



DU PAGE COUNTY

Public Works Committee

Final Summary

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

Tuesday, October 17, 2023

9:00 AM

Room 3500B

1. CALL TO ORDER

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

2. ROLL CALL

Other Board Members present: Member Chaplin, Member Evans, and Member Yoo

Member Cahill arrived at 9:01 a.m. and Member Zay arrived at 9:02 a.m.

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

3. CHAIRWOMAN'S REMARKS - CHAIR GARCIA

No remarks were offered.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [23-3287](#)

Public Works Committee Minutes - Regular Meeting - Tuesday, October 3, 2023

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Dawn DeSart

6. CONSENT ITEMS

6.A. [23-3288](#)

Facilities Management - Ashland Door Solutions 5386-1 SERV – This contract is decreasing in the amount of \$127,095.34 and closing due to the contract expiring.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart

6.B. [23-3289](#)

Facilities Management - Ashland Lock 5385-1 SERV – This contract is decreasing in the amount of \$73,958.95 and closing due to the contract expiring.

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Mary Ozog

6.C. [23-3290](#)

Facilities Management - TGA Park 88, LLC 4243-1 SERV – This contract is decreasing in the amount of \$27,404.92 and closing due to the contract expiring.

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Mary Ozog

6.D. [23-3291](#)

Facilities Management - The Standard Companies 5384-1 SERV – This contract is decreasing in the amount of \$20,345.25 and closing due to the contract expiring.

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Cynthia Cronin Cahill

6.E. [23-3292](#)

Public Works - CDM Smith, Inc. - Extend contract to November 30, 2024, to continue to provide professional engineering and project management services for the current Public Works and Facilities Management electrical infrastructure upgrades at the Woodridge and Knollwood Treatment Facilities and the Wheaton Campus. Contract extension with no change in the contract total.

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Kari Galassi

6.F. [23-3293](#)

Public Works - Hampton, Lenzini and Renwick, Inc. - Extend contract to November 30, 2024, to continue to provide on-call professional engineering services for water and sewer infrastructure for the DuPage County Public Works department. Contract extension with no change in the contract total.

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Dawn DeSart

7. CLAIMS REPORT

7.A. [23-3294](#)

Payment of Claims - Public Works and Facilities Management

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Cynthia Cronin Cahill

8. ACTION ITEMS

8.A. [23-3295](#)

Recommendation for the approval of a contract to Midwest Environmental Consulting Services, Inc., for in-house employee Asbestos O & M Training/Refresher Courses, for Facilities Management (\$7,080) and Public Works (\$970), and Asbestos Bulk Sampling, as needed (\$7,843), for Facilities Management, for the period of March 22, 2023 through November 30, 2023, for a total contract amount not to exceed \$15,893, per MEC proposal #2309726; \$8,050 and Proposal #2309738; \$3,843. (PARTIAL ARPA ITEM)

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Kari Galassi

8.B. [FM-R-0005-23](#)

Rescind resolution FM-P-0081-23 for the approval of a contract to United Door & Dock LLC, to provide preventative maintenance, service, and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed for County facilities, for Facilities Management, for the two-year period, November 1, 2023 through October 31, 2025, for a total contract amount not to exceed \$209,000, lowest responsible bid #23-091-FM. (\$140,000 for Facilities Management, \$30,000 for the Division of Transportation and \$39,000 for Public Works)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Mary Ozog

9. **BID AWARD**9.A. [FM-P-0084-23](#)

Recommendation for the approval of a contract to Builders Chicago Corporation, to provide preventative maintenance, service and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed for County facilities, for Facilities Management, for the two-year period, November 1, 2023 through October 31, 2025, for a total contract amount not to exceed \$209,000, per lowest responsible bid #23-091-FM. (\$140,000 for Facilities Management, \$30,000 for the Division of Transportation and \$39,000 for Public Works)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Mary Ozog
SECONDER:	Dawn DeSart

9.B. [FM-P-0085-23](#)

Recommendation for the approval of a contract to GenServe LLC, for semi-annual inspection, preventative maintenance, and emergency call out service for campus backup emergency generators, for the two-year period of November 1, 2023 through October 31, 2025, for a contract total amount not to exceed \$135,912; per lowest responsible bid #23-099-FM. (\$96,000 for Facilities Management, \$5,000 for Animal Services, \$10,000 for the Division of Transportation, \$9,912 for Stormwater, and \$15,000 for ETSB)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Mary Ozog

9.C. [23-3296](#)

Recommendation for the approval of a contract to Must Buy Enough Fence, Inc. d/b/a MBE Fence, Inc., to provide and install aluminum fencing by the East pond, by Fairgrounds, for Facilities Management, for the period of October 18, 2023 through October 17, 2024, for a total contract amount not to exceed \$25,948; per lowest responsible bid #23-113-FM. Job #22-01000.

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Mary Ozog

10. INFORMATIONAL10.A. [23-3297](#)

Recommendation for the approval of a contract to Digital R-E-D, to provide semi-annual scheduled pickups for the recycling of electronic devices for the County, for Facilities Management, for the period of October 18, 2023 through October 17, 2024, for a total contract amount not to exceed (\$0) zero dollars, per low e-quote #23-104-FM.

RESULT:	ACCEPTED AND PLACED ON FILE
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart

11. OLD BUSINESS

Chair Garcia thanked Member Zay for stepping in as Acting Chair in her absence at the October 3, 2023 Public Works committee meeting.

12. NEW BUSINESS

No new business was discussed.

13. ADJOURN

With no further business, the meeting was adjourned.



Minutes

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

File #: 23-3287

Agenda Date: 10/17/2023

Agenda #: 5.A.



DU PAGE COUNTY

Public Works Committee

Final Summary

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

Tuesday, October 3, 2023

9:00 AM

Room 3500B

1. CALL TO ORDER

9:00 AM meeting was called to order by Acting Chair Zay at 9:01 AM.

Motion to add Members Sam Tornatore and Grant Eckhoff as members of the Public Works committee for this meeting for quorum purposes.

Acting Chair Jim Zay made a motion and Member Kari Galassi seconded a motion to add Members Sam Tornatore and Grant Eckhoff as members of the Public Works committee for quorum purposes. All ayes. Motion carried.

Motion to make Member Jim Zay the Acting Chair of the Public Works Committee for this meeting, as the Public Works Chair and Vice Chair were absent.

Member Kari Galassi made a motion and Member Sam Tornatore seconded a motion to make Member Jim Zay the Acting Chair of the Public Works Committee for this meeting, as the Public Works Chair and Vice Chair were absent. All ayes. Motion carried.

2. ROLL CALL

Member Cahill arrived at 9:07 a.m. due to attending another committee meeting.

PRESENT	Eckhoff, Galassi, Tornatore, and Zay
ABSENT	DeSart, Garcia, and Ozog
LATE	Cronin Cahill

3. CHAIRWOMAN'S REMARKS - CHAIR GARCIA

No remarks were offered.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [23-3140](#)

Public Works Committee Minutes - Regular Meeting - Tuesday, September 19, 2023

RESULT:	APPROVED
MOVER:	Kari Galassi
SECONDER:	Sam Tornatore

6. CONSENT ITEMS**6.A. [23-3141](#)**

Joseph J. Henderson & Son, Inc. - Contract extension to June 30, 2024 is needed due to delays in the manufacturing and delivery of treatment plant equipment. There will be no change in the contract total.

RESULT:	APPROVED
MOVER:	Sam Tornatore
SECONDER:	Kari Galassi

7. CLAIMS REPORT**7.A. [23-3142](#)**

Payment of Claims - Public Works and Facilities Management

RESULT:	APPROVED
MOVER:	Kari Galassi
SECONDER:	Sam Tornatore

8. JOINT PURCHASING AGREEMENT**8.A. [23-3143](#)**

Recommendation for the approval of a contract to HERC Rentals, Inc., to provide equipment rental services, as needed, for the County facilities, for the period of November 1, 2023 through October 31, 2025, for County facilities, for a total contract amount not to exceed \$16,000. Contract let pursuant to the Intergovernmental Cooperation Act – Omnia Partners cooperative contract #2019000318. (\$6,000 for Facilities Management and \$10,000 for Public Works)

RESULT:	APPROVED
MOVER:	Kari Galassi
SECONDER:	Sam Tornatore

8.B. [23-3144](#)

Recommendation for the approval of a contract to Johnson Controls, Inc., to provide a planned service agreement, to maintain the Building Automation System at County campus, for Facilities Management, for the period December 1, 2023 through November 30, 2024, for a contract total amount not to exceed \$27,268. Contract let pursuant to the Intergovernmental Cooperation Act - Sourcewell cooperative contract #070121-JHN.

RESULT:	APPROVED
MOVER:	Sam Tornatore
SECONDER:	Kari Galassi

9. PROFESSIONAL SERVICES AGREEMENT

9.A. [FM-P-0083-23](#)

Recommendation for the approval of a contract to Kluber, Inc., to provide Professional Architectural and Engineering Design Services, for the #2 boiler burner replacement at the Power Plant, add a new heat exchanger at the JOF building, replace the utility tunnel exhaust fans for the Power Plant, replace (4) four air supply units at the Power Plant, and construction administration for the JTK HVAC replacement project, for Facilities Management, for the period of October 10, 2023 through November 30, 2025, for a total contract amount not to exceed \$199,125. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/01 et seq.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Kari Galassi
SECONDER:	Sam Tornatore

10. ACTION ITEM

10.A. [FM-R-0004-23](#)

Recommendation for the approval of an Agreement between the County of DuPage, Illinois and the DuPage County Bar Association, for lease of space at The Henry J. Hyde Judicial Office Facility, for Facilities Management, for a monthly rate of five hundred dollars (\$500.00), for the four-year period of April 1, 2024 through March 31, 2028.

RESULT:	APPROVED AT COMMITTEE
MOVER:	Sam Tornatore
SECONDER:	Kari Galassi

11. INFORMATIONAL**11.A. [DC-P-0017-23](#)**

Recommendation for the approval of a contract to Accela, Inc., for annual subscription service for Velosimo software integration between Accela on-line permitting software and Bluebeam plan review software, for the period of December 1, 2023 through November 30, 2024, for a contract total amount not to exceed \$30,618 (Building & Zoning - \$7,654.50, Division of Transportation - \$7,654.50, Public Works - \$7,654.50, Stormwater - \$7,654.50). Per 55 ILCS 5/5-1022 (d) IT/Telecom purchases under \$35,000.

A motion was made by Member Tornatore and seconded by Member Cahill to accept and place this informational item on file. All ayes. Motion carried.

12. OLD BUSINESS

The Executive Manager of the DuPage County Fairgrounds, Jim McGuire, discussed the 2023 County Fair. He provided details on the results of summer events such as the fair and the carnival and discussed what worked for each event. Member Cahill and Mr. McGuire discussed the outcome of Ribfest 2023. Mr. McGuire emphasized that the Fairgrounds take on the logistics of this event, but do not market for this event.

Mr. McGuire also mentioned that they are subleasing the Fairgrounds to a Volleyball club due to the opportunities that it brings into the Fairgrounds.

13. NEW BUSINESS

No new business was discussed.

14. ADJOURN



Consent Item

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

File #: 23-3288

Agenda Date: 10/17/2023

Agenda #: 6.A.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 3, 2023

MinuteTraQ (IQM2) ID #:

Purchase Order #: 5386-0001 SERV	Original Purchase Order Date: Jul 14, 2021	Change Order #: 1	Department: Facilities Management
Vendor Name: Ashland Door Solutions		Vendor #: 22435	Dept Contact: Clara Gomez
Background and/or Reason for Change Order Request:	Change order to decrease PO Line 1 \$84,976.06, PO Line 2 \$42,119.28 and close contract (Expired 07/13/23) Contract - Provide door maintenance, door sales and installation as needed for County facilities, for Facilities Management		
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	\$140,690.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$140,690.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$127,095.34)
E	New contract amount (C + D)	\$13,594.66
F	Percent of current contract value this Change Order represents (D / C)	-90.34%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-90.34%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

CG	5690	Oct 3, 2023	<i>H. Mark</i>	x6800	10/7/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	<i>CM</i>	Date	Procurement Officer	Date	
Chief Financial Officer	10/5/23	Date	Chairman's Office	Date	
(Decision Memos Over \$25,000)		Date	(Decision Memos Over \$25,000)	Date	



Consent Item

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

File #: 23-3289

Agenda Date: 10/17/2023

Agenda #: 6.B.

Consent
PW 10/17
OB 10/24



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 3, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 5385-0001 SERV	Original Purchase Order Date: Jul 14, 2021	Change Order #: 1	Department: Facilities Management
Vendor Name: Ashland Lock		Vendor #: 30938	Dept Contact: Clara Gomez
Background and/or Reason for Change Order Request:	Change order to decrease PO Line 1 \$43,268.95, PO Line 2 \$30,690.00 and close contract (Expired 07/13/23) Contract - Lock smith services, maintenance and installation as needed for County facilities, for Facilities Management		
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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

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

CG	5690	Oct 3, 2023	<i>H. J. [Signature]</i>	x 6800	10/4/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	<i>[Signature]</i>	Date	Procurement Officer		Date
Chief Financial Officer	<i>[Signature]</i>	10/5/23	Chairman's Office		
(Decision Memos Over \$25,000)		Date	(Decision Memos Over \$25,000)		Date



Consent Item

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

File #: 23-3290

Agenda Date: 10/17/2023

Agenda #: 6.C.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 3, 2023

MinuteTraq (IQM2) ID #:

Consent
PW 10/17
CB 10/24

Purchase Order #: 4243-0001 SERV	Original Purchase Order Date: Feb 1, 2020	Change Order #: 1	Department: Facilities Management
Vendor Name: TGA Park 88, LLC		Vendor #: 32133	Dept Contact: Clara Gomez
Background and/or Reason for Change Order Request:	Change order to Service Agreement - 42 Month Lease for warehouse storage of DuPage County Election equipment, decrease PO Line 1 \$27,404.92 and close contract (Expired 07/31/23)		
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	\$895,779.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$895,779.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$27,404.92)
E	New contract amount (C + D)	\$868,374.08
F	Percent of current contract value this Change Order represents (D / C)	-3.06%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-3.06%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

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

CG	5690	Oct 3, 2023	<i>H. Mural</i>	*6800	10/4/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	<i>[Signature]</i>	Date	Procurement Officer		Date
Chief Financial Officer		10/5/23	Chairman's Office		
(Decision Memos Over \$25,000)		Date	(Decision Memos Over \$25,000)		Date



Consent Item

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

File #: 23-3291

Agenda Date: 10/17/2023

Agenda #: 6.D.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 3, 2023

MinuteTraq (IQM2) ID #:

Consent
PW 10/17
CB 10/24

Purchase Order #: 5384-0001 SERV	Original Purchase Order Date: Jul 14, 2021	Change Order #: 2	Department: Facilities Management
Vendor Name: The Standard Companies		Vendor #: 37837	Dept Contact: Clara Gomez
Background and/or Reason for Change Order Request:	Change order to decrease PO Line 1 \$20,345.25 and close contract (Expired 07/13/23) Contract - Furnish and deliver trash can and recycling can liners for Facilities Management.		
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	\$90,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$90,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$20,345.25)
E	New contract amount (C + D)	\$69,654.75
F	Percent of current contract value this Change Order represents (D / C)	-22.61%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-22.61%

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: _____

CG	5690	Oct 3, 2023	<i>H. Mark</i>	x 6800	10/4/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	<i>AM</i>	Date	Procurement Officer	Date	
Chief Financial Officer		10/5/23	Chairman's Office		
(Decision Memos Over \$25,000)		Date	(Decision Memos Over \$25,000)		Date



Consent Item

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

File #: 23-3292

Agenda Date: 10/17/2023

Agenda #: 6.E.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date:

Sep 26, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 4094SERV	Original Purchase Order Date: Sep 1, 2019	Change Order #: 7	Department: Public Works
Vendor Name: CDM Smith Inc		Vendor #: 13295	Dept Contact: Sandra Martinez

Background and/or Reason for Change Order Request:

Extend contract to 11/30/24 to provide professional engineering and project management services for the current Public Works and Facilities Management electrical infrastructure upgrades at the Woodridge and Knollwood Treatment Facilities and the Wheaton Campus. No change in contract total.

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	\$2,184,415.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$2,184,415.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$2,184,415.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Dec 1, 2023 to: Nov 30, 2024
- ☐ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below: _____

<i>[Signature]</i>	* 6800	10/5/23	<i>[Signature]</i>	* 6800	10/5/23
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	10/10/23
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: Sep 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: CDM Smith, Inc.	Vendor #:

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

Approve contract time extension with CDM Smith, Inc. to provide professional engineering and project management services for the current Public Works/Facilities Management electrical infrastructure upgrades at the Woodridge and Knollwood wastewater treatment facilities and Wheaton campus.

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

Public Works had recently completed a master planning study that identified an electrical infrastructure upgrade at the Woodridge & Knollwood WWTFs as a high priority. The electrical infrastructure is original equipment constructed in the late 1980's. back-up generation systems were added to WGV in the mid 1990's and at Knollwood in the early 2000's. The current systems are outdated and in need of significant upgrades to provide reliability and safety. This contract will provide a site survey, detailed analysis of existing systems, design recommendations, design specifications, and construction management services. In addition, Facilities Management has similar electrical improvement needs for the Power Plant and Care Center at the DuPage County campus.

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.

The electrical infrastructure and back-up power is critical to maintaining reliable operation of the wastewater treatment facilities and campus buildings. All buildings mentioned provide 24 hour service to DuPage County residents.

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

A request for a statement of interest from qualified firms was posted and we received 14 SOI's. The evaluation team short listed 5 of the most qualified firms and conducted interviews with each firm. The team completed a consultant evaluation to rank the firms expertise in the following areas, design and modeling experience, project management & staffing qualifications, and project understanding. Through the process it was determined that CDM Smith was most qualified of the top five firms for the work needed.

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

- 1) Extend the contract with CDM Smith, Inc. as this is a current, on-going contract to design and evaluation of the electrical infrastructure. Recommended in order to continue with the on-going project due.
- 2) Do not extend the contract. Not recommended due to the fact the project has begun and is on-going at this time.

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.

No fiscal impact. Time extension only.



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: 9/15/2023

Bid/Contract/PO #: PO#4094SERV

Company Name: CDM Smith Inc.	Company Contact: Steve S. Pasinski
Contact Phone: 312/780-7837	Contact Email: pasinskiss@cdmsmith.com

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature

Printed Name

Steven S. Pasinski

Title

Client Service Leader | Associate

Date

9/15/2023

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



Consent Item

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

File #: 23-3293

Agenda Date: 10/17/2023

Agenda #: 6.F.

Consent
PW 10/17
CB 10/24



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 26, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 5115SERV	Original Purchase Order Date: Feb 9, 2021	Change Order #: 2	Department: Public Works
Vendor Name: Hampton, Lenzini, and Renwick INC		Vendor #: 12021	Dept Contact: Sandra Martinez
Background and/or Reason for Change Order Request:	Extend contract to 11/30/24 in order to continue to provide on-call professional engineering services for water and sewer infrastructure for the DuPage County Public Works Department. No change in contract total		
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	\$95,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$95,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$95,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Nov 30, 2023 to: Nov 30, 2024
- ☐ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

<i>mwk</i>	x 6800	10/5/23	<i>mwk</i>	x 6800	10/5/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
			<i>med</i>		10/10/23
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: Sep 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: Hampton, Lenzini and Renwick, Inc.	Vendor #: 12021

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

Approve contract time extension with Hampton, Lenzini and Renwick, Inc. in order to continue to provide on-call professional engineering services for water & sewer and infrastructure for the DuPage County Public Works Department

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

Public Works was in need of general engineering services relating to distribution and collection system design and modeling, construction specifications, flow monitoring analysis, structural engineering and project management for various projects on an on-call basis. The current contract is used for various improvements to the existing water and sanitary sewer infrastructure. The improvements will assist in continued reliable services such as drinking water supply, sanitary sewer services and services provided to county customers.

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.

This contract is used for various improvements to the existing county campus as well as water and sanitary sewer infrastructure. The improvements assist in continued reliable services such as drinking water supply, sanitary sewer services and services provided at county facilities.

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

In 2019 a request for a statement of interest from qualified firms was posted and we received 19 SOL's and completed a consultant evaluation to rank the firms expertise in the following areas: design and modeling experience, project management & staffing qualifications, and project understanding. Through the process it was determined that Hampton, Lenzini and Renwick, Inc. was one of the top three firms for the work needed. A total of three (3) contracts for on-call work were awarded.

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

- 1) Renew contract with Hampton, Lenzini and Renwick, Inc. for this professional engineering contract. This option is recommended due to their in-depth knowledge of infrastructure improvement projects this upcoming year+.
- 2) Contract with an alternative engineering firm. Not recommended due to the other SOL's not meeting the expectations of the contract.
- 3) Do not have a contract. Not recommended due to the need for improvements within our infrastructure.

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.

Time extension only. No fiscal impact.



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: _____

Bid/Contract/PO #: _____

Company Name: <u>Hampton, Lenzini & Denzine, The</u>	Company Contact: <u>Erica Spolar</u>
Contact Phone: <u>847-697-6700</u>	Contact Email: <u>espolars@hlveng.com</u>

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

- 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

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

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

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

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

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

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

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

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

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

Authorized Signature _____

Printed Name _____

Title _____

Date _____

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



Payment of Claims

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

File #: 23-3294

Agenda Date: 10/17/2023

Agenda #: 7.A.

Facilities Management Department

Schedule of Purchases Under \$15,000

October 17, 2023

	VENDOR	DESCRIPTION	FUND	DEPT	ACCOUNT	AMOUNT
23597	Pride Solutions, LLC	Auto/Mach/Equip Parts	1000	1102	52250	\$1,889.22
23598	Safety-Kleen Systems, Inc.	Repair & Maintenance Other Equipment	1000	1100	53370	\$222.19
23599	Neuco, Inc.	Maintenance Supplies	1000	1100	52270	\$3,523.69
23600	Blackhawk Supply LLC	Auto/Mach/Equip Parts	1000	1100	52250	\$507.62
23601	AHW LLC (Arends Hogan Walker LLC)	Maintenance Supplies	1000	1102	52270	\$106.36
23602	Applied Industrial Technologies	Furn/Mach/Equip Small Value and Auto/Mach/Equip Parts	1000	1100	52000 52250	\$784.91
23603	Global Industrial (Global Equipment Co Inc)	Operating Supplies & Materials	1000	1100	52200	\$182.15
23604	Applied Industrial Technologies	Auto/Mach/Equip Parts	1000	1100	52250	\$28.66
23605	Hilti Inc.	Maintenance Supplies	1000	1100	52270	\$398.59
23606	McMaster-Carr	Maintenance Supplies	1000	1100	52270	\$279.26
23607	Menards - West Chicago	Maintenance Supplies	1000	1100	52270	\$516.76
23608	AHW LLC (Arends Hogan Walker LLC)	Auto/Mach/Equip Parts	1000	1102	52250	\$959.90
23609	G.W. Berkheimer Co., Inc.	Maintenance Supplies	1000	1100	52270	\$114.75
23610	Midwest Office Interiors	Furn/Mach/Equip Small Value	1000	1100	52000	\$2,348.64
23611	Hilti Inc.	Operating Supplies & Materials	1000	1100	52200	\$1,665.18
23613	Neuco, Inc.	Maintenance Supplies	1000	1100	52270	\$155.80
23615	Russo Power	Maintenance Supplies	1000	1102	52270	\$253.98
23616	Hilti Inc.	Furn/Mach/Equip Small Value and Operating Supplies & Materials	1000	1100	52000 52200	\$1,783.82
23617	Applied Industrial Technologies	Operating Supplies & Materials	1000	1100	52200	\$231.92
23618	McMaster-Carr	Maintenance Supplies	1000	1100	52270	\$114.94

Facilities Management Department

Schedule of Other Payments								
October 17, 2023								
CONTRACT #	VENDOR	DESCRIPTION	Start	End	FUND	DEPT	ACCOUNT	AMOUNT
6341-0001 SERV	A&P Grease Trappers, Inc.	Repair & Maintenance Facilities	04/14/23	04/13/24	1000	1100	53300	\$1,850.00
6561-0001 SERV	Amazon.com LLC	Operating Supplies & Materials and Auto/Mach/Equip Parts	08/08/23	11/30/23	1000	1100	52200 52250	\$313.80
6086-0001 SERV	Brightly Software, Inc.	Software Maintenance Agreement	10/01/23	11/30/23	1000	1100	53807	\$24,752.09
4094-0001 SERV	CDM Smith, Inc.	Building Improvements	06/11/23	07/15/23	6000	1220	54010	\$239.85
5423-0001 SERV	ComEd	Electricity	08/09/23	09/08/23	1000	1100	53210	\$1,019.68
4943-0001 SERV	Earthwise Environmental, Inc.	Other Professional Services	09/01/23	09/01/23	1000	1100	53090	\$1,980.00
5968-0001 SERV	Fehr Graham & Associates LLC	Engineering/Architectural Services	08/01/23	08/31/23	1000	1100	53010	\$365.40
6571-0001 SERV	Fox Valley Fire & Safety	Repair & Maintenance Facilities	08/01/23	10/31/23	1000	1100	53300	\$800.00
6337-0001 SERV	Gehrke Technology Group, Inc.	Chemical Supplies	03/23/23	03/22/24	1000	1100	52330	\$502.00
6195-0001 SERV	Grainger	Maintenance Supplies	12/14/22	12/31/23	1000	1100	52270	\$120.16
6236-0001 SERV	Graybar Electric Company	Maintenance Supplies	02/01/23	01/31/25	1000	1100	52270	\$2,303.86
5827-0001 SERV	Groot, Inc.	Custodial Services and Other Contractual Expenses	08/01/23	08/31/23	1000	1100 1102	53810 53830	\$4,394.45
5900-0001 SERV	Kone, Inc.	Repair & Maintenance Infrastructure	09/01/23	09/30/23	1000	1100	53310	\$27,513.87
5904-0001 SERV	PPG Architectural Finishes, Inc.	Maintenance Supplies	06/29/22	01/15/24	1000	1100	52270	\$26.66
6284-0001 SERV	Royal Pipe & Supply Company	Maintenance Supplies	02/24/23	02/23/24	1000	1100	52270	\$1,307.40
6472-0001 SERV	TGA Park 88, LLC c/o Cushman & Wakefield	Rental of Office Space	09/01/23	09/30/23	1000	1100	53400	\$50,631.20
5442-0001 SERV	Trane U.S. Inc	Repair & Maintenance Facilities	09/01/23	09/30/23	1000	1100	53300	\$10,918.75
6125-0001 SERV	Valdes Supply	Cleaning Supplies	09/01/23	09/30/23	1000	1100	52280	\$7,964.95
5972-0001 SERV	Village of Glendale Heights	Rental of Office Space	09/01/23	09/30/23	1000	1100	53400	\$5,797.20

	Public Works		
	Schedule of Claims		
	10/17/2023		
Pay Vendor Name	Description	Check Date	Amount
AMAZON CAPITAL SERVICES	Running board	9/29/2023	\$1,855.90
AT&T	Phone Service	9/29/2023	\$956.72
AT&T MOBILITY	Cellular service	9/29/2023	\$3,838.27
COM ED	Electricity	9/29/2023	\$5,596.36
COMCAST	Internet	9/29/2023	\$248.85
ELMHURST CHICAGO STONE CO	Soil disposal	9/29/2023	\$180.00
ETP LABS INC	Coliform testing	9/29/2023	\$944.00
FAVIA INVESTMENTS LTD	Service	9/29/2023	\$628.98
GREAT LAKES CONCRETE, LLC	Manhole section	9/29/2023	\$638.37
HBK ENGINEERING LLC	Engineering services	9/29/2023	\$8,815.50
IL ASSN OF WASTEWATER AGENCIES	Conference	9/29/2023	\$400.00
NICOR GAS	Gas	9/29/2023	\$207.98
OZINGA READY MIX CONCRETE, INC	Concrete	9/29/2023	\$2,389.76
PAYMENTUS CORP	Transaction fees	9/29/2023	\$1,807.10
PORTER PIPE & SUPPLY	Fittings	9/29/2023	\$71.93
ROBINSON ENGINEERING LTD	Engineering towers	9/29/2023	\$5,956.89
SOMMERFIELD, SUSAN	Billing refund	9/29/2023	\$15.00
STEWART SPREADING INC	Biosolid disposal	9/29/2023	\$22,940.50
UNITED LABORATORIES	Enzyme drain treatment	9/29/2023	\$304.98
VILLAGE OF GLEN ELLYN	Reimbursement sewer service	9/29/2023	\$96,060.30
VILLAGE OF LOMBARD	Sewer service fees	9/29/2023	\$5,112.58
ALFA LAVAL INC	Washbox	10/3/2023	\$610.83
ALTA CONSTRUCTION EQUIPMENT	Weatherstrip	10/3/2023	\$107.27
AMAZON CAPITAL SERVICES	Power supply	10/3/2023	\$743.45
AT&T	Phone Service	10/3/2023	\$914.94
ATLAS BOBCAT LLC	Control panel	10/3/2023	\$1,016.55
GRAYBAR	Electrical supplies	10/3/2023	\$6,723.70
HAWK FORD OF ST. CHARLES	Cooling fan	10/3/2023	\$558.19
MICRONICS ENGINEERED	Belts	10/3/2023	\$4,204.90
NICOR GAS	Gas	10/3/2023	\$443.69
SUBURBAN LABORATORIES INC	Lab testing	10/3/2023	\$650.00
TEKLAB, INC	Lab testing	10/3/2023	\$133.50
TYLER TECHNOLOGIES INC	Billing system	10/3/2023	\$16,171.75
ZIEBELL WATER SERVICE PRODUCTS	PVC tee	10/3/2023	\$960.00
ADVANCE AUTO PARTS	Auto parts	10/6/2023	\$176.50
AMERICAN WATER	Meter reads	10/6/2023	\$365.10
ANSWER NATIONAL	Telemessaging	10/6/2023	\$271.14
AT&T	Phone Service	10/6/2023	\$107.21
CDM SMITH INC	Electrical infrastructure	10/6/2023	\$14,130.09
CITY OF WHEATON	Meter reads	10/6/2023	\$476.40
COMCAST	Internet	10/6/2023	\$558.30
FAVIA INVESTMENTS LTD	Service	10/6/2023	\$2,137.77
GOVDEALS	Fees	10/6/2023	\$532.62
HINSDALE NURSERIES INC	Sunrise Forsythia	10/6/2023	\$92.00
IL ASSN OF WASTEWATER AGENCIES	Meeting	10/6/2023	\$60.00
MENARDS	Utility pump	10/6/2023	\$897.80
NALCO COMPANY LLC	Deionizer system rental	10/6/2023	\$161.28

	Public Works		
	Schedule of Claims		
	10/17/2023		
Pay Vendor Name	Description	Check Date	Amount
PEREGRINE CORPORATION	Utility billing	10/6/2023	\$1,517.30
RADWELL INTERNATIONAL, INC.	Port twist-detent	10/6/2023	\$457.98
STEWART SPREADING INC	Biosolid disposal	10/6/2023	\$29,342.50
UNITED STATES POSTAL SERVICE	Postage charges	10/6/2023	\$29.30
UNIVAR USA INC	Sodium bisulfite	10/6/2023	\$8,092.99
VILLAGE OF BURR RIDGE	Meter reads	10/6/2023	\$2,512.50
VILLAGE OF WOODRIDGE	Water service	10/6/2023	\$1,341.90
ZIEBELL WATER SERVICE PRODUCTS	Flange	10/6/2023	\$5,331.35
	Total		\$260,800.77



Facilities Management Requisition Under \$30K

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

File #: 23-3295

Agenda Date: 10/17/2023

Agenda #: 8.A.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-3237	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$13,750.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/17/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,643.00
	CURRENT TERM TOTAL COST: \$15,893.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Midwest Environmental Consulting Services, Inc.	VENDOR #: 20794	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Barb Ward	VENDOR CONTACT PHONE: 630-553-3989	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagco.org
VENDOR CONTACT EMAIL: bward@mec-us.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Midwest Environmental Consulting Services, Inc., for in-house employee Asbestos O & M Training/ Refresher Courses, for Facilities Management (\$7,080) and Public Works (\$970), & Asbestos Bulk Sampling, as needed (\$7,843), for Facilities Management, for the period March 22, 2023 through November 30, 2023, for a total contract amount not to exceed \$15,893, per MEC proposal #2309726; \$8,050 and Proposal #2309738; \$3,843 - PARTIAL ARPA ITEM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished OSHA regulations requires individual maintenance workers who come into contact with asbestos through their daily work activities to have asbestos awareness training. Asbestos bulk sampling is needed to see if areas need to be abated for projects.			

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: Midwest Environmental Consulting Services, Inc.	Vendor#: 20794	Dept: Facilities Management	Division:
Attn: Barb Ward	Email: bward@mec-us.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 2551 N. Bridge Street	City: Yorkville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60560	State: IL	Zip: 60187
Phone: 630-553-3989	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Midwest Environmental Consulting Services, Inc.	Vendor#: 20794	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Tim Harbaugh	Email: tim.harbaugh@dupageco.org
Address: 2551 N. Bridge Street	City: Yorkville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60560	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 3, 2023	Contract End Date (PO25): Nov 30, 2023
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		Facilities Management	FY23	1000	1100	53610		7,080.00	7,080.00
2	1	LO		Public Works	FY23	2000	2555	53610		970.00	970.00
3	1	LO		FM - Asbestos Sampling	FY23	1100	1215	54010	COVID-19_FM	3,843.00	3,843.00
4	1	LO		FM - Asbestos Sampling	FY23	1000	1100	53090		4,000.00	4,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 15,893.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez, and Amy Arlowe.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Provide in-house employee Asbestos O & M Training/Refresher Courses, for Facilities Management and Public Works, & Asbestos Bulk Sampling, as needed, for Facilities Management.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Facilities Management has spent \$13,750 with vendor and this purchase would exceed departmental level threshold, with a total vendor spent cost of \$28,673.00 for FY23. Partial ARPA Item- Job #22-00801
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

Midwest Environmental Consulting Services

Monday, October 02, 2023

Proposal #2309738-rev.1

DuPage County Facilities Management
421 North County Farm Road
Wheaton, IL 60187

Attention: Jeff Sandt, Facilities Supervisor

Subject: **Proposal for Asbestos Bulk Sampling for DuPage County Facilities Management**
Project Location: Administration Building – 4 AHUs, 421 North County Farm Road, Wheaton, IL 60187

Dear Mr. Sandt,

Thank you for the opportunity to prepare a proposal for asbestos sampling of the above referenced area. The proposal is as follows:

- **Bulk Sample Collection**-Per IDPH and EPA rules and regulations, a minimum of three bulk samples will be collected per each homogeneous area.
- **Bulk Sample Analysis** - Bulk sample analysis will be completed through an independent laboratory that has been given accreditation by the USEPA in accordance with Sections 206 of Title II of the AHERA regulations. The laboratory will also be required to take part in the National Voluntary Laboratory Accreditation Program (NVLAP).
- **Final Report and Documentation** - After the inspection phase is completed, MEC will develop a final written letter/ report documenting our findings. Included in the report will be copies of all certifications and accreditations, assessments and quantification of materials, lab reports, and any potential response actions required in the future.

Project Cost

Asbestos PLM Bulk Samples (24-hour turnaround):	\$ 70.00 per sample
IDPH Licensed Asbestos Inspector:	\$ 115.50 per hour

Total Project Cost (24-hour turnaround):	\$3,843.00*
---	--------------------

*Total project cost includes forty-five (45) PLM bulk samples that were collected on 10/2/2023. Additional samples collected, while on site, will be billed accordingly. Samples will be analyzed with 24-hour turnaround. Laboratory turnaround is based on when the samples are received by the laboratory.

Corporate Headquarters
2551 N. Bridge Street
Yorkville, Illinois 60560
P: 630-553-3989

Chicago Office
954 W. Washington Blvd.
Suite 425
Chicago, Illinois 60607
P: 312-535-3228

Peoria Office
3100 N. Knoxville Ave.
Suite 204
Peoria, Illinois 61603
P: 309-621-4680



Midwest Environmental Consulting Services, Inc. will provide an electronic copy of the final report. No hard copies of the report will be provided unless requested by the Client.

If you have any additional questions, please feel free to contact me at 630-553-3989.

Best Regards,
Midwest Environmental Consulting Services, Inc.

Barb Ward

Barb Ward
Vice President of Client Relations

Blake Mellecker

Blake Mellecker
President

Payment Method

Consulting Services, Inc.'s preferred method to receive payment is via our QuickBooks Payment platform. You are able to pay with ACH or with credit card using this platform. Our invoices will include a link that will allow you to access this platform and process your payment in a safe and secure manner. Once your signed proposal is received, a simple start up packet will be forwarded to you.

If this proposal is acceptable, please sign and return.

Name of Organization

Date

Signature of Authorized Person and Title

P.O. Number

Printed Name and Title

#2309738-rev.1
Proposal Number

Terms: 30 days

Filename: <\\server\2023proposals\2309738-rev.1.doc>



Midwest Environmental Consulting Services

Tuesday, September 26, 2023

Proposal # 2309726

DuPage County Facilities Management
421 North County Farm Road
Wheaton, IL 60187

Attention: Daniel Perez, Facilities Supervisor

Subject: **Proposal for 16-hour Operations and Maintenance Training and 4-Hour Refresher Training for DuPage County Facilities Management**

Dear Mr. Perez,

Thank you for your interest in Midwest Environmental Consulting Services, Inc. (MEC). As requested, I am providing this proposal for the above-named service. Our proposal is as follows:

Item One – 4-hour Operations & Maintenance Refresher Training

Proper employee training is one of the keys to a successful operations and maintenance (O&M) program. If building owners do not emphasize the importance of well-trained custodial and maintenance personnel, asbestos O&M tasks may not be performed properly. This could result in higher levels of asbestos fibers in the building air and an increased risk to building workers and occupants. O&M training is for employees involved in general maintenance and asbestos-containing material (ACM) repair tasks. MEC can provide this training. Items that need to be addressed are as follows:

- Background information on asbestos
- Health effects of asbestos
- Worker protection programs
- Potential Locations of ACM and Presumed Asbestos-Containing Material (PACM)
- Recognition of ACM and PACM damage and deterioration
- The O&M program for specific buildings
- Proper response to fiber release episodes
- Federal, state, and local asbestos regulations
- Proper asbestos-related work practices
- Descriptions of the proper methods of handling ACM, including waste handling and disposal
- Respirator use, care, and fit-testing
- Protective clothing- donning, use, and handling
- Hands-on exercises for techniques such as glovebag work and HEPA vacuum use and maintenance
- Appropriate and proper worker decontamination procedures.

**Corporate
Headquarters**
2551 N. Bridge Street
Yorkville, Illinois 60560
P: 630-553 3989

Chicago Office
954 W. Washington Blvd
Suite 425
Chicago Illinois 60607
P: 312 535 3228

Peoria Office
3100 N. Knoxville Ave
Suite 204
Peoria, Illinois 61603
P: 309 621 4680



Item Two – Project Cost

Asbestos O & M Training (16-hour):	\$475.00 per person
Asbestos O & M Training Refresher (4 Hour):	\$165.00 per person

*16-hour training will be conducted over two consecutive days. MEC will provide this training on-site at a DuPage County Facilities Management location. There is a minimum of 5 people required for the 16-hour O & M training.

If you have any additional questions, please feel free to contact me at 630-553-3989.

Best Regards,
Midwest Environmental Consulting Services, Inc.

Barb Ward

Barb Ward
Vice President of Client Relations

Blake Mellecker

Blake Mellecker
President

Payment Method

Consulting Services, Inc.'s preferred method to receive payment is via our QuickBooks Payment platform. You are able to pay with ACH or with credit card using this platform. Our invoices will include a link that will allow you to access this platform and process your payment in a safe and secure manner. Once your signed proposal is received, a simple start up packet will be forwarded to you.

If this proposal is acceptable, please sign and return.

Name of Organization

Date

Signature of Authorized Person and Title

P.O. Number

Printed Name and Title

#2309726
Proposal Number

Terms: 30 days

Filename: [\\server\2023proposals\2309726.doc](#)



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: _____

Bid/Contract/PO #: _____

Company Name: Midwest Environmental Consulting Services, Inc.	Company Contact: Blake Mellecker, President
Contact Phone: 630-553-3989	Contact Email: bmellecker@mec-us.com

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature **Signature on File**

Printed Name Blake Mellecker

Title President

Date Sep 29, 2023

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



Facilities Management Resolution

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

File #: FM-R-0005-23

Agenda Date: 10/17/2023

Agenda #: 8.B.

RESOLUTION TO RESCIND FM-P-0081-23
ISSUED TO UNITED DOOR & DOCK LLC
TO PROVIDE PREVENTATIVE MAINTENANCE, SERVICE AND REPAIRS FOR
OVERHEAD DOORS, ROLL-UP SHUTTERS, GATE OPERATORS, DOCK LEVELERS,
AND REVOLVING DOORS, AS NEEDED,
FOR COUNTY FACILITIES, FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT OF \$209,000.00)

WHEREAS, on September 26, 2023, the DuPage County Board approved FM-P-0081-23 for a contract purchase order to United Door & Dock LLC, to provide preventive maintenance, service and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed for County facilities, for Facilities Management, for the two-year period, November 1, 2023 through October 31, 2025, for Facilities Management; and

WHEREAS, the awarded vendor is unable to meet all the qualifications on the original bid #23-091-FM.

NOW, THEREFORE, BE IT RESOLVED, by the DuPage County Board that Resolution FM-P-0081-23, dated September 26, 2023, shall be and hereby is repealed and rescinded in its entirety effective immediately.

Enacted and approved this 24th day of October 2023, at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Facilities Management Requisition Over \$30K

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

File #: FM-P-0081-23

Agenda Date: 9/19/2023

Agenda #: 11.A.

**AWARDING RESOLUTION
ISSUED TO UNITED DOOR AND DOCK LLC,
TO PROVIDE PREVENTATIVE MAINTENANCE, SERVICE, AND REPAIRS
FOR OVERHEAD DOORS, ROLL-UP SHUTTERS, GATE OPERATORS,
DOCK LEVELERS, AND REVOLVING DOORS, AS NEEDED,
FOR COUNTY FACILITIES, FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED \$209,000.00)**

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 United Door & Dock LLC, to provide preventative maintenance, service and repairs for overhead doors, roll-up shutters, gate operators, dock levelers, and revolving doors, as needed for County facilities, for Facilities Management, for the two-year period, November 1, 2023 through October 31, 2025, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to provide preventative maintenance, service, and repairs for overhead doors, roll-up shutters, gate operators, dock levelers, and revolving doors, as needed for County facilities, for Facilities Management, for the two-year period, November 1, 2023 through October 31, 2025, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, United Door & Dock LLC, 380 Windy Point Drive, Glendale Heights, IL 60137, for a total contract amount not to exceed \$209,000. (\$140,000 for Facilities Management, \$30,000 for the Division of Transportation, and \$39,000 for Public Works)

Enacted and approved this 26th day of September 2023, at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____
JEAN KACZMAREK, COUNTY CLERK

AYES 16
NAYS 0
ABSENT 2



Facilities Management Requisition Over \$30K

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

File #: FM-P-0084-23

Agenda Date: 10/17/2023

Agenda #: 12.B.

AWARDING RESOLUTION
ISSUED TO BUILDERS CHICAGO CORPORATION,
TO PROVIDE PREVENTATIVE MAINTENANCE, SERVICE
AND REPAIRS FOR OVERHEAD DOORS, ROLL-UP
SHUTTERS, GATE OPERATORS, DOCK LEVELERS, AND REVOLVING
DOORS, AS NEEDED, FOR COUNTY FACILITIES,
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED \$209,000.00)

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 Builders Chicago Corporation, to provide preventive maintenance, service and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed for County facilities, for Facilities Management, for the two-year period, November 1, 2023 through October 31, 2025, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to provide preventive maintenance, service and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed for County facilities, for Facilities Management, for the two-year period, November 1, 2023 through October 31, 2025, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Builders Chicago Corporation, 93 Martin Lane, Elk Grove Village, IL 60007, for a total contract amount not to exceed \$209,000. (\$140,000 for Facilities Management, \$30,000 for the Division of Transportation, and \$39,000 for Public Works)

Enacted and approved this 24th day of October 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

General Tracking		Contract Terms	
FILE ID#: 23-3217	RFP, BID, QUOTE OR RENEWAL #: 23-091-FM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$209,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/17/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$418,000.00
	CURRENT TERM TOTAL COST: \$209,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Builders Chicago Corporation	VENDOR #: 11624	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Matthew Crandall	VENDOR CONTACT PHONE: 224-654-2122	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: matthew.crandall@builderschicago.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Builders Chicago Corporation, to provide preventative maintenance, service and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed for County facilities, for Facilities Management, for the two-year period of November 1, 2023 through October 31, 2025, for a total contract amount not to exceed \$209,000, per lowest responsible bid #23-091-FM. (\$140,000 for Facilities Management, \$30,000 for the Division of Transportation and \$39,000 for Public Works)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Regularly scheduled preventative maintenance as well as time and material repair services for the campus overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors are required to keep the docks and entrances operational and secure.			

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: Builders Chicago Corporation	Vendor#: 11624	Dept: Facilities Management	Division:
Attn: Vi Dang	Email: vdang@builderschicago.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 93 Martin Lane	City: Elk Grove Village	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60007	State: IL	Zip: 60187
Phone: 224-654-2122	Fax: 224-569-7000	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Builders Chicago Corporation	Vendor#: 11624	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 93 Martin Lane	City: Elk Grove Village	Address: various locations	City: Wheaton
State: IL	Zip: 60007	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 1, 2023	Contract End Date (PO25): Oct 31, 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		Facilities Management	FY23	1000	1100	53300		1,000.00	1,000.00
2	1	LO		Division of Transportation	FY23	1500	3510	53300		5,000.00	5,000.00
3	1	LO		Public Works	FY23	2000	2555	53300		1,000.00	1,000.00
4	1	LO		Public Works	FY23	2000	2665	53300		1,000.00	1,000.00
5	1	LO		Facilities Management	FY24	1000	1100	53300		70,000.00	70,000.00
6	1	LO		Division of Transportation	FY24	1500	3510	53300		15,000.00	15,000.00
7	1	LO		Public Works	FY24	2000	2555	53300		14,000.00	14,000.00
8	1	LO		Public Works	FY24	2000	2665	53300		5,000.00	5,000.00
9	1	LO		Facilities Management	FY25	1000	1100	53300		69,000.00	69,000.00
10	1	LO		Division of Transportation	FY25	1500	3510	53300		10,000.00	10,000.00
11	1	LO		Public Works	FY25	2000	2555	53300		13,000.00	13,000.00
12	1	LO		Public Works	FY25	2000	2665	53300		5,000.00	5,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 209,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide preventative maintenance, service and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed for County facilities, for a two-year period.
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, Kathy Black, Sandra Martinez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 10/17/23 County Board: 10/24/23
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
PREVENTATIVE MAINTENANCE, SERVICE
AND REPAIRS FOR OVERHEAD DOORS,
ETC. 23-091-FM
BID TABULATION



				BUILDERS CHICAGO CORP	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
Group 1: Section A					
1	Exterior Rolling Doors	EA	11	\$ 75.00	\$ 825.00
2	Dock Levelers	EA	4	\$ 75.00	\$ 300.00
3	Interior Rolling Doors / Shutters	EA	67	\$ 75.00	\$ 5,025.00
4	Sectional Doors	EA	17	\$ 75.00	\$ 1,275.00
5	Gate Operators	EA	5	\$ 150.00	\$ 750.00
6	Revolving Doors	EA	3	\$ 150.00	\$ 450.00
7	Access Control Gates	EA	2	\$ 150.00	\$ 300.00
Group 1: Section B					
8	Hourly Rates - Normal Hours	HR	100	\$ 145.00	\$ 14,500.00
9	Hourly Rates - After Normal Hours	HR	30	\$ 210.00	\$ 6,300.00
10	Hourly Rates - Saturday	HR	20	\$ 210.00	\$ 4,200.00
11	Hourly Rates - Sundays and Holidays	HR	20	\$ 210.00	\$ 4,200.00
Group 1: Section C					
NO.	ITEM	EST. VALUE		% MARK-UP / DISCOUNT	EXTENDED PRICE
12	Annual Expected Expenditure	\$20,000		20.00%	\$ 24,000.00

Group 1: Section D					
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
13	Call Out Service	EA	15	\$ 120.00	\$ 1,800.00
Group 1: Section E					
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
14	Test Rolling Doors	EA	7	\$ 300.00	\$ 2,100.00
GRAND TOTAL					\$ 66,025.00

NOTES
1) United Door & Dock LLC has been deemed non-responsive due to not meeting the business requirements.

Bid Opening 08/16/2023 @ 2:30 PM	VC, NE
Invitations Sent	33
Total Vendors Requesting Documents	0
Total Bid Responses	2

SECTION 7 - BID FORM PRICING

The quantities shown are approximate and are intended to establish pricing. The County reserves the right to change any of the quantities to meet its requirements and to order as needed. Prices shall remain constant for the duration of the contract. All goods shall be F.O.B. Destination.

NO.	ITEM	UOM	QTY	RATE	EXTENDED PRICE
GROUP 1: Section A					
1	Exterior Rolling Doors	EA	11	\$ 75.00	\$ 825.00
2	Dock Levelers	EA	4	\$ 75.00	\$ 300.00
3	Interior Rolling Doors / Shutters	EA	67	\$ 75.00	\$ 5,025.00
4	Sectional Doors	EA	17	\$ 75.00	\$ 1,275.00
5	Gate Operators	EA	5	\$ 150.00	\$ 750.00
6	Revolving Doors	EA	3	\$ 150.00	\$ 450.00
7	Access Control Gates	EA	2	\$ 150.00	\$ 300.00
Group 1: Section A Total					\$ 8,925.00
GROUP 1: Section B					
Service calls for Items not covered by Section A (above).					
8	Hourly Rates - Normal Hours M - F 7:30 am - 4:30 pm	HR	100	\$ 145.00	\$ 14,500.00
9	Hourly Rates - After Normal Hours M - F Before 7:00 am or After 4:30 pm	HR	30	\$ 210.00	\$ 6,300.00
10	Hourly Rates - Saturday	HR	20	\$ 210.00	\$ 4,200.00
11	Hourly Rates - Sundays and Holidays	HR	20	\$ 210.00	\$ 4,200.00
Group 1: Section B Total					\$ 29,200.00
NO.	ITEM	EST. VALUE		% MARK-UP / DISCOUNT (+ / -)	EXTENDED PRICE
GROUP 1: Section C					
Provide a percentage mark-up or discount off list or catalog price.					
12	Annual Expected Expenditure	\$20,000		20% Markup%	\$ 24,000.00
Group 1: Section C Total					\$ 24,000.00
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
GROUP 1: Section D					
Service Charge (Other than scheduled Maintenance)					
No Additional Travel Time Shall Be Paid.					
13	Call Out Service	EA	15	\$ 120.00	\$ 1,800.00
Group 1: Section D Total					\$ 1,800.00

GROUP 1: Section E Test rolling doors for fire fusible link in 400, 501, and 505 Buildings annually per NFPA Standard.					
14	Test Rolling Doors *	EA	7	\$ 300.00	\$2,100.00
Group 1: Section E Total					\$ 2,100.00
GRAND TOTAL					\$ 66,025.00
GRAND TOTAL Sixty six thousand twenty five dollars and zero cents (In words)					

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.

Signature on File

X

Chief Operating Officer

(Signature and Title)

CORPORATE SEAL
(If available)

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

Subscribed and sworn to before me this 16 day of August AD, 2023

Signature on File

/

(Notary Public)

My Commission Expires: 2/10/2027



SEAL

**SECTION 9 - MANDATORY FORM
PREVENTATIVE MAINTENANCE, SERVICE, AND REPAIRS FOR OVERHEAD DOORS, ETC. 23-091-FM**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	Builders Chicago Corporation		
Main Business Address	93 Martin Lane		
City, State, Zip Code	Elk Grove Village, IL 60007		
Telephone Number	224,654-2122	Email Address	matthew.crandall@builderschicago.com
Bid Contact Person	Matthew Crandall		

The undersigned certifies that he is:

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

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

Richard Crandall
(President or Partner)

Matthew Crandall
(Vice-President or Partner)

Timothy Hanisch
(Secretary or Partner)

Jim Sykora
(Treasurer or Partner)

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

Addenda No. N/A, _____, and _____ issued thereto.

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

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

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

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

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

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

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

CONTRACT ADMINISTRATION INFORMATION:

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	Builders Chicago Corp	NAME	Builders Chicago Corp
CONTACT	Vi Dang	CONTACT	Vi Dang
ADDRESS	93 Martin Lane	ADDRESS	93 Martin Lane
CITY ST ZIP	Elk Grove Village, IL 60007	CITY ST ZIP	Elk Grove Village, IL 60007
TX	224-654-2122	TX	224-654-2122
FX	224-569-7000	FX	224-569-7000
EMAIL	vdang@builderschicago.com	EMAIL	vdang@builderschicago.com
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Facilities Management Department 421 North County Farm Road Wheaton, IL 60187 TX: (630) 407-5700 EMAIL: FMAccountsPayable@dupageco.org		DuPage County 421 North County Farm Road 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

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

Date: Oct 11, 2023

Bid/Contract/PO #: 23-091-FM BID

Company Name: BUILDERS CHICAGO CORPORATION	Company Contact: MATTHEW CRANDALL
Contact Phone: 224-854-2122	Contact Email: MATTHEW.CRANDALL@BUILDERSCHICAGO.COM

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature

Signature on File

Printed Name

MATTHEW CRANDALL

Title

CHIEF OPERATING OFFICER

Date

Oct 11, 2023

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



Facilities Management Requisition Over \$30K

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

File #: FM-P-0085-23

Agenda Date: 10/17/2023

Agenda #: 9.B.

AWARDING RESOLUTION
ISSUED TO GENSERVE LLC
FOR SEMI-ANNUAL INSPECTION, PREVENTATIVE MAINTENANCE,
AND EMERGENCY CALL-OUT SERVICES FOR CAMPUS
BACKUP EMERGENCY GENERATORS
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED \$135,912)

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 GenServe LLC, for semi-annual inspection, preventative maintenance, and emergency call-out services for campus emergency generators, for the two-year period November 1, 2023, through October 31, 2025, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said for semi-annual inspection, preventative maintenance, and emergency call-out services for campus emergency generators, for the two-year period of November 1, 2023 through October 31, 2025, be, and it is hereby approved for issuance of a contract by the Procurement Division to, GenServe LLC, 444 Randy Road, Carol Stream, IL 60188, for a total contract amount not to exceed \$135,912, per lowest responsible bid #23-099-FM. (\$96,000 for Facilities Management, \$5,000 for Animal Services, \$10,000 for the Division of Transportation, \$9,912 for Stormwater, and \$15,000 for ETSB).

Enacted and approved this 24th day of October 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

General Tracking		Contract Terms	
FILE ID#: 23-3247	RFP, BID, QUOTE OR RENEWAL #: 23-099-FM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$135,912.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/17/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$271,824.00
	CURRENT TERM TOTAL COST: \$135,912.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: GenServe LLC	VENDOR #: 41555	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Jake Brown	VENDOR CONTACT PHONE: 630-462-7280	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: jakeb@genserveinc.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to GenServe LLC, for semi-annual inspection, preventive maintenance, and emergency call out service for campus backup emergency generators, for the two-year period November 1, 2023 through October 31, 2025, for a contract total amount not to exceed \$135,912 per lowest responsible bid #23-099-FM. (\$96,000 for Facilities Management, \$5,000 for Animal Services, \$10,000 for the Division of Transportation, \$9,912 for Stormwater, and \$15,000 for ETSB)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Contract to provide semi-annual inspections, routine preventive maintenance, and emergency call-out services is necessary to keep the campus fourteen (14), Stormwater's four (4), and the Sheriff's one (1) backup emergency generators in reliable working condition in the event of a power outage.			

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: GenServe LLC	Vendor#: 41555	Dept: Facilities Management	Division:
Attn: Jake Brown	Email: jakeb@genserveinc.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 444 Randy Rd	City: Carol Stream	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60188	State: IL	Zip: 60187
Phone: 630-462-7280	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: GenServe LLC	Vendor#: 41555	Dept: Facilities Management	Division:
Attn: Accounts Payable	Email:	Attn:	Email:
Address: PO Box 23974	City: New York	Address: various locations	City: Wheaton
State: NY	Zip: 10087-3974	State: IL	Zip: 60187
Phone: 800-247-7215	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 1, 2023	Contract End Date (PO25): Oct 31, 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		Facilities Management	FY23	1000	1100	53300		1.00	1.00
2	1	LO		Animal Services	FY23	1100	1300	53300		1.00	1.00
3	1	LO		Division of Transportation	FY23	1500	3510	53300		250.00	250.00
4	1	LO		Emergency Telephone System Board (ETSB)	FY23	4000	5820	53300		3,750.00	3,750.00
5	1	LO		Facilities Management	FY24	1000	1100	53300		25,000.00	25,000.00
6	1	LO		Animal Services	FY24	1100	1300	53300		2,500.00	2,500.00
7	1	LO		Division of Transportation	FY24	1500	3510	53300		4,750.00	4,750.00
8	1	LO		Stormwater	FY24	1600	3000	53300		4,956.00	4,956.00
9	1	LO		Emergency Telephone System Board (ETSB)	FY24	4000	5820	53300		7,500.00	7,500.00
10	1	LO		Facilities Management	FY25	1000	1100	53300		70,999.00	70,999.00
11	1	LO		Animal Services	FY25	1100	1300	53300		2,499.00	2,499.00
12	1	LO		Division of Transportation	FY25	1500	3510	53300		5,000.00	5,000.00
13	1	LO		Stormwater	FY25	1600	3000	53300		4,956.00	4,956.00
14	1	LO		Emergency Telephone System Board (ETSB)	FY25	4000	5820	53300		3,750.00	3,750.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 135,912.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide Semi-Annual inspection, PM and emergency call out service for campus backup emergency generators.
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, Kristie Lecaros, Kathy Black Curcio, Sarah Hunn, and Eve Kraus.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 10/17/23 County Board: 10/24/23
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
SEMI-ANNUAL INSPECTION, PM, AND EMERGENCY CALL OUT BACKUP GENERATORS 23-099-FM
BID TABULATION

✓

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
Section 1 - Semi-Annual Inspection and Maintenance									
1	Unit 1 - Cummins	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
2	Unit 2 - Onan/Cummins	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
3	Unit 3 - Cummins	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
4	Unit 4 - Caterpillar	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
5	Unit 5 - Perkins	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
6	Unit 6 - Caterpillar "A"	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
7	Unit 7 - Caterpillar "B"	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
8	Unit 8 - Caterpillar	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
9	Unit 9 - Kohler	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
10	Unit 10 - Kohler	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
11	Unit 11 - Allis Chalmers	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
12	Unit 12 - Caterpillar	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
13	Unit 13 - Olympian	EA	4	\$ 413.00	\$ 1,652.00	\$ 267.50	\$ 1,070.00	\$ 503.50	\$ 2,014.00
14	Unit 14 - Onam	EA	4	\$ 413.00	\$ 1,652.00	\$ 267.50	\$ 1,070.00	\$ 503.50	\$ 2,014.00
15	Unit 15 - Cummins	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
Section 1 - Alternate Semi-Annual Inspection and Maintenance									
16	Alternate - Unit16	EA	4	\$ 413.00	\$ 1,652.00	\$ 267.50	\$ 1,070.00	\$ 503.50	\$ 2,014.00
17	Alternate - Unit 17 Cummins	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
18	Alternate - Unit 18 US Motor	EA	4	\$ 413.00	\$ 1,652.00	\$ 401.25	\$ 1,605.00	\$ 503.50	\$ 2,014.00
19	Alternate - Unit 19 Kohler	EA	4	\$ 413.00	\$ 1,652.00	\$ 267.50	\$ 1,070.00	\$ 503.50	\$ 2,014.00
20	Alternate - Unit 20 Kohler	EA	4	\$ 413.00	\$ 1,652.00	\$ 267.50	\$ 1,070.00	\$ 503.50	\$ 2,014.00
Section 2 - Additional Services Including Labor Total									
Unit 1 - Cummins									

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.		
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	
21	Complete system Infrared Inspection engine to transfer switch					\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test					\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter					\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change					\$ 484.00		\$ 1,476.74		\$ 1,094.65
	Fuel Filters					\$ 40.00		\$ 187.89		\$ 173.20
	Anti-Freeze Test					\$ 75.00		\$ 45.89		\$ 38.25
	Lube Oil Test					\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test					\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test					\$ 1,091.00		\$ 1,277.50		\$ 1,230.00
	Single hour Load Blank Test				\$ 645.00		\$ 876.25		\$ 765.00	
	Vibration Test					\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant					\$ 1,634.00		\$ 901.83		\$ 1,425.50
	Valve Clearance					\$ 25.00		\$ 1,031.11		\$ 820.00
	Torque Bolts					\$ 25.00		\$ 133.75		\$ 310.00
	Replace Belts					\$ 865.00		\$ 733.47		\$ 519.16
	Replace Air Filters					\$ 396.00		\$ 298.21		\$ 163.37
Unit 2 - Onan/Cummins										
22	Complete system Infrared Inspection engine to transfer switch					\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test					\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter					\$ 25.00		\$ 401.25		\$ 620.00
	Oil and Filter Change					\$ 537.00		\$ 1,234.96		\$ 470.40
	Fuel Filters					\$ 36.00		\$ 157.15		\$ 51.83
	Anti-Freeze Test					\$ 75.00		\$ 45.89		\$ 38.50
	Lube Oil Test					\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test					\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test					\$ 967.00		\$ 2,200.00		\$ 1,005.00
	Single hour Load Blank Test				\$ 483.00		\$ 1,685.00		\$ 540.00	
	Vibration Test					\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant					\$ 915.00		\$ 1,133.57		\$ 349.90
	Valve Clearance					\$ 25.00		\$ 581.93		\$ 430.00
	Torque Bolts					\$ 25.00		\$ 267.50		\$ 155.00

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
	Replace Belts				\$ 220.00		\$ 903.90		\$ 359.76
	Replace Air Filters				\$ 75.00		\$ 188.68		\$ 42.67
Unit 3 - Cummins									
23	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change				\$ 645.00		\$ 1,464.94		\$ 996.74
	Fuel Filters				\$ 28.00		\$ 208.85		\$ 50.15
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.50
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test				\$ 1,021.00		\$ 1,427.50		\$ 1,230.00
	Single hour Load Blank Test			\$ 623.00		\$ 1,026.25		\$ 765.00	
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				\$ 1,211.00		\$ 647.47		\$ 770.82
	Valve Clearance				\$ 25.00		\$ 614.14		\$ 620.00
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 182.00		\$ 560.56		\$ 765.00
	Replace Air Filters				\$ 137.00		\$ 219.71		\$ 90.26
Unit 4 - Caterpillar									
24	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change				\$ 1,575.00		\$ 2,096.67		\$ 1,797.37
	Fuel Filters				\$ 177.00		\$ 229.01		\$ 234.65
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.50
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test				\$ 1,129.00		\$ 1,251.25		\$ 1,212.50
	Single hour Load Blank Test			\$ 752.00		\$ 850.00		\$ 912.50	
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
	Flush, Drain, and Fill Coolant				\$ 1,612.00		\$ 1,342.33		\$ 1,717.16
	Valve Clearance				\$ 25.00		\$ 535.00		\$ 720.00
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 503.00		\$ 702.66		\$ 635.45
	Replace Air Filters				\$ 209.00		\$ 376.61		\$ 231.38
Unit 5 - Perkins									
25	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change				\$ 1,575.00		\$ 1,090.47		\$ 622.32
	Fuel Filters				\$ 35.00		\$ 217.01		\$ 108.03
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.50
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test				\$ 1,129.00		\$ 1,296.25		\$ 1,180.00
	Single hour Load Blank Test			\$ 752.00		\$ 895.00		\$ 870.00	
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				\$ 913.00		\$ 699.16		\$ 775.61
	Valve Clearance				\$ 25.00		\$ 683.66		\$ 632.00
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 108.00		\$ 626.31		\$ 562.95
	Replace Air Filters				\$ 56.00		\$ 256.85		\$ 128.18
Unit 6 - Caterpillar									
26	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 620.00
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 401.25		\$ 620.00
	Oil and Filter Change				\$ 1,575.00		\$ 2,568.63		\$ 1,893.63
	Fuel Filters				\$ 101.00		\$ 150.88		\$ 57.23
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.50
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		\$ 272.25

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.		
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	
26	4-hour Load Blank Test					\$ 1,290.00		\$ 1,732.50		\$ 2,285.00
	Single hour Load Blank Test				\$ 940.00		\$ 1,197.50		\$ 1,355.00	
	Vibration Test					\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant					\$ 2,064.00		\$ 1,877.33		\$ 2,341.00
	Valve Clearance					\$ 25.00		\$ 682.70		\$ 1,117.57
	Torque Bolts					\$ 25.00		\$ 267.50		\$ 155.00
	Replace Belts					\$ 930.00		\$ 968.79		\$ 1,205.01
	Replace Air Filters					\$ 396.00		\$ 376.72		\$ 246.43
Unit 7 - Caterpillar Engineering										
27	Complete system Infrared Inspection engine to transfer switch					\$ 25.00		\$ 267.50		\$ 620.00
	Emission Test					\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter					\$ 25.00		\$ 401.25		\$ 620.00
	Oil and Filter Change					\$ 1,575.00		\$ 2,568.63		\$ 1,893.63
	Fuel Filters					\$ 112.00		\$ 150.88		\$ 57.23
	Anti-Freeze Test					\$ 75.00		\$ 45.89		\$ 38.57
	Lube Oil Test					\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test					\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test					\$ 1,263.00	\$ 1,732.50	\$ 2,285.00		
	Single hour Load Blank Test				\$ 940.00		\$ 1,197.50		\$ 1,355.00	
	Vibration Test					\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant					\$ 2,064.00		\$ 1,877.33		\$ 2,341.00
	Valve Clearance					\$ 25.00		\$ 682.70		\$ 1,117.57
	Torque Bolts					\$ 25.00		\$ 267.50		\$ 155.00
	Replace Belts					\$ 930.00		\$ 968.79		\$ 1,205.01
	Replace Air Filters					\$ 405.00		\$ 376.72		\$ 246.43
Unit 8 - Caterpillar										
	Complete system Infrared Inspection engine to transfer switch					\$ 25.00		\$ 267.50		\$ 620.00
	Emission Test					\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter					\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change					\$ 725.00		\$ 1,330.27		\$ 895.10
	Fuel Filters					\$ 54.00		\$ 168.01		\$ 114.46

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
28	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.57
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test				\$ 994.00		\$ 1,090.00		\$ 1,415.00
	Single hour Load Blank Test			\$ 645.00		\$ 688.75		\$ 795.00	
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				\$ 1,075.00		\$ 1,342.33		\$ 1,638.50
	Valve Clearance				\$ 25.00		\$ 615.57		\$ 820.00
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 107.00		\$ 701.29		\$ 504.79
	Replace Air Filters				\$ 124.00		\$ 419.46		\$ 205.66
Unit 9 - Kohler									
29	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change				\$ 392.00		\$ 1,095.01		\$ 477.47
	Fuel Filters				\$ 26.00		\$ 152.49		\$ 98.74
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.57
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test				\$ 1,021.00		\$ 977.50		\$ 1,030.00
	Single hour Load Blank Test			\$ 645.00		\$ 576.25		\$ 565.00	
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				\$ 591.00		\$ 737.21		\$ 1,050.00
	Valve Clearance				\$ 25.00		\$ 533.10		\$ 630.80
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 376.00		\$ 595.86		\$ 493.07
	Replace Air Filters				\$ 155.00		\$ 255.68		\$ 35.92
Unit 10 - Kohler									
	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.		
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	
30	Mega ohm meter Test of Strator, Rotor and Exciter					\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change					\$ 392.00		\$ 1,057.30		\$ 436.50
	Fuel Filters					\$ 26.00		\$ 152.49		\$ 98.74
	Anti-Freeze Test					\$ 75.00		\$ 45.89		\$ 38.57
	Lube Oil Test					\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test					\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test					\$ 1,021.00		\$ 1,015.00		\$ 1,055.00
	Single hour Load Blank Test				\$ 645.00		\$ 613.75		\$ 590.00	
	Vibration Test					\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant					\$ 591.00		\$ 737.21		\$ 1,050.00
	Valve Clearance					\$ 25.00		\$ 563.11		\$ 662.10
	Torque Bolts					\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts					\$ 376.00		\$ 724.96		\$ 521.14
	Replace Air Filters					\$ 155.00		\$ 289.85		\$ 167.08
Unit 11 - Allis Chalmers Engine										
31	Complete system Infrared Inspection engine to transfer switch					\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test					\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter					\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change					\$ 522.00		\$ 1,189.11		\$ 437.28
	Fuel Filters					\$ 26.00		\$ 152.24		\$ 99.79
	Anti-Freeze Test					\$ 75.00		\$ 45.89		\$ 38.57
	Lube Oil Test					\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test					\$ 225.00		\$ 68.43		\$ 272.50
	4-hour Load Blank Test					\$ 1,021.00		\$ 1,015.00		\$ 1,055.00
	Single hour Load Blank Test				\$ 645.00		\$ 613.75		\$ 590.00	
	Vibration Test					\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant					\$ 591.00		\$ 1,113.11		\$ 1,050.00
	Valve Clearance					\$ 25.00		\$ 577.86		\$ 620.00
	Torque Bolts					\$ 25.00		\$ 133.75		\$ 155.00
Replace Belts					\$ 376.00	\$ 655.47		\$ 510.00		
Replace Air Filters					\$ 155.00	\$ 419.46		\$ 115.33		

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.				
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE			
Unit 12 - Caterpillar												
32	Complete system Infrared Inspection engine to transfer switch				\$	25.00		\$	267.50		\$	232.50
	Emission Test				\$	25.00		\$	267.50		\$	155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$	25.00		\$	267.50		\$	620.00
	Oil and Filter Change				\$	553.00		\$	938.43		\$	433.08
	Fuel Filters				\$	48.00		\$	148.28		\$	62.06
	Anti-Freeze Test				\$	75.00		\$	45.89		\$	38.57
	Lube Oil Test				\$	50.00		\$	41.83		\$	35.85
	Fuel Sample Test				\$	225.00		\$	68.43		\$	272.25
	4-hour Load Blank Test				\$	887.00		\$	921.25		\$	980.00
	Single hour Load Blank Test			\$	376.00		\$	520.00		\$	515.00	
	Vibration Test				\$	25.00		\$	133.75		\$	310.00
	Flush, Drain, and Fill Coolant				\$	591.00		\$	676.99		\$	757.50
	Valve Clearance				\$	25.00		\$	556.54		\$	682.20
	Torque Bolts				\$	25.00		\$	133.75		\$	155.00
	Replace Belts				\$	376.00		\$	582.31		\$	400.54
	Replace Air Filters				\$	116.00		\$	177.12		\$	44.52
Unit 13 - Olympian												
33	Complete system Infrared Inspection engine to transfer switch				\$	25.00		\$	267.50		\$	232.50
	Emission Test				\$	25.00		\$	267.50		\$	155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$	25.00		\$	267.50		\$	620.00
	Oil and Filter Change				\$	322.00		\$	580.20		\$	324.41
	Fuel Filters				\$	54.00		N/A	N/A			
	Anti-Freeze Test				\$	75.00		\$	45.89		\$	38.57
	Lube Oil Test				\$	50.00		\$	41.83		\$	35.85
	Fuel Sample Test				\$	225.00		\$	68.43		N/A	
	4-hour Load Blank Test				\$	806.00		\$	713.75		\$	797.00
	Single hour Load Blank Test			\$	322.00		\$	312.50		\$	409.50	
	Vibration Test				\$	25.00		\$	133.75		\$	310.00
	Flush, Drain, and Fill Coolant				\$	381.00		\$	640.19		\$	390.10
	Valve Clearance				\$	25.00		\$	301.06		\$	476.25

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 327.00		\$ 310.36		\$ 333.95
	Replace Air Filters				\$ 113.00		\$ 176.61		\$ 22.98
Unit 14 - Onan									
34	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 310.00
	Oil and Filter Change				\$ 284.00		\$ 575.50		\$ 192.98
	Fuel Filters				\$ 38.00		N/A		N/A
	Anti-Freeze Test				\$ 75.00		\$ 45.89		N/A
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		N/A
	4-hour Load Blank Test				\$ 806.00		\$ 708.75		\$ 790.00
	Single hour Load Blank Test			\$ 322.00		\$ 307.50		\$ 465.00	
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				N/A		\$ 535.00		N/A
	Valve Clearance				\$ 25.00		\$ 296.04		\$ 175.00
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 198.00		\$ 310.36		N/A
	Replace Air Filters				\$ 75.00		\$ 180.42		\$ 47.89
Unit 15 - Cummins									
35	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 310.00
	Oil and Filter Change				\$ 387.00		\$ 937.50		\$ 430.34
	Fuel Filters				\$ 26.00		\$ 156.12		\$ 139.46
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.57
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test				\$ 806.00		\$ 927.50		\$ 980.00
	Single hour Load Blank Test			\$ 322.00		\$ 526.25		\$ 515.00	

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				\$ 306.00		\$ 651.59		\$ 855.00
	Valve Clearance				\$ 25.00		\$ 595.61		\$ 378.50
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 188.00		\$ 589.36		\$ 364.42
	Replace Air Filters				\$ 112.00		\$ 197.12		\$ 66.54
Section 2 - Alternate Additional Services Including Labor Total									
Unit 16 - Spectrum / Detroit Diesel									
36	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change				\$ 258.00		\$ 596.00		\$ 445.34
	Fuel Filters				N/A		N/A		N/A
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.57
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		N/A
	4-hour Load Blank Test				\$ 913.00		\$ 748.75		\$ 907.50
	Single hour Load Blank Test				\$ 349.00	\$ 347.50	\$ 597.50		
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				\$ 306.00		\$ 642.07		\$ 517.10
	Valve Clearance				\$ 25.00		\$ 304.30		\$ 620.00
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 220.00		\$ 364.14		\$ 409.04
	Replace Air Filters				\$ 65.00		\$ 176.71		\$ 39.72
Unit 17 - Cummins Natural Gas									
	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change				\$ 279.00		\$ 1,200.14		\$ 563.98
	Fuel Filters				N/A		\$ 133.75		N/A
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.57

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
37	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		N/A
	4-hour Load Blank Test				\$ 1,053.00		\$ 952.50		\$ 992.50
	Single hour Load Blank Test			\$ 618.00		\$ 551.25		\$ 745.00	
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				\$ 591.00		\$ 613.53		\$ 775.50
	Valve Clearance				\$ 25.00		\$ 645.21		\$ 674.05
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 220.00		\$ 597.79		\$ 470.53
	Replace Air Filters				\$ 65.00		\$ 276.61		\$ 193.23
Unit 18 - US Motor									
38	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change				\$ 349.00		\$ 802.50		\$ 622.50
	Fuel Filters				\$ 91.00		\$ 133.75		\$ 101.52
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.57
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test				\$ 1,053.00		\$ 907.50		\$ 815.00
	Single hour Load Blank Test			\$ 376.00		\$ 506.25		\$ 582.50	
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				\$ 483.00		\$ 613.53		\$ 594.60
	Valve Clearance				\$ 25.00		\$ 645.21		\$ 479.68
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 188.00		\$ 597.79		\$ 369.46
	Replace Air Filters				\$ 65.00		\$ 276.61		\$ 198.00
Unit 19 - Kohler									
	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 620.00

NO.	ITEM	UOM	QTY	Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.	
				PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
39	Oil and Filter Change				\$ 279.00		\$ 595.66		\$ 353.87
	Fuel Filters				N/A		N/A		N/A
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.57
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		N/A
	4-hour Load Blank Test				\$ 1,053.00		\$ 723.75		\$ 805.00
	Single hour Load Blank Test			\$ 322.00		\$ 322.50		\$ 495.00	
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				\$ 483.00		\$ 642.07		\$ 585.90
	Valve Clearance				\$ 25.00		\$ 314.23		\$ 410.00
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 107.00		\$ 295.64		\$ 343.37
	Replace Air Filters				\$ 161.00		\$ 146.44		\$ 33.38

Unit 20 - Kohler

40	Complete system Infrared Inspection engine to transfer switch				\$ 25.00		\$ 267.50		\$ 232.50
	Emission Test				\$ 25.00		\$ 267.50		\$ 155.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00		\$ 267.50		\$ 620.00
	Oil and Filter Change				\$ 279.00		\$ 595.66		\$ 431.37
	Fuel Filters				N/A		\$ 133.75		N/A
	Anti-Freeze Test				\$ 75.00		\$ 45.89		\$ 38.57
	Lube Oil Test				\$ 50.00		\$ 41.83		\$ 35.85
	Fuel Sample Test				\$ 225.00		\$ 68.43		\$ 272.25
	4-hour Load Blank Test				\$ 1,053.00		\$ 723.75		\$ 900.00
	Single hour Load Blank Test			\$ 349.00		\$ 322.50		\$ 492.50	
	Vibration Test				\$ 25.00		\$ 133.75		\$ 310.00
	Flush, Drain, and Fill Coolant				\$ 483.00		\$ 642.07		\$ 594.60
	Valve Clearance				\$ 25.00		\$ 314.23		\$ 310.00
	Torque Bolts				\$ 25.00		\$ 133.75		\$ 155.00
	Replace Belts				\$ 188.00		\$ 295.64		\$ 409.04
	Replace Air Filters				\$ 65.00		\$ 146.44		\$ 39.72

				Genserve, LLC		Interstate Powersystems		Charles Equipment Energy Systems LLC.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
SECTION 3									
Labor Rates for Services in Addition to those Listed Under Section 2.									
41	Hourly Rates - Normal Hours M - F 7:00 am - 4:00 pm	HR	48	\$ 165.00	\$ 7,920.00	\$ 140.00	\$ 6,720.00	\$ 160.00	\$ 7,680.00
42	Hourly Rates - Saturday and After Normal Hours M - F	HR	16	\$ 247.00	\$ 3,952.00	\$ 210.00	\$ 3,360.00	\$ 235.00	\$ 3,760.00
43	Hourly Rates - Sundays and Holidays	HR	16	\$ 330.00	\$ 5,280.00	\$ 280.00	\$ 4,480.00	\$ 345.00	\$ 5,520.00
44	Call Out Service Call Charge	EA	16	\$ -	\$ -	\$ 2.00	\$ 32.00	\$ 586.00	\$ 9,376.00
NO.	ITEM		EST. VALUE	% MARK-UP	EXTENDED PRICE	% MARK-UP	EXTENDED PRICE	% MARK-UP	EXTENDED PRICE
45	Parts Markup from Contractors Cost Two-Year Expenditure		\$10,000	66%	\$16,600	0%	\$10,000	20%	\$12,000
GRAND TOTAL					\$ 149,115.00		\$ 188,704.83		\$ 198,222.10

NOTES

1. Change in GenServe LLC Grand Total due to calculation error. Original bid from Genserve LLC submission \$138,044.00 is corrected to \$149,115.00.
2. Change in Interstate Power Systems Grand Total due to calculation error. Original bid from Interstate Power Systems submission of \$172,607.97 is corrected to \$188,704.83.

Bid Opening 9/14/2023 @ 2:30 PM	DW,RJ,VC
Invitations Sent	12
Total Vendors Requesting Documents	0
Total Bid Responses	3



444 Randy Road Carol Stream, IL 60188
(630) 462-7280 Fax (630) 462-7444

Addendum "A"

Standard Guarantee & Warranty Policy

All workmanship furnished under this contract shall be warranted by the contractor against defects, failure, improper performance and non-compliance with the contract documents for a period of 90 days after completion and acceptance of the work under this contract. Materials furnished under this contract are warranted by the original equipment manufacturer as per their respective expressed warranty. During the guarantee period, the Contractor shall repair and/or replace defects, at his/her option, when so mutually agreed upon.

_____: Initial

_____: Initial

NO	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
Section 1 - Semi-Annual Inspection and Maintenance					
1	Unit 1 - Cummins	EA	4	\$ 413.00	\$ 1,652.00
2	Unit 2 - Onan/Cummins	EA	4	\$ 413.00	\$ 1,652.00
3	Unit 3 - Cummins	EA	4	\$ 413.00	\$ 1,652.00
4	Unit 4 - Caterpillar	EA	4	\$ 413.00	\$ 1,652.00
5	Unit 5 - Perkins	EA	4	\$ 413.00	\$ 1,652.00
6	Unit 6 - Caterpillar "A"	EA	4	\$ 413.00	\$ 1,652.00
7	Unit 7 - Caterpillar "B"	EA	4	\$ 413.00	\$ 1,652.00
8	Unit 8 - Caterpillar	EA	4	\$ 413.00	\$ 1,652.00
9	Unit 9 - Kohler	EA	4	\$ 413.00	\$ 1,652.00
10	Unit 10 - Kohler	EA	4	\$ 413.00	\$ 1,652.00
11	Unit 11 - Allis Chalmers	EA	4	\$ 413.00	\$ 1,652.00
12	Unit 12 - Caterpillar	EA	4	\$ 413.00	\$ 1,652.00
13	Unit 13 - Olympian	EA	4	\$ 413.00	\$ 1,652.00
14	Unit 14 - Onam	EA	4	\$ 413.00	\$ 1,652.00
15	Unit 15 - Cummins	EA	4	\$ 413.00	\$ 1,652.00
16	Alternate - Unit16	EA	4	\$ 413.00	\$ 1,652.00
17	Alternate - Unit 17 Cummins	EA	4	\$ 413.00	\$ 1,652.00
18	Alternate - Unit 18 US Motor	EA	4	\$ 413.00	\$ 1,652.00
19	Alternate - Unit 19 Kohler	EA	4	\$ 413.00	\$ 1,652.00
20	Alternate - Unit 20 Kohler	EA	4	\$ 413.00	\$ 1,652.00
Section 2 - Additional Services Including Labor Total					
Unit 1 - Cummins					
21	Complete system Infrared Inspection engine to transfer switch				\$ 25.00
	Emission Test				\$ 25.00
	Mega ohm meter Test of Strator, Rotor and Exciter				\$ 25.00
	Oil and Filter Change				\$ 484.00
	Fuel Filters				\$ 40.00
	Anti-Freeze Test				\$ 75.00
	Lube Oil Test				\$ 50.00
	Fuel Sample Test				\$ 225.00
	4-hour Load Blank Test				\$ 1,091.00
	Single hour Load Blank Test			645	
	Vibration Test				\$ 25.00

	Flush, Drain, and Fill Coolant	\$	1,634.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00
	Replace Belts	\$	865.00
	Replace Air Filters	\$	396.00
Unit 2 - Onan/Cummins			
22	Complete system Infrared Inspection engine to transfer switch	\$	25.00
	Emission Test	\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter	\$	25.00
	Oil and Filter Change	\$	537.00
	Fuel Filters	\$	36.00
	Anti-Freeze Test	\$	75.00
	Lube Oil Test	\$	50.00
	Fuel Sample Test	\$	225.00
	4-hour Load Blank Test	\$	967.00
	Single hour Load Blank Test	483	
	Vibration Test	\$	25.00
	Flush, Drain, and Fill Coolant	\$	915.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00
	Replace Belts	\$	220.00
	Replace Air Filters	\$	75.00
Unit 3 - Cummins			
23	Complete system Infrared Inspection engine to transfer switch	\$	25.00
	Emission Test	\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter	\$	25.00
	Oil and Filter Change	\$	645.00
	Fuel Filters	\$	28.00
	Anti-Freeze Test	\$	75.00
	Lube Oil Test	\$	50.00
	Fuel Sample Test	\$	225.00
	4-hour Load Blank Test	\$	1,021.00
	Single hour Load Blank Test	623	
	Vibration Test	\$	25.00
	Flush, Drain, and Fill Coolant	\$	1,211.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00

	Replace Belts	\$	182.00
	Replace Air Filters	\$	137.00
Unit 4 - Caterpillar			
24	Complete system Infrared Inspection engine to transfer switch	\$	25.00
	Emission Test	\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter	\$	25.00
	Oil and Filter Change	\$	1,575.00
	Fuel Filters	\$	177.00
	Anti-Freeze Test	\$	75.00
	Lube Oil Test	\$	50.00
	Fuel Sample Test	\$	225.00
	4-hour Load Blank Test	\$	1,129.00
	Single hour Load Blank Test	752	
	Vibration Test	\$	25.00
	Flush, Drain, and Fill Coolant	\$	1,612.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00
	Replace Belts	\$	503.00
	Replace Air Filters	\$	209.00
Unit 5 - Perkins			
25	Complete system Infrared Inspection engine to transfer switch	\$	25.00
	Emission Test	\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter	\$	25.00
	Oil and Filter Change	\$	1,575.00
	Fuel Filters	\$	35.00
	Anti-Freeze Test	\$	75.00
	Lube Oil Test	\$	50.00
	Fuel Sample Test	\$	225.00
	4-hour Load Blank Test	\$	1,129.00
	Single hour Load Blank Test	752	
	Vibration Test	\$	25.00
	Flush, Drain, and Fill Coolant	\$	913.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00
	Replace Belts	\$	108.00
	Replace Air Filters	\$	56.00
Unit 6 - Caterpillar			

26	Complete system Infrared Inspection engine to transfer switch		\$	25.00
	Emission Test		\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter		\$	25.00
	Oil and Filter Change		\$	1,575.00
	Fuel Filters		\$	101.00
	Anti-Freeze Test		\$	75.00
	Lube Oil Test		\$	50.00
	Fuel Sample Test		\$	225.00
	4-hour Load Blank Test		\$	1,290.00
	Single hour Load Blank Test	940		
	Vibration Test		\$	25.00
	Flush, Drain, and Fill Coolant		\$	2,064.00
	Valve Clearance		\$	25.00
	Torque Bolts		\$	25.00
	Replace Belts		\$	930.00
	Replace Air Filters		\$	396.00
Unit 7 - Caterpillar Engineering				
27	Complete system Infrared Inspection engine to transfer switch		\$	25.00
	Emission Test		\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter		\$	25.00
	Oil and Filter Change		\$	1,575.00
	Fuel Filters		\$	112.00
	Anti-Freeze Test		\$	75.00
	Lube Oil Test		\$	50.00
	Fuel Sample Test		\$	225.00
	4-hour Load Blank Test		\$	1,263.00
	Single hour Load Blank Test	940		
	Vibration Test		\$	25.00
	Flush, Drain, and Fill Coolant		\$	2,064.00
	Valve Clearance		\$	25.00
	Torque Bolts		\$	25.00
	Replace Belts		\$	930.00
	Replace Air Filters		\$	405.00
Unit 8 - Caterpillar				
	Complete system Infrared Inspection engine to transfer switch		\$	25.00
	Emission Test		\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter		\$	25.00

28	Oil and Filter Change	\$	725.00
	Fuel Filters	\$	54.00
	Anti-Freeze Test	\$	75.00
	Lube Oil Test	\$	50.00
	Fuel Sample Test	\$	225.00
	4-hour Load Blank Test	\$	994.00
	Single hour Load Blank Test	645	
	Vibration Test	\$	25.00
	Flush, Drain, and Fill Coolant	\$	1,075.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00
	Replace Belts	\$	107.00
	Replace Air Filters	\$	124.00
	Unit 9 - Kohler		
29	Complete system Infrared Inspection engine to transfer switch	\$	25.00
	Emission Test	\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter	\$	25.00
	Oil and Filter Change	\$	392.00
	Fuel Filters	\$	26.00
	Anti-Freeze Test	\$	75.00
	Lube Oil Test	\$	50.00
	Fuel Sample Test	\$	225.00
	4-hour Load Blank Test	\$	1,021.00
	Single hour Load Blank Test	645	
	Vibration Test	\$	25.00
	Flush, Drain, and Fill Coolant	\$	591.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00
	Replace Belts	\$	376.00
	Replace Air Filters	\$	155.00
	Unit 10 - Kohler		
	Complete system Infrared Inspection engine to transfer switch	\$	25.00
	Emission Test	\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter	\$	25.00
	Oil and Filter Change	\$	392.00
	Fuel Filters	\$	26.00
	Anti-Freeze Test	\$	75.00

30	Lube Oil Test		\$	50.00
	Fuel Sample Test		\$	225.00
	4-hour Load Blank Test		\$	1,021.00
	Single hour Load Blank Test	645		
	Vibration Test		\$	25.00
	Flush, Drain, and Fill Coolant		\$	591.00
	Valve Clearance		\$	25.00
	Torque Bolts		\$	25.00
	Replace Belts		\$	376.00
	Replace Air Filters		\$	155.00
Unit 11 - Allis Chalmers Engine				
31	Complete system Infrared Inspection engine to transfer switch		\$	25.00
	Emission Test		\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter		\$	25.00
	Oil and Filter Change		\$	522.00
	Fuel Filters		\$	26.00
	Anti-Freeze Test		\$	75.00
	Lube Oil Test		\$	50.00
	Fuel Sample Test		\$	225.00
	4-hour Load Blank Test		\$	1,021.00
	Single hour Load Blank Test	645		
	Vibration Test		\$	25.00
	Flush, Drain, and Fill Coolant		\$	591.00
	Valve Clearance		\$	25.00
	Torque Bolts		\$	25.00
	Replace Belts		\$	376.00
Replace Air Filters		\$	155.00	
Unit 12 - Caterpillar				
32	Complete system Infrared Inspection engine to transfer switch		\$	25.00
	Emission Test		\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter		\$	25.00
	Oil and Filter Change		\$	553.00
	Fuel Filters		\$	48.00
	Anti-Freeze Test		\$	75.00
	Lube Oil Test		\$	50.00
	Fuel Sample Test		\$	225.00
	4-hour Load Blank Test		\$	887.00

	Single hour Load Blank Test	376	
	Vibration Test		\$ 25.00
	Flush, Drain, and Fill Coolant		\$ 591.00
	Valve Clearance		\$ 25.00
	Torque Bolts		\$ 25.00
	Replace Belts		\$ 376.00
	Replace Air Filters		\$ 116.00
Unit 13 - Olympian			
33	Complete system Infrared Inspection engine to transfer switch		\$ 25.00
	Emission Test		\$ 25.00
	Mega ohm meter Test of Strator, Rotor and Exciter		\$ 25.00
	Oil and Filter Change		\$ 322.00
	Fuel Filters		\$ 54.00
	Anti-Freeze Test		\$ 75.00
	Lube Oil Test		\$ 50.00
	Fuel Sample Test		\$ 225.00
	4-hour Load Blank Test		\$ 806.00
	Single hour Load Blank Test	322	
	Vibration Test		\$ 25.00
	Flush, Drain, and Fill Coolant		\$ 381.00
	Valve Clearance		\$ 25.00
	Torque Bolts		\$ 25.00
	Replace Belts		\$ 327.00
	Replace Air Filters		\$ 113.00
Unit 14 - Onan			
34	Complete system Infrared Inspection engine to transfer switch		\$ 25.00
	Emission Test		\$ 25.00
	Mega ohm meter Test of Strator, Rotor and Exciter		\$ 25.00
	Oil and Filter Change		\$ 284.00
	Fuel Filters		\$ 38.00
	Anti-Freeze Test		\$ 75.00
	Lube Oil Test		\$ 50.00
	Fuel Sample Test		\$ 225.00
	4-hour Load Blank Test		\$ 806.00
	Single hour Load Blank Test	322	
	Vibration Test		\$ 25.00
	Flush, Drain, and Fill Coolant		N/A

	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00
	Replace Belts	\$	198.00
	Replace Air Filters	\$	75.00
Unit 15 - Cummins			
35	Complete system Infrared Inspection engine to transfer switch	\$	25.00
	Emission Test	\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter	\$	25.00
	Oil and Filter Change	\$	387.00
	Fuel Filters	\$	26.00
	Anti-Freeze Test	\$	75.00
	Lube Oil Test	\$	50.00
	Fuel Sample Test	\$	225.00
	4-hour Load Blank Test	\$	806.00
	Single hour Load Blank Test	322	
	Vibration Test	\$	25.00
	Flush, Drain, and Fill Coolant	\$	306.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00
	Replace Belts	\$	188.00
	Replace Air Filters	\$	112.00
Section 2 - Alternate Additional Services Including Labor Total			
Unit 16 - Spectrum / Detroit Diesel			
36	Complete system Infrared Inspection engine to transfer switch	\$	25.00
	Emission Test	\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter	\$	25.00
	Oil and Filter Change	\$	258.00
	Fuel Filters	NA	
	Anti-Freeze Test	\$	75.00
	Lube Oil Test	\$	50.00
	Fuel Sample Test	\$	225.00
	4-hour Load Blank Test	\$	913.00
	Single hour Load Blank Test	349	
	Vibration Test	\$	25.00
	Flush, Drain, and Fill Coolant	\$	306.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00

	Replace Belts	\$	220.00
	Replace Air Filters	\$	65.00
Unit 17 - Cummins Natural Gas			
37	Complete system Infrared Inspection engine to transfer switch	\$	25.00
	Emission Test	\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter	\$	25.00
	Oil and Filter Change	\$	279.00
	Fuel Filters	NA	
	Anti-Freeze Test	\$	75.00
	Lube Oil Test	\$	50.00
	Fuel Sample Test	\$	225.00
	4-hour Load Blank Test	\$	1,053.00
	Single hour Load Blank Test	618	
	Vibration Test	\$	25.00
	Flush, Drain, and Fill Coolant	\$	591.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00
	Replace Belts	\$	220.00
	Replace Air Filters	\$	65.00
Unit 18 - US Motor			
38	Complete system Infrared Inspection engine to transfer switch	\$	25.00
	Emission Test	\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter	\$	25.00
	Oil and Filter Change	\$	349.00
	Fuel Filters	\$	91.00
	Anti-Freeze Test	\$	75.00
	Lube Oil Test	\$	50.00
	Fuel Sample Test	\$	225.00
	4-hour Load Blank Test	\$	1,053.00
	Single hour Load Blank Test	376	
	Vibration Test	\$	25.00
	Flush, Drain, and Fill Coolant	\$	483.00
	Valve Clearance	\$	25.00
	Torque Bolts	\$	25.00
	Replace Belts	\$	188.00
	Replace Air Filters	\$	65.00
Unit 19 - Kohler			

39	Complete system Infrared Inspection engine to transfer switch			\$	25.00
	Emission Test			\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter			\$	25.00
	Oil and Filter Change			\$	279.00
	Fuel Filters			NA	
	Anti-Freeze Test			\$	75.00
	Lube Oil Test			\$	50.00
	Fuel Sample Test			\$	225.00
	4-hour Load Blank Test			\$	1,053.00
	Single hour Load Blank Test		322		
	Vibration Test			\$	25.00
	Flush, Drain, and Fill Coolant			\$	483.00
	Valve Clearance			\$	25.00
	Torque Bolts			\$	25.00
	Replace Belts			\$	107.00
	Replace Air Filters			\$	161.00
Unit 20 - Kohler					
40	Complete system Infrared Inspection engine to transfer switch			\$	25.00
	Emission Test			\$	25.00
	Mega ohm meter Test of Strator, Rotor and Exciter			\$	25.00
	Oil and Filter Change			\$	279.00
	Fuel Filters			NA	
	Anti-Freeze Test			\$	75.00
	Lube Oil Test			\$	50.00
	Fuel Sample Test			\$	225.00
	4-hour Load Blank Test			\$	1,053.00
	Single hour Load Blank Test		349		
	Vibration Test			\$	25.00
	Flush, Drain, and Fill Coolant			\$	483.00
	Valve Clearance			\$	25.00
	Torque Bolts			\$	25.00
	Replace Belts			\$	188.00
	Replace Air Filters			\$	65.00
SECTION 3					
Labor Rates for Services in Addition to those Listed Under Section 2.					
41	Hourly Rates - Normal Hours M - F 7:00 am - 4:00 pm	HR	48	\$ 165.00	\$ 7,920.00

42	Hourly Rates - Saturday and After Normal Hours M - F	HR	16	\$ 247.00	\$ 3,952.00
43	Hourly Rates - Sundays and Holidays	HR	16	\$ 330.00	\$ 5,280.00
44	Call Out Service Call Charge	EA	16	* See Below0	\$ -
NO.	ITEM		EST. VALUE	% MARK-UP	EXTENDED PRICE
45	Parts Markup from Contractors Cost Two-Year Expenditure		\$10,000	66%	\$16,600
GRAND TOTAL					\$ 138,044.00
GRAND TOTAL (In words) One hundred thirty-eight thousand, forty-four dollars and 00/100 Cents.					

* A minimum of four hours will be charged for emergency call out at corilating labor rate.

For BIDS

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.

Signature on File

X

(Signature and Title)

President

CORPORATE SEAL
(If available)

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

Subscribed and sworn to before me this 5th day of September AD, 2023

Signature on File

(Notary Public)

My Commission Expires: 4/23/2026

Joanna Williamson

Notary Public, State of New York

Reg. No. 01WI6374190

Qualified in Suffolk County

Commission Expires 04/23/2026

SEAL

SECTION 9 - MANDATORY FORM
SEMI-ANNUAL INSPECTION, PM & EMERGENCY CALL OUT SERVICE FOR BACKUP GENERATORS 23-099-FM

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	Illini Power Products, a division of GenServe LLC		
Main Business Address	444 Randy Road		
City, State, Zip Code	Carol Stream, IL 60188		
Telephone Number	630-462-7280	Email Address	pmservice-ipp@genserveinc.com
Bid Contact Person	Jake Brown		

The undersigned certifies that he is:

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

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

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

Addenda No. 1, 2, 3, and _____ issued thereto.

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

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

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

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

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

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

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

CONTRACT ADMINISTRATION INFORMATION:

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	GenServe LLC	NAME	Genserve LLC
CONTACT	Jake Brown	CONTACT	Accounts Payable
ADDRESS	444 Randy Rd	ADDRESS	PO Box 23974
CITY ST ZIP	Carol Stream, IL 60188	CITY ST ZIP	New York, NY 10087-3974
TX	630-462-7280	TX	800-247-7215
FX	NA	FX	NA
EMAIL	jakeb@genserveinc.com	EMAIL	NA
	pmserve@genserveinc.com		
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Finance Department 421 North County Farm Road Room 2-700 Wheaton, IL 60187 TX: (630) 407-6193 EMAIL: FMAccountsPayable@dupageco.org		DuPage County 421 North County Farm Road 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

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

Date: 9-5-23

Bid/Contract/PO #: 23-099-FM

Company Name: Illini Power Products, a division of GenServe LLC	Company Contact: Jake Brown
Contact Phone: 630-390-6178	Contact Email: jakeb@genserveinc.com

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

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

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

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

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

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

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

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

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

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

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

<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

Michael Vahling

Title

President

Date

9/5/2023

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



Facilities Management Requisition Under \$30K

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

File #: 23-3296

Agenda Date: 10/17/2023

Agenda #: 9.C.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-3264	RFP, BID, QUOTE OR RENEWAL #: 23-113-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$25,948.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/17/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,948.00
	CURRENT TERM TOTAL COST: \$25,948.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Must Buy Enough Fence Inc. d/b/a MBE Fence, Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Connor Michalek
VENDOR CONTACT: Mary Young	VENDOR CONTACT PHONE: 708-223-5700	DEPT CONTACT PHONE #: 630-432-1502	DEPT CONTACT EMAIL: connor.michalek@dupageco.org
VENDOR CONTACT EMAIL: mbefence@gmail.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Must Buy Enough Fence, Inc. d/b/a MBE Fence, Inc., to provide and install aluminum fencing by the East pond, by Fairgrounds, for Facilities Management, for the period of October 18, 2023 through October 17, 2024, for a total contract amount not to exceed \$25,948.00, per lowest responsible bid #23-113-FM. Job #22-01000			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Campus-Stormwater Detention - Fence barrier on side of pond, along driveway, to provide a safety barrier for pedestrians and vehicles.			

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: Must Buy Enough Fence Inc. d/b/a MBE Fence, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Mary Young	Email: mbefence@gmail.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 35340 Rockwell Street, #101	City: Warrenville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60555	State: IL	Zip: 60187
Phone: 708-223-5700	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Must Buy Enough Fence Inc. d/b/a MBE Fence, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Connor Michalek	Email: connor.michalek@dupageco.org
Address: 35340 Rockwell Street, #101	City: Warrenville	Address:	City: Wheaton
State: IL	Zip: 60555	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-432-1502	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 18, 2023	Contract End Date (PO25): Oct 17, 2024
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		BUILDING IMPROVEMENTS	FY23	6000	1220	54010	2201000	1.00	1.00
2	1	LO		BUILDING IMPROVEMENTS	FY24	6000	1220	54010	2201000	25,947.00	25,947.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 25,948.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide and install aluminum fencing by East pond, by Fairgrounds, for Facilities Management.
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, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 10/17/23 Job #22-01000
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
PROVIDE & INSTALL ALUMINUM FENCING AT EAST POND BY FAIRGROUNDS 23-113-FM
BID TABULATION

✓

				MBE FENCE INC		ACTION FENCE CONTRACTORS INC	
BASE BID							
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1	Ornamental Aluminum Fencing	FT	680	\$ 19.85	\$ 13,498.00	\$ 84.41	\$ 57,398.80
2	Double Gate 10'	EA	1	\$ 2,250.00	\$ 2,250.00	\$ 500.00	\$ 500.00
3	Install of 680' of Fencing and Double Gate	LS	1	\$ 10,200.00	\$ 10,200.00	No Charge	
BASE BID TOTAL					\$ 25,948.00		\$ 57,898.80
ALTERNATE #1							
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1	Ornamental Aluminum Fencing	FT	72	\$ 19.85	\$ 1,429.20	\$ 106.88	\$ 7,695.36
2	Double Gate 10'	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00
3	Install of 72' of Fencing and Double Gate	LS	1	\$ 2,160.00	\$ 2,160.00	No Charge	
ALTERNATE #1 TOTAL					\$ 4,589.20		\$ 8,195.36

NOTES

- 1) Action Fence Contractors, Inc. has two (2) changes:
a. Base Bid Item number three (3) was incorrectly entered as it was reflected in Base Bid Item number one (1) price.
b. Alternate #1 Item number three (3) was incorrectly entered as it was reflected in Alternate #1 Item number one (1) price.

Bid Opening 10/04/23 @ 2:30 PM	NE, RJ, MV
Invitations Sent	12
Total Vendors Requesting Documents	5
Total Bid Responses	2

SECTION 8 - BID FORM PRICING

All fencing materials provided shall be Independence brand, no substitutions in brand will be accepted.
 Bidder shall provide pricing for Base Bid and Alternate #1.

Base Bid

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Ornamental Aluminum Fencing	FT	680	\$19.85/LF	\$13,498.00
2	Double Gate 10'	EA	1	\$2250.00	\$2250.00
3	Install of 680' of Fencing and Double Gate	LS	1	\$ 15.00/LF	\$ 10,200.00
GRAND TOTAL					\$25,948.00
GRAND TOTAL (IN WORDS) Twenty-five thousand, nine hundred and forty-eight and 00/100 Dollars					

Alternate #1

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Ornamental Aluminum Fencing	FT	72	\$19.85/LF	\$ 1429.20
2	Double Gate 10'	EA	1	\$1000.00	\$ 1000.00
2	Install of 72' of Fencing and Double Gate	LS	1	\$ 30.00/LF	\$2160.00
GRAND TOTAL					\$4,589.20
GRAND TOTAL (IN WORDS) Four thousand five hundred and eighty-nine and 20/100 Dollars					

SECTION 9 - 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** President
(Signature and Title)

CORPORATE SEAL
(If available)

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

Subscribed and sworn to before me this 2 day of October AD, 20 23

Signature on File

 My Commission Expires: 8/20/26
(Notary Public)



SEAL

SECTION 10 - MANDATORY FORM
PROVIDE & INSTALL ALUMINUM FENCING AT EAST POND BY FAIRGROUNDS 23-113-FM
(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	MUST BUY ENOUGH FENCE INC dba MBE Fence INC.		
Main Business Address	35340 Rockwell St #101		
City, State, Zip Code	Warrenville IL 60555		
Telephone Number	708-223-5700	Email Address	mbefence@gmail.com
Bid Contact Person	Mary Young		

The undersigned certifies that he is:

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

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

Signature on File

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

Addenda No. __, ____, ____, and ____ issued thereto.

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

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

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

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

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

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

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

CONTRACT ADMINISTRATION INFORMATION:

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	MBE Fence	NAME	
CONTACT	Mary Young	CONTACT	
ADDRESS	35340 Rockwell St	ADDRESS	
CITY ST ZIP	Warrenville IL 60555	CITY ST ZIP	
TX	708-223-5700	TX	
FX	708-223-5800	FX	
EMAIL	mbefence@gmail.com	EMAIL	
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Facilities Management Department 421 North County Farm Road Wheaton, IL 60187 TX: (630) 407-5700 EMAIL: FMAccountsPayable@dupageco.org		Address to be provided once notice to proceed is issued.	

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



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: _____

Bid/Contract/PO #: _____

Company Name: <u>MBE Fence Inc.</u>	Company Contact: <u>Mary Young</u>
Contact Phone: <u>708-223-5700</u>	Contact Email: <u>mbefence@gmail.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

Mary D Young

Title

President

Date

10-02-2023

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



Informational

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

File #: 23-3297

Agenda Date: 10/17/2023

Agenda #: 10.A.



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-3216	RFP, BID, QUOTE OR RENEWAL #: 23-104-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$0.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/17/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$0.00
	CURRENT TERM TOTAL COST: \$0.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Digital R-E-D	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Al Lainio	VENDOR CONTACT PHONE: 630-326-9954	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: al@godigitalred.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Digital R-E-D, to provide semi-annual scheduled pickups for the recycling of electronic devices for the County, for Facilities Management, for the period October 18, 2023 through October 17, 2024, for a total contract amount not to exceed (\$0) zero dollars, per low e-quote #23-104-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Electronics recycling services are necessary to maintain compliance with (415 ILCS 150/) Electronic Products Recycling & Refuse Act.			

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: Digital R-E-D	Vendor#:	Dept: Facilities Management	Division:
Attn: Al Lainio	Email: al@godigitalred.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 1270 Abbott Drive, Unit #100	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60123	State: IL	Zip: 60187
Phone: 630-326-9954	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Digital R-E-D	Vendor#:	Dept:	Division:
Attn:	Email:	Attn: Joy Hinz	Email: joy.hinz@dupageco.org
Address: 1270 Abbott Drive, Unit #100	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60123	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 18, 2023	Contract End Date (PO25): Oct 17, 2024
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		Electronics Recycling	FY23	1000	1100	53810		0.00	0.00
2	1	LO		Electronics Recycling	FY24	1000	1100	53810		0.00	0.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 0.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Semi-annual scheduled pickups for recycling of electronic devices at (0) zero cost to the County.
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, and Joy Hinz.
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
ELECTRONICS RECYCLING 23-104-FM
QUOTE TABULATION**

No	Item	Digital R-E-D			Com2 Recycling Solutions			Eworks Electronics Services, Inc.			Arcoa Group		
		Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis
1	PC's	No Charge			No Charge			No Charge			No Charge		
2	PC's w/o hard drive	No Charge			No Charge			No Charge			No Charge		
3	Laptops	No Charge			No Charge			No Charge			No Charge		
4	Laptops w/o hard drive	No Charge			No Charge			No Charge			No Charge		
5	All in Ones	No Charge			No Charge			No Charge			No Charge		
6	Monitors CRT	No Charge			No Charge			No Charge			\$ -	40.00	\$ 18.00
7	Monitors LCD	No Charge			No Charge			No Charge			\$ -	12.00	\$ 5.40
8	TV's LCD	No Charge			No Charge			No Charge			\$ -	40.00	\$ 18.00
9	TV's CRT	No Charge			No Charge			No Charge			\$ -	100.00	\$ 45.00
10	Printers	No Charge			No Charge			No Charge			No Charge		
11	Scanners	No Charge			No Charge			No Charge			No Charge		
12	Copier	No Charge			No Charge			No Charge			No Charge		
13	Fax Machines	No Charge			No Charge			No Charge			No Charge		

		Digital R-E-D			Com2 Recycling Solutions			Eworks Electronics Services, Inc.			Arcoa Group		
No	Item	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis
14	Servers	No Charge			No Charge			No Charge			No Charge		
15	Keyboards	No Charge			No Charge			No Charge			No Charge		
16	VCR's	No Charge			No Charge			No Charge			No Charge		
17	Digital Video Disk Player	No Charge			No Charge			No Charge			No Charge		
18	Digital Video Disk Recorder	No Charge			No Charge			No Charge			No Charge		
19	Mice	No Charge			No Charge			No Charge			No Charge		
20	Digital Converter Boxes	No Charge			No Charge			No Charge			No Charge		
21	Cable Receiver	No Charge			No Charge			No Charge			No Charge		
22	Satellite Receivers	No Charge			No Charge			No Charge			No Charge		
23	Cell Phones	No Charge			No Charge			No Charge			No Charge		
24	Misc. EED	No Charge			No Charge			No Charge			No Charge		
25	Transportation / Pickup Fee	No Charge			No Charge			No Charge			\$ 150.00	-	\$ 150.00
26	Supplies (shrink wrap, gaylord boxes, pallets, etc)	No Charge			No Charge			No Charge			No Charge		

NOTES

1. Digital R-E-D selected as lowest responsible bidder via random selection.

Invitations Sent	54
Total Vendors Requesting Documents	0
Total Bid Responses	4

PRICE

Quantity estimates are provided as a basis for Quotation Pricing only and are not guaranteed. Actual services will be on a "as-needed" basis.

Item No.	Item/Description UOM	Cost on a per lb. basis	Estimated weight per unit	Cost on a per unit basis
1	PC's	\$ <u>#0</u>		\$ <u>#0</u>
2	PC's w/o hard drive	\$		\$
3	Laptops	\$		\$
4	Laptops w/o hard drive	\$		\$
5	All in Ones	\$		\$
6	Monitors CRT	\$		\$
7	Monitors LCD	\$		\$
8	TV's LCD	\$		\$
9	TV's CRT	\$		\$
10	Printers	\$		\$
11	Scanners	\$		\$
12	Copier	\$		\$
13	Fax Machines	\$		\$
14	Servers	\$		\$
15	Keyboards	\$		\$
16	VCR's	\$		\$
17	Digital Video Disk Player	\$		\$
18	Digital Video Disk Recorder	\$		\$
19	Mice	\$		\$
20	Digital Converter Boxes	\$		\$
21	Cable Receiver	\$		\$
22	Satellite Receivers	\$		\$
23	Cell Phones	\$		\$
24	Misc. EED	\$		\$
25	Transportation / Pickup Fee	\$		\$
26	Supplies (shrink wrap, gaylord boxes, pallets, etc.	\$ <u>#</u>		\$ <u>#</u>
GRAND TOTAL				\$ <u>#0</u>
GRAND TOTAL There is NO cost for recycling any of these items. If there is enough reuse (see reuse report example), that's when we'll be able to provide funds back to the County of Dupage. (In words)				

QUOTE SIGNATURE PAGE

ELECTRONICS RECYCLING 23-104-FM

Signature on File

X _____
(Signature and Title)

9/15/2023
(Date)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Business Name of Bidder	Digital R-E-D
Main Business Address	1270 Abbott Drive, Unit 100
City, State, Zip Code	Elgin, IL 60123
Telephone Number	630.326.9954
Email Address	al@godigitalred.com
Bid Contact Person	Al Lainio



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:

9/14/23

Bid/Contract/PO #:

23-104-FM

Company Name: <u>Digital R-E-D</u>	Company Contact: <u>Al Lainio</u>
Contact Phone: <u>773-444-3038</u>	Contact Email: <u>al@go.digitalred.com</u>

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

- 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

- 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

Al Lainio

Title

CEO

Date

9/14/2023

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