

**Agenda #:** 14.B.

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AWARDING RESOLUTION ISSUED TO  
COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC D/B/A EFFECTV  
TO PROVIDE A CALL 211 OF DUPAGE LOCAL ADVERTISING CAMPAIGN  
IN THE AMOUNT OF \$130,000

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

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract to Comcast Cable Communications Management, LLC, D/B/A Effectv, to provide a 211 DuPage advertising campaign to include advertising in various forms for community awareness, for the period of March 12, 2024 through June 30, 2024.

NOW, THEREFORE BE IT RESOLVED that County Contract covering said, to provide an advertising campaign, for the period March 12, 2024 through June 30, 2024, for DuPage County through Community Services be, and it is hereby approved for the issuance of a contract by the Procurement Division to Comcast Cable Communications Management, LLC, D/B/A Effectv, 2001 York Road, Oak Brook, IL 60523, for a contract total amount not to exceed \$130,000.00; per RFP #24-023-CS. (Grant Funded)

Enacted and approved this 12<sup>th</sup> day of March, 2024 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK





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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: RFP #24-023-CS	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$130,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 03/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$130,000.00
	CURRENT TERM TOTAL COST: \$130,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Effectv	VENDOR #:	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Grady Logan	VENDOR CONTACT PHONE: 847-420-5749	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: grady_logan@comcast.com	VENDOR WEBSITE: www.comcast.com	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.). Ad campaign provides for marketing and outreach for 211 services in DuPage County. (Grant Funded)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Expanding awareness of 211 program in DuPage County to all residents.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
RFP (REQUEST FOR PROPOSAL)	

<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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. A Request for Proposal was issued to secure a contract to serve the Community Services Department.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Provide contract to Comcast/Effectv through a RFP. 2. Seek additional bids through another RFP and risk grant expiring before campaign can be implemented. 3. Take no action and have status quo for 211. The recommendation is to award a contract to Comcast/Effectv as they have extensive experience in advertising with streaming media in DuPage County.

### 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: Effectv	Vendor#:	Dept: Community Services	Division: Intake & Referral
Attn: Grady Logan	Email: grady_logan@comcast.com	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 2001 York Road	City: Oak Brook	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60523	State: IL	Zip: 60187
Phone: 847-420-5749	Fax:	Phone: 630-407-6444	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAA	Vendor#:	Dept: N/A	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 12, 2024	Contract End Date (PO25): Jun 30, 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		PR Campaign	FY24	5000	1765	53801	211ILLINOI S24	90,000.00	90,000.00
2	1	EA		PR Campaign	FY24	5000	1765	53801	211IDPH24	40,000.00	40,000.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 130,000.00

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

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

# PRICE PROPOSAL

Effectv  
2001 York Road  
Oak Brook, IL 60523  
(847) 420-5749  
Grady Logan  
Grady\_Logan@Comcast.com

## CALL 211 OF DUPAGE CAMPAIGN: SCOPE OF SERVICES

Effectv will execute a fourteen (14) week campaign that provides:

- Local DuPage County advertisements
- Advertisements via cable and streaming services
- Custom advertising solution
- 24/7 advertising schedule
- Thirty second advertising units
- Measurable and effective data
- Management of advertising campaign on multiple broadcasting stations

Signature on  
File

1/29/24

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# PRICE PROPOSAL

Effectv  
2001 York Road  
Oak Brook, IL 60523  
(847) 420-5749  
Grady Logan  
Grady\_Logan@Comcast.com

## CALL 211 OF DUPAGE COUNTY CAMPAIGN: ADVERTISING DETAILS

Flight Dates: 14 weeks (dates TBD)  
Audience Target: Low-Income Households  
Geographic Target: DuPage County (5 Zones)  
Wheaton, Naperville, Schaumburg,  
Oak Brook, Bloomingdale

Cable TV Networks: CNN, FOX NEWS, MSNBC, ESPN  
- 2,450 Total (:30) Spots (490/Zone)

Premium Sports: Bulls (10 games), Blackhawks (10 games)  
Illinois and/or Northwestern Hoops (5 games)  
Cubs (5 games), Sox (5 games)  
March Madness (3 Men & 3 Women games)  
Super Bowl on Nickelodeon  
- 210 Total (:30) Spots (42/Zone)

Streaming: FAST Networks (Free Ad-Supported Streaming TV) & News Content  
- 1,451,978 Total (:30) Ad Impressions

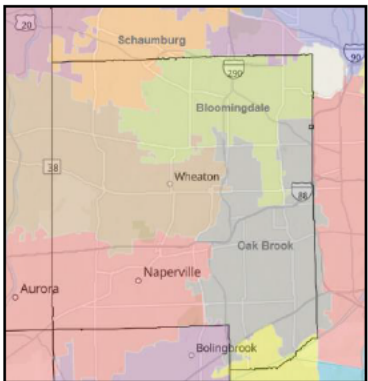
Added Value: (:30) Public Service Announcements (# TBD)  
(:30) Bonus Spots (1,000 Total)\*  
\*primarily ethnic & sports networks (Galavision, ESPN Deportes, etc.)  
(:10) Network Tune-in Sponsorship (750 Total)

Investment (net): \$90,000\*  
\*\$107,887.85 (value) less \$17,887.85 (15% discount) = \$90,000 net

**Extension (Optional) More Premium Sports & Streaming (\$40,000)**  
NBA Reg Season (5 games), NBA Playoffs (10 games)  
March Madness – Women’s Final Four (1 game)  
Cubs (10 games), Sox (10 games), Blackhawks (5 games)  
- 205 Total (:30) Spots (41/Zone)  
FAST Networks (Free Ad-Supported Streaming TV) & News Content  
- 862,745 Total (:30) Ad Impressions

Additional Added Value (:30) Public Service Announcements (# TBD)  
(:30) Bonus Spots (450 total)\*  
(:10) Network Tune-in Sponsorship (250 Total)

**Total Investment (net): \$130,000\***  
\*\$154,946.67 (value) less \$24,946.67 (15% discount) = \$130,000 net



Signature on  
File 1/29/24 2

# TECHNICAL PROPOSAL

Effectv  
2001 York Road  
Oak Brook, IL 60523  
(847) 420-5749  
Grady Logan  
Grady\_Logan@Comcast.com

## COVER LETTER

January 29, 2024

Gina Stafford  
Administrator of Intake & Referral  
DuPage County  
421 N. County Farm Road  
Wheaton, IL 60187

Dear Gina Stafford:

This cover letter is in reference to CALL 211 of DuPage local public relations campaign. Effectv will execute a fourteen (14) week campaign that provides:

- Local DuPage County advertisements
- Advertisements via cable and streaming services
- Custom advertising solution
- 24/7 advertising schedule
- Thirty second advertising units
- Measurable and effective data
- Management of advertising campaign on multiple broadcasting stations

I have received all addendums stated in the bid document.

Thank you very much for the opportunity for consideration.

Sincerely,

Signature on  
File

1/29/24

Grady Logan  
Account Executive  
Effectv

Enclosure

# TECHNICAL PROPOSAL

Effectv  
2001 York Road  
Oak Brook, IL 60523  
(847) 420-5749  
Grady Logan  
Grady\_Logan@Comcast.com

## FIRM QUALIFICATONS

- a) Effectv, the advertising sales division of Comcast, is the leading cable TV and broadband service provider in DuPage county and Chicagoland, with over 2 million household subscribers in the market.
- b) Effectv is an audience delivery company. We use our rich first-party data from our massive subscribers to help target audiences (geographically) across cable TV, streaming, and video on demand.
- c) Access to first-party subscriber data allows for more precise audience and geographic targeting. Unlike radio and broadcast TV networks (i.e. ABC, CBS, FOX, NBC, WGN, etc.), whose geographic reach extends well beyond DuPage County, Effectv cable TV and streaming advertising can specifically target audiences (i.e. low-income households) in DuPage County – thus significantly reducing wasteful spending outside of your service area. Inclusion of FAST (Free Ad-Supported Streaming TV) streaming inventory allows for reach of low-income households that are streaming content/shows for free.
- d) Past/current work experience includes public sector entities – including Illinois Department of Public Health, DuPage County Health Department and DuPage County.
- e) W-9 Form (attached)
- f) References
  1. 2020 Census campaign, DuPage County, Joan Olson, Chief Communications Officer, [joan.olson@dupagecounty.gov](mailto:joan.olson@dupagecounty.gov), 630-407-6015
  2. Covid-19 campaign, DuPage County Health Department, Kim Siebert, Assistant Director of Communications, [ksiebert@dupagehealth.org](mailto:ksiebert@dupagehealth.org), 630-221-7215
  3. RSV, Covid, Flu Vaccine campaign, Illinois Department of Public Health, Marge Pistulka, Senior Media Buyer, Spurrier Group, [mpistulka@spurriergroup.com](mailto:mpistulka@spurriergroup.com), 513-407-2728

Signature on  
File

1/29/24

# TECHNICAL PROPOSAL

Effectv  
2001 York Road  
Oak Brook, IL 60523  
(847) 420-5749  
Grady Logan  
Grady\_Logan@Comcast.com

## KEY QUALIFICATIONS

The following experienced team members of the Effectv Account Team will be assigned to manage your account throughout the entire campaign, pre- and post-campaign management:

Grady Logan  
Account Executive – strategic campaign planning  
Oak Brook, Illinois  
16 Years Experience/Years with Effectv  
10 Accounts

Mahendra Jagani  
Campaign Manager – campaign fulfillment  
Naperville, Illinois  
10 Years Experience/20 Years with Effectv  
10 Accounts

Marc Leuthart  
Local Sales Manager – senior level campaign assistance  
Oak Brook, Illinois  
40 Years Experience/21 Years with Effectv  
45 Accounts

Signature on  
File

1/29/24



# TECHNICAL PROPOSAL

Effectv  
2001 York Road  
Oak Brook, IL 60523  
(847) 420-5749  
Grady Logan  
Grady\_Logan@Comcast.com

## PROJECT UNDERSTANDING

Effectv harnesses the scale and quality of Comcast data (derived from the millions of households in Chicagoland that subscribe to Comcast cable TV and/or broadband service). This deterministic data helps identify target audiences with greater precision; inform more effective campaign planning; and report transparent campaign performance metrics across platforms.

- a) Effectv is a multiscreen TV provider, giving clients access to premium inventory programming (including local sports – like the Chicago Cubs, Sox, Bulls & and Blackhawks) at scale across live, on demand, and streaming TV (OTT, TVE, CTV, etc.). Advertiser partners are able to access over 11,000 TV programs from over 170 networks across all platforms and devices.
- b) Effectv offers a full set of reporting and measurement tools that enable advertising partners to evaluate campaign performance across devices. Further, attribution capabilities allow for correlation campaign performance to key business outcomes such as online activity.
- c) If, for any reason, all or a portion of an Ad is not distributed in accordance with the campaign as ordered, Ads may be automatically rescheduled without prior advertiser notice. If the ads cannot be rescheduled, Comcast shall provide a refund of the time charges equal to the amount of money proportionally assignable to such Ads not distributed.
- d) In the event of a problem, Effectv Account Team will notify Gina Stafford in writing via email – to determine a mutually agreeable resolution.

Signature on  
File

1/29/24

# TECHNICAL PROPOSAL

Effectv  
2001 York Road  
Oak Brook, IL 60523  
(847) 420-5749  
Grady Logan  
Grady\_Logan@Comcast.com

## PRICE

Please see detailed PRICE PROPOSAL (attached)

- a) PRICE PROPOSAL includes rates for 14-week advertising schedule
- b) PRICE PROPOSAL includes rates for all solutions available at Effectv

Signature on  
File

1/29/24

**SECTION 9 - PROPOSAL FORM**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Offeror	Effectv
Main Business Address	2001 York Road
City, State, Zip Code	Oak Brook, IL 60523
Telephone Number	847-420-5749
Fax Number	n/a
Proposal Contact Person	Grady Logan
Email Address	Grady_Logan@Comcast.com

The undersigned certifies that he is:

- the Owner/Sole Proprietor     
  a Member of the Partnership     
  an Officer of the Corporation     
  a Member of the Joint Venture

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

Grady Logan \_\_\_\_\_  
 (President or Partner)

\_\_\_\_\_ (Vice-President or Partner)

\_\_\_\_\_ (Secretary or Partner)

\_\_\_\_\_ (Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ issued thereto;

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

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

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

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

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

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

Finally, the offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the cost schedule.

**PROPOSAL AWARD CRITERIA**

This proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Contractor agrees to provide the service described above and in the contract specifications under the conditions outlined in attached documents for the amount stated.

Signature on File

Account Executive  
\_\_\_\_\_  
(Signature and Title)

CORPORATE SEAL  
(If available)

**PROPOSAL MUST BE SIGNED FOR CONSIDERATION**

Subscribed and sworn to before me this 29 day of January \_\_\_\_\_ AD, 2024

Signature on File

\_\_\_\_\_

My Commission Expires: \_\_\_\_\_  
(Notary Public)



**THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
COMMERCIAL DIGITAL  
ADVERTISING 24-023-CS  
BID TABULATION**

√

<b>Criteria</b>	<b>Available Points</b>	<b>Effectv</b>
Firm Qualifications	20	<b>19</b>
Key Qualifications	20	<b>18</b>
Project Understanding	40	<b>38</b>
Price	20	<b>20</b>
Total	100	<b>94</b>

Fee and Rate Proposal (Design Only)	\$ 90,000.00
Percentage of points	100%
Points awarded (wtd against lowest price)	<b>20</b>

NOTES

RFP Posted on 01/29/2024	VC, HK
Bid Opened On 02/13/2024, 2:30 PM by	
Invitations Sent	4
Total Requesting Documents	0
Total Bid Responses Received	1

# VENDOR ETHICS DISCLOSURE FORM



## 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: 1/29/24

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

Company Name: <u>Effectv</u>	Company Contact: <u>Grady Logan</u>
Contact Phone: <u>847-420-5749</u>	Contact Email: <u>Grady_Logan@Comcast.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**

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

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**

Add Line	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
x			
x			

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 Signature on File

Printed Name Grady Logan

Title Account Executive

Date 1/29/24

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 5 (total number of pages)



## Care Center Requisition Under \$30,000

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

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**File #:** 24-0847

**Agenda Date:** 3/5/2024

**Agenda #:** 7.A.

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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-0749	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$17,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 03/05/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,000.00
	CURRENT TERM TOTAL COST: \$17,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Redsail Technologies, LLC	VENDOR #: 34012	DEPT: DuPage Care Center	DEPT CONTACT NAME: Jonathan Klimek
VENDOR CONTACT: Brent Thomasson	VENDOR CONTACT PHONE: 864-253-8632	DEPT CONTACT PHONE #: 630-784-4275	DEPT CONTACT EMAIL: Jonathan.klimek@dupageco.org
VENDOR CONTACT EMAIL: brent.thomasson@redsailtechnologies.com	VENDOR WEBSITE:	DEPT REQ #: 7437	
<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.). Software and software maintenance for the data system in the Pharmacy Department, for the period May 1, 2024 through April 30, 2025, for a total contract not to exceed \$17,000.00. Also to include miscellaneous other charges as necessary, per 55 ILCS 5/5-1022 "COMPETITIVE BIDS" (D) IT/TELECOM PURCHASES UNDER \$35,000.00			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Pharmacy Department uses a data system to electronically store prescriptions. The system keeps track of patient information, inventory and billing. DPCC purchases a maintenance agreement each year to keep the system up to date on pricing, clinical information and regulatory information. The software allows new prescriptions and filling refills quick and easy. HIPAA-compliant system makes processing claims, reporting, managing inventory and maintaining and updating data easier. Redsail offers a range of integrated services and systems that enhance work flow and patient safety in our pharmacy while providing the comprehensive management tools necessary for better service and profitability. The DPCC Pharmacy has utilized the data system since 1998 with little to no interruption in service. The system is flexible enough to interface with new technology and is adaptable with the needs to our inpatient and outpatient needs of our Pharmacy Department.			

<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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
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.
<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: Redsail Technologies, LLC	Vendor#: 34012	Dept: DuPage Care Center	Division: Pharmacy
Attn: Brent Thomasson	Email: Brent.thomasson@redsailtechnologies.com	Attn: Jonathan Klimek	Email: jonathan.klimek@dupageco.org
Address: 201 W. St. John Street	City: Spartanburg	Address: 400 N. County Farm Road	City: Wheaton
State: SC	Zip: 29306	State: IL	Zip: 60187
Phone: 800-845-7558	Fax:	Phone: 630-784-4275	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Redsail Technologies, LLC	Vendor#: 34012	Dept: DuPage Care Center	Division: Pharmacy
Attn:	Email:	Attn:	Email:
Address: PO Box	City: Charlotte	Address: 400 N. County Farm Road	City: Wheaton
State: NC	Zip: 28289	State: IL	Zip: 60187
Phone: 800-845-7558	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 1, 2024	Contract End Date (PO25): April 30, 2025
Contract Administrator (PO25): Christine Kliebhan			

**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		Software & maintenance for the Data System in the Pharmacy Department	FY24	1200	2085	53250		4,000.00	4,000.00
2	1	EA		Software & maintenance for the Data System in the Pharmacy Department	FY24	1200	2085	53807		8,000.00	8,000.00
3	1	EA		Software & maintenance for the Data System in the Pharmacy Department	FY25	1200	2085	53250		3,000.00	3,000.00
4	1	EA		Software & maintenance for the Data System in the Pharmacy Department	FY25	1200	2085	53807		2,000.00	2,000.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 17,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Software and software maintenance for the data system in the Pharmacy Department, for the period May 1, 2024 through April 30, 2025, for a total contract not to exceed \$17,000.00. Also to include miscellaneous other charges as necessary, per 55 ILCS 5/5-1022 "COMPETITIVE BIDS" (D) IT/TELECOM PURCHASES UNDER \$35,000.00
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

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



# Memorandum

*From: Ashley Ray*  
*Date: February 12, 2024*  
**QUOTE FOR 2024-2025**

Please find below the charges that we show you are currently being billed for. Please keep in mind as items (software/ hardware) are added they would not be reflected below. These prices are firm only if no changes are made.

DUPAGE COUNTY CONV. CNTR.	7569IL	SOFTWARE MAINTENANCE	\$3164.00/ YR
		PRICE UPDATES	\$150.00/ QTR
		CLINICAL UPDATES	\$190.00/ QTR
		AUTOMED YRLY SOFTWARE	\$150.00/ YR
		DRUG IMAGES/ IMPRINTS	\$60.00/ QTR
		ARCHITEXT SOFT UPDATES	\$150.00/ YR
		POINT CLICK CARE	\$106.25/ MO
	7569	WEBCONNECT SOFTWARE	\$1050.00/ YR
DUPAGE COUNTY SVR. PHCY	7569I1	SOFTWARE MAINTENANCE	\$865.00/ YR
		PRICE UPDATES	\$75.00/ QTR
		CLINICALUPDATES	\$75.00/ QTR
		ARCHITEXT SOFT UPDATES	\$150.00/ YR
	7569S1	POS SOFTWARE MAINTENANCE	\$568.00/ YR
	7569V1	IVR SOFTWARE MAINTENANCE	\$630.00/ YR

QS/1° | INTEGRA° | POWERLINE° | PUBLIQ°

RedSail Technologies, LLC | 201 W. Saint John St., Spartanburg, SC 29306 | 800.845.7558 | redsailtechnologies.com



**Powerline transactions are billed at .076/transaction, however, there are some plans that will have a higher rate due to the fact that they go through a third party and not directly through QS/1. These third parties bill QS/1 therefore we pass those charges along to you.**

**QS/1® | INTEGRA® | POWERLINE® | PUBLIQ®**

RedSail Technologies, LLC | 201 W. Saint John St., Spartanburg, SC 29306 | 800.845.7558 | [redsailtechnologies.com](http://redsailtechnologies.com)



# Required Vendor Ethics Disclosure Statement

Date: 2.13.2024

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

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

Company Name: <u>RedSail Technologies, LLC</u>	Company Contact: <u>Brent Thomasson</u>
Contact Phone: <u>864-253-8600</u>	Contact Email: <u>brent.thomasson@redsailtechnologies.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.

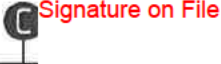
### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- 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  **Signature on File**

Printed Name Brent Thomasson

Title SVP and Corporate Controller

Date 2.13.2024

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



## Care Center Requisition Under \$30,000

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

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**File #:** 24-0848

**Agenda Date:** 3/5/2024

**Agenda #:** 7.B.

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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-0759	RFP, BID, QUOTE OR RENEWAL #: 24-026-DCC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$28,481.57
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 03/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$28,481.57
	CURRENT TERM TOTAL COST: \$28,481.57	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Edward Don & Company	VENDOR #: 10027	DEPT: DuPage Care Center	DEPT CONTACT NAME: Mario Plata
VENDOR CONTACT: Tony Dolci	VENDOR CONTACT PHONE: 708-296-3228	DEPT CONTACT PHONE #: 630-784-4416	DEPT CONTACT EMAIL: mario.plata@dupagecounty.gov
VENDOR CONTACT EMAIL: dolcit@don.com	VENDOR WEBSITE:	DEPT REQ #: 7440	
<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.). Cambro Meal Tray Carts for the DuPage Care Center, for a total contract purchase order amount not to exceed of \$28,481.57, per quote #24-026-DCC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Ambient meal delivery carts, designed for high volume operations at the DuPage Care Center. Because the meal delivery carts are made of polyethylene, it resists corrosion, dents, and scratches and foam insulation keeps air contained to maintain product temperatures. Delivery carts are easy to move for any dining staff employee designated to transport the cart.			

<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. 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.

<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.
<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: Edward Don & Company	Vendor#: 10027	Dept: DuPage Care Center	Division: Dining Services
Attn: Tony Dolci	Email: dolcit@don.com	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 9801 Adam Don Parkway	City: Woodridge	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone: 708-296-3228	Fax:	Phone: 630-784-4416	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Edward Don & Company	Vendor#: 10027	Dept: DuPage Care Center	Division: Dining Services
Attn:	Email:	Attn:	Email:
Address: 9801 Adam Don Parkway	City: Woodridge	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone: 708-296-3228	Fax:	Phone: 630-784-4416	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): March 6, 2024	Contract End Date (PO25): November 30, 2024
Contract Administrator (PO25): Christine Kliebhan			



**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	5	EA	MDC1520T30191	Cambro Meal Tray Delivery Carts	FY24	1200	2025	54110		4,231.36	21,156.80
2	3	EA	MDC1520t16191	Cambro Meal Tray Delivery Carts	FY24	1200	2025	52000		2,441.59	7,324.77
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 28,481.57

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Cambro Meal Tray Carts for the DuPage Care Center, for a total contract purchase order amount not to exceed of \$28,481.57, per quote #24-026-DCC.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. March 5, 2024 HS Committee
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

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



THE COUNTY OF DUPAGE  
 FINANCE - PROCUREMENT  
 CAMBRO MEAL TRAY DELIVERY CARTS  
 #24-026-DCC  
 BID TABULATION



				Edward Don & Company	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Cambro Meal Trays Model MDC1520T30191	EA	5	\$ 4,231.36	\$ 21,156.80
2	Cambro Meal Trays Model MDC1520T16191	EA	3	\$ 2,441.59	\$ 7,324.77
<b>GRAND TOTAL</b>					<b>\$ 28,481.57</b>

NOTES

Bid Opening 2/6/2024 @ 4:00 PM	HK, VC
Invitations Sent	3
Total Vendors Requesting Documents	0
Total Bid Responses	1

**PRICE**

Quantities listed are canvassing quantities. Goods shall be shipped F.O.B. Destination. Pricing shall include shipping to DuPage County Care Center, 400 N. County Farm Road, Wheaton, IL 60187.

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Cambro Meal Trays Model MDC1520T30191	EA	5	\$ 4,231.36	\$ 21,156.80
2	Cambro Meal Trays Model MDC1520T16191	EA	3	\$ 2,441.59	\$ 7,324.77
<b>GRAND TOTAL</b>					<b>\$ 28,481.57</b>
<b>GRAND TOTAL</b> (In words)					

QUOTE SIGNATURE PAGE

CAMBRO MEAL TRAY DELIVERY CARTS 24-026-DCC

Signature on File

X \_\_\_\_\_  
(Signature and Title)

1/3/2024

(Date)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Business Name of Bidder	Edward Don & Co.
Main Business Address	9801 Adam Don Alley
City, State, Zip Code	Woodridge IL 60517
Telephone Number	708-296-3228
Email Address	Dolcit@Don.com
Bid Contact Person	Tony Dolci



# 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: 1/30/2024

Bid/Contract/PO #: 24-026-PC

Company Name: <u>EDWARD DOW &amp; CO</u>	Company Contact: <u>TONY DOLCI</u>
Contact Phone: <u>708-296-3228</u>	Contact Email: <u>Dolci@Dow.ca</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, 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.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

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

Authorized Signature \_\_\_\_\_  
 Printed Name Tony Dolci  
 Title Sales  
 Date 1/30/2024

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



## Budget Transfer

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

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**File #:** 24-0849

**Agenda Date:** 3/5/2024

**Agenda #:** 8.A.

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FY24

DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective January 22, 2024

From: 1200  
Company #

DINING SERVICES  
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	I/S Fund
					Prior to Transfer	After Transfer		
2025	54110		EQUIPMENT AND MACHINERY	\$ 2,843.00	24,000.00	21,157.00	2/20/24	1200-9100
2100	54110		EQUIPMENT AND MACHINERY	\$ 4,481.00	17,000.00	12,519.00	2/20/24	1200-9100
Total				\$ 7,324.00				

To: 1200  
Company #

DINING SERVICES  
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2025	52000		FURN/MACH/EQUIP SMALL VALUE	\$ 7,324.00	3,500.00	10,824.00	2/24/24	1200-9100
Total				\$ 7,324.00				

Reason for Request:

Transfer monies from Dining Services Capital line (54110) to the furniture, machinery & equipment small value line (52000) for 3 of the 8 delivery carts that were previously budgeted to the Capital line (54110), however, quote came in under what was anticipated and now moving to correct line to accommodate the 3 carts that now will be charged to the small value line (52000) for the DuPage Care Center Dining Services.

Signature on File  
Department Head  
Signature on File  
Chief Financial Officer

2/16/24  
Date  
2/22/24  
Date

Activity (optional)

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

Finance Department Use Only	
Fiscal Year <u>24</u>	Budget Journal # _____ Acctg Period _____
Entered By/Date _____	Released & Posted By/Date _____

HS - 3/5/24  
FIN/CB - 3/12/24