



DU PAGE COUNTY

Public Works Committee

Final Summary

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

Tuesday, February 17, 2026

9:00 AM

Room 3500B

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT	Childress, Garcia, Zay, and Tornatore
ABSENT	DeSart, Galassi, and Ozog

CHAIR CHILDRESS APPOINTED MEMBER TORNATORE TO THE COMMITTEE FOR THE PURPOSES OF ESTABLISHING QUORUM.

3. CHAIRMAN'S REMARKS - CHAIR CHILDRESS

No remarks were offered.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. 26-0704

Public Works Committee - Regular Meeting Minutes - Tuesday, February 3, 2026

RESULT:	APPROVED
MOVER:	Jim Zay
SECONDER:	Paula Garcia

6. CONSENT ITEMS

6.A. 26-0705

Connelly Electric Company 7701-0001 SERV – Extend to May 31, 2027 to complete the current switchgear replacement project at the Power Plant, for Facilities Management. No change in contract total.

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Jim Zay

7. JOINT PURCHASING AGREEMENT**7.A. FM-P-0004-26**

Recommendation for the approval of a contract purchase order to Currie Motors Frankfort, Inc., to furnish and deliver two (2) 2026 Ford Transit 350 Cargo Vans, for Facilities Management, for the period of February 25, 2026 to November 30, 2026, for a total contract amount not to exceed \$112,132. Contract pursuant to the Government Joint Purchasing Act 30 ILCS 525/2 (Suburban Purchasing Cooperative Contract #207).

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Jim Zay

8. BID AWARDS**8.A. 26-0706**

Recommendation for the approval of a contract to Mid-American Water, for various valve box replacement parts, for Public Works, for the period of February 17, 2026 to November 30, 2026, for a total contract amount not to exceed \$15,570; per lowest responsible bid #26-007-PW.

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Jim Zay

9. PROFESSIONAL SERVICES AGREEMENT

9.A. PW-P-0005-26

Recommendation for the approval of an agreement between the County of DuPage, Illinois and Burns and McDonnell, for a Professional Rate Analysis of the Public Works Water and Sanitary Sewer Utilities, for the period of February 24, 2026 to November 30, 2026, for a total contract amount not to exceed \$41,763. 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 510/0.01 et seq.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Jim Zay

10. BID RENEWAL

10.A. PW-P-0006-26

Recommendation for the approval of a contract purchase order to AT&T, for Analog and POTS service lines, for various Public Works locations, for the period of February 24, 2026 to February 16, 2028, for a total contract amount not to exceed \$80,000; per bid #21-104-IT.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Jim Zay

10.B. FM-P-0005-26

Recommendation for the approval of a contract to Petroleum Traders Corporation, to furnish and deliver off-road diesel fuel, as needed, for the Power Plant and Standby Power Facility, for the period April 1, 2026 through March 31, 2027, for Facilities Management, for a contract total not to exceed \$101,000; per renewal option under bid award #23-011-DOT, third and final option to renew.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Paula Garcia

11. SOLE SOURCE

11.A. PW-P-0007-26

Recommendation for the approval of a contract to RIN Group, Inc., to review and inspect

water main pipelines, for Public Works, for the period of February 24, 2026 to November 30, 2026, for a total contract amount not to exceed \$72,468. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source – Sole Provider of a licensed or patented good or service.)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Paula Garcia

12. OLD BUSINESS

No old business was discussed.

13. NEW BUSINESS

No new business was discussed.

14. ADJOURNMENT

With no further business, the meeting was adjourned.



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: 26-0704

Agenda Date: 2/17/2026

Agenda #: 5.A.



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Public Works Committee

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Tuesday, February 3, 2026

9:00 AM

Room 3500B

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT	Childress, DeSart, Galassi, Garcia, Ozog, and Zay
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3. CHAIRMAN'S REMARKS - CHAIR CHILDRESS

No remarks were offered.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. 26-0577

Public Works Committee - Regular Meeting Minutes - Tuesday, January 20, 2026

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Kari Galassi

6. BUDGET TRANSFERS

6.A. 26-0578

Public Works - FY25 \$8,100 budget transfer needed for Employee Medical and Hospital Insurance for payroll expense posted. Funds will move from 2000-2555-50080 (Salary & Wage Adjustments) to 2000-2555-51040 (Employee Med & Hosp Insurance).

RESULT:	APPROVED
MOVER:	Jim Zay
SECONDER:	Kari Galassi

7. BID RENEWAL

7.A. FM-P-0003-26

Recommendation for the approval of a contract to Facility Gateway Corporation, to provide uninterrupted power supply (UPS) preventive maintenance and on-call emergency repair service as needed, for Facilities Management and the Emergency Telephone System Board (ETSB), for the period of April 1, 2026 through March 31, 2027, for a total contract amount not to exceed \$36,317.72; per renewal option under bid #23-031-FM. Second option to renew. (\$30,317.72 for Facilities Management and \$6,000 for ETSB)

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

7.B. PW-P-0004-26

Recommendation for the approval of a contract to Rowell Chemical Corporation, to provide Sodium Hypochlorite to the Woodridge Wastewater Treatment Facility and the Knollwood Wastewater Treatment Facility, for Public Works, for the period of April 1, 2026 to March 31, 2027, for a total contract amount not to exceed \$100,000; per renewal option under bid #23-014-PW, third and final option to renew.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Jim Zay

8. ACTION ITEMS

8.A. 26-0579

Declaration of the Public Works 2018 Vactor 2100i as Surplus.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Jim Zay
SECONDER:	Paula Garcia

9. OLD BUSINESS

No old business was discussed.

10. NEW BUSINESS

No new business was discussed.

11. ADJOURNMENT

With no further business, the meeting was adjourned.



Consent Item

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

File #: 26-0705

Agenda Date: 2/17/2026

Agenda #: 6.A.

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

CONSENT

PW 2/17

FI 2/24

Date: Feb 3, 2026

File ID #:

Purchase Order #: 7701-0001 SERV	Original Purchase Order Date: May 13, 2025	Change Order #: 1	Department: Facilities Management
Vendor Name: Connelly Electric Co.		Vendor #: 45439	Dept. Contact: Cathie Figlewski
Action Requested and Reason for Change Order Request:	Contract to furnish and install a replacement switchgear at the Power Plant for Facilities Management. Request to extend the contract to May 31, 2027 due to a delay in receiving the replacement switchgear and the project must take place when the chillers are off during cold weather.		

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	\$324,300.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$324,300.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease \$0.00
E	New Contract Amount (C + D)	\$324,300.00
F	Cumulative Change Order Amount (B + D)	\$0.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

Cancel Entire Order Close Contract Contract Extension (≤59 Days) Update Budget Code

Change Budget Code From: _____ to: _____

Increase/Decrease Quantity From: _____ to: _____

Price Shows: _____ should be: _____ Move Funds Between Lines

Decrease Remaining Encumbrance and Close Contract Increase Encumbrance and Close Contract Decrease Encumbrance Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

Contract Extension Greater Than 59 Days From May 12, 2026 to: May 31, 2027 Cancel Contract

Cumulative Increase Greater Than \$10,000 (Row 'F' Above) Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Request to extend the contract to May 31, 2027 due to a delay in receiving the replacement switchgear and the project must take place when the chillers are off during cold weather.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Lowest responsible bid #25-057-FM

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

1) Do not approve time extension. Not recommended because the replacement switchgear has already been ordered and we are waiting arrival.

2) Approve contract time extension to May 31, 2027.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

Time extension only. No change in contract total.

APPROVALS - Initials Only					
cf	5665	Feb 3, 2026		5665	Feb 3, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
	<u>2/9/2026</u>				
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	



Facilities Management Requisition Over \$30K

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

File #: FM-P-0004-26

Agenda Date: 2/17/2026

Agenda #: 7.A.

AWARDING RESOLUTION ISSUED TO
CURRIE MOTORS FRANKFORT, INC.
FOR TWO 2026 FORD TRANSIT 350 CARGO VANS
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT \$112,132.00)

WHEREAS, the County of DuPage by virtue of its power set forth in the Counties Code (55 ILCS 5/1-1001 *et seq.*) is authorized to enter into this Agreement; and

WHEREAS, pursuant to the Governmental Joint Purchasing Act (30 ILCS 525/2), the County is authorized to enter into a Joint Purchasing Agreement for two 2026 Ford Transit 350 Cargo Vans; and

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and the Suburban Purchasing Cooperative Contract #207, the County of DuPage will contract with Currie Motors Frankfort, Inc.; and

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to Currie Motors Frankfort, Inc., FOR two 2026 Ford Transit 350 Cargo Vans, for the period of February 25, 2026 through November 30, 2026, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for two 2026 Ford Transit 350 Cargo Vans, for the period of February 25, 2026 through November 30, 2026, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to Currie Motors Frankfort, Inc., 9423 W. Lincoln Highway, Frankfort, Illinois 60423, for a contract total amount not to exceed \$112,132.00, per contract pursuant to the Suburban Purchasing Cooperative Contract #207.

Enacted and approved this 24th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-0432	RFP, BID, QUOTE OR RENEWAL #: SPC Contract #207	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$112,132.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$112,132.00
	CURRENT TERM TOTAL COST: \$112,132.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Currie Motors Frankfort, Inc.	VENDOR #: 12434	DEPT: Facilities Management	DEPT CONTACT NAME: Catherine Figlewski
VENDOR CONTACT: Nic Cortellini	VENDOR CONTACT PHONE: 815-464-9200	DEPT CONTACT PHONE #: 630-407-5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL: ncortellini@curriemotors.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).			
Recommendation for the approval of a contract purchase order to Currie Motors Frankfort, Inc., to furnish and deliver two (2) 2026 Ford White Transit-350 Cargo Vans for the Facilities Management, for a contract total not to exceed \$112,132.00; pursuant to the Governmental Joint Purchasing Act, 30 ILCS 525/2 Suburban Purchasing Cooperative "SPC" Contract #207.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished			
The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement.			
These vehicles will replace FM-8 & FM-49.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. This contract was setup using the Suburban Purchasing Cooperative "SPC" Contract #207.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. DOT staff recommends issuing a purchase order to Currie Motors Frankfort, Inc., using the Suburban Purchasing Cooperative "SPC" Contract #207. 2. Request bids. 3. Status quo.

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: Currie Motors Frankfort, Inc.	Vendor#: 12434	Dept: Facilities Management	Division:
Attn: Nic Cortellini	Email: ncortellini@curriemotors.com	Attn: Catherine Figlewski	Email: catherine.figlewski@dupagecounty.gov
Address: 9423 W. Lincoln Hwy	City: Frankfort	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 815-464-9200	Fax:	Phone: 630-407-5665	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Currie Motors Frankfort, Inc.	Vendor#: 12434	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 9423 W. Lincoln Hwy	City: Frankfort	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 25, 2026	Contract End Date (PO25): Nov 30, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA	(W1Y)	FY26 Ford White Transit-350 Cargo Vans	FY26	6000	1161	54120	1100	112,132.00	112,132.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 112,132.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver two (2) Ford White Transit-350 Cargo Vans for the Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Nic Corellini, Cathie Figlewski, Brian Rovik, William Bell, DOT Finance@dupagecounty.gov and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. see above.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



A Joint Purchasing Program For Local Government Agencies

October 24, 2025

Mr. Thomas Sullivan
Currie Motors
10125 W. Laraway Road
Frankfort, IL 60423

Dear Mr. Sullivan,

This is to request vehicle year roll-overs and the second of three possible, one-year contract extensions on the following SPC contracts through October 26, 2026:

Ford Interceptor Utility Contract #204 with all standard equipment, conventional gas, and optional hybrid

Ford Transit Full Size Van Contract #207, standard equipment, standard wheelbase and electric 1-ton van

Ford Escape Contract #206

The SPC reserves the right to extend these contracts for one additional one-year terms upon mutual agreement of both the vendor and the SPC on a negotiated basis. With acceptance of these contracts, Currie Motors agrees to all terms and conditions set forth in the specifications contained within the Requests for Proposals to which you responded. Currie Motors will handle all billing. Each vehicle purchased will be assessed a \$150.00 administrative fee per vehicle which shall be paid directly by the vendor to the SPC on a quarterly basis.

The SPC looks forward to a productive year working with Currie Motors. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,

Signature on File

Ellen Dayan, CPPB
Purchasing Director
Northwest Municipal Conference

Signature on File

10/24/2025

Name: Ellen Dayan
Northwest Municipal Conference

Date

10/24/25

Name: Tom Sullivan
Currie Motors

Date

DuPage Mayors & Managers Conference
1220 Oak Brook Road
Oak Brook, IL 60523
Suzette Quintell
Phone: (630) 571-0480
Fax: (630) 571-0484

Northwest Municipal Conference
1600 East Golf Rd., Suite 0700
Des Plaines, IL 60016
Ellen Dayan, CPPB
Phone: (847) 296-9200
Fax: (847) 296-9207

South Suburban Mayors And Managers Association
1904 West 174th Street
East Hazel Crest, IL 60429
Kristi DeLaurentiis
Phone: (708) 206-1155
Fax: (708) 206-1133

Will County Governmental League
15905 S. Frederick Street
Suite 107
Plainfield, IL 60586
Cherie Belom
Phone: (815) 254-7700

2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)

Price Level: 635



Client Proposal

Prepared by:

Nic Cortellini

Office: 815-464-9200

Email: ncortellini@curriemotors.com

Quote ID: 2026-Du12

Date: 01/13/2026



Currie Motors Fleet | 10125 West Laraway Road, Frankfort, IL , 60423

Office: 815-464-9200

Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026

Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

**2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)**

Price Level: 635 | Quote ID: 2026-Du12

Warranty

Standard Warranty*Basic Warranty*

Basic warranty 36 months/36,000 miles

Powertrain Warranty

Powertrain warranty 60 months/60,000 miles

Corrosion Perforation

Corrosion perforation warranty 60 months/unlimited

Roadside Assistance Warranty

Roadside warranty 60 months/60,000 miles

Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026



Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)

Price Level: 635 | Quote ID: 2026-Du12

Major Equipment

(Based on selected options, shown at right)

10-speed automatic

- * Running boards
- * Class III tow rating
- * Front tires LT load rating: C
- * Lock-up transmission
- * Alternator Amps: 250A
- * All-speed ABS and driveline traction control
- * Battery run down protection
- * Connected Navigation integrated navigation system with voice activation
- * Bluetooth wireless audio streaming
- * SiriusXM with 360L AM/FM/HD/Satellite radio
- * Seek scan
- * SYNC 4 external memory control
- * Vehicle body length: 237.6"
- * Interior cargo length: 143.7 "
- * Rear window defroster
- * Heated driver and passenger side door mirrors
- * Deep tinted windows
- * Manual climate control
- * Seat mounted side impact driver airbag

- Exterior: Oxford White
- Interior: Dark Palazzo Gray w/Cloth Front Bucket Seats
- * 16 x 6.5-inch front and rear silver steel wheels
- * LT235/65RR16 AS BSW front and rear tires
- * Overdrive transmission
- * Transmission electronic control
- * Stainless steel single exhaust
- * Dual lead acid battery
- * Fuel tank capacity: 25.10 gal.
- * Steering wheel mounted audio controls
- * 12 inch primary display
- * AM/FM/digital/satellite
- * Auxiliary input jack
- * 3 month satellite trial subscription
- * Wheelbase: 148.0"
- * Standard ride suspension
- * Power door mirrors
- * Manual folding door mirrors
- * Variable intermittent front windshield wipers
- * Driver front impact airbag
- * Cancellable front passenger air bag

As Configured Vehicle

MSRP

STANDARD VEHICLE PRICE	\$52,000.00
Order Code 101A	N/C
Engine: 3.5L PFDi V6 Flex-Fuel	Included
Transmission: 10-Spd Automatic w/OD & SelectShift	Included
3.73 Axle Ratio	Included
GVWR: 9,500 lb	Included
Tires: 235/65R16C 121/119 R AS BSW	Included
Wheels: 16" Silver Steel w/Black Hubcap	Included
Monotone Paint Application	STD
148" Wheelbase	STD
Radio: AM/FM Stereo	Included
Fleet Customer Powertrain Limited Warranty	N/C
50-State Emissions System	STD
SYNC 4	Included
Ford Connectivity Package (1-Year Included)	Included
Spare Tire & Wheel	\$300.00
Pro Power Onboard - 400W	\$215.00
Oxford White	N/C
Cloth Front Bucket Seats	N/C

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026



Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)

Price Level: 635 | Quote ID: 2026-Du12

Major Equipment

- * Seat mounted side impact front passenger airbag
- * 6 airbags
- * SecuriLock immobilizer
- * Driver seat with 4-way directional controls
- * Height adjustable front seat head restraints
- * Driver seat armrest
- * Manual reclining driver seat
- * Manual reclining passenger seat
- * Cloth front seat upholstery
- * Manual driver seat lumbar
- * 4-wheel antilock (ABS) brakes
- * Brake assist system

- * Airbag occupancy sensor
- * Ford Co-Pilot360 w/Side Wind Stabilization electronic stability control system with anti-rollover
- * Bucket front seats
- * Front passenger seat with 4-way directional controls
- * Manual front seat head restraint control
- * Front passenger seat armrest
- * Manual driver seat fore/aft control
- * Manual passenger seat fore/aft control
- * Cloth front seatback upholstery
- * 4-wheel disc brakes
- * Electronic parking brake
- * Hill start assist

As Configured Vehicle

MSRP

Dark Palazzo Gray Cloth Bucket Seats w/Armrests	\$115.00
Dark Palazzo Gray w/Cloth Front Bucket Seats	N/C
Front License Plate Bracket	N/C
Front Black Wheel Well Liners	\$295.00
Upfitter Package	\$610.00
Large Center Console	Included
Auxiliary Fuse Panel	Included
Dual AGM Batteries (70 Amp-hr Each)	Included
Modified Vehicle Wiring System	Included
D-Pillar Assist Handles	\$60.00
Full Rear Compartment Lighting	\$75.00
Fixed Rr Cargo Door & 2nd Row Passenger-Side Glass	\$425.00
Rear-Window Defroster	Included
Rearview Mirror	Included
2 Additional Keys (4 Total)	\$75.00
Heavy-Duty Trailer Tow Package	\$485.00
Tow/Haul Mode w/Trailering Wiring Provisions	Included
Frame Mounted Hitch Receiver	Included

Fuel Economy**City**

N/A

**Hwy**

N/A

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026



Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)

Price Level: 635 | Quote ID: 2026-Du12

<i>As Configured Vehicle</i>	MSRP
Ford Co-Pilot360 Assist 2.0	\$1,500.00
SiriusXM w/360L	Included
Front Fog Lamps	Included
Adaptive Cruise Control w/Lane Centering	Included
Side Parking Sensors	Included
Reverse Brake Assist	Included
Blind Spot Information System w/Cross Traffic Alert	Included
Black High-Intensity Discharge (HID) Headlamps	\$455.00
Privacy Glass	\$225.00
Front & Rear Vinyl Floor Covering	\$285.00
Extended Length Passenger Running Board	\$655.00
Tire Inflator & Sealant Kit Delete	N/C
Front All-Weather Floor Mats	\$120.00
Long-Arm Manual-Folding Heated Pwr Adjusting Mirrors	\$220.00
Wiper Activated Headlamps	\$30.00
 SUBTOTAL	 \$58,145.00
Destination Charge	\$2,095.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026



Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)

Price Level: 635 | Quote ID: 2026-Du12

<i>As Configured Vehicle</i>	MSRP
TOTAL	\$60,240.00

Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026

Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

**2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)**

Price Level: 635 | Quote ID: 2026-Du12

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
W1Y	Base Vehicle Price (W1Y)	\$52,000.00
Packages		
101A	Order Code 101A <i>Includes:</i> - Engine: 3.5L PFDi V6 Flex-Fuel <i>Includes port injection.</i> - Transmission: 10-Spd Automatic w/OD & SelectShift <i>Includes auxiliary transmission oil cooler.</i> - 3.73 Axle Ratio - GVWR: 9,500 lb - Tires: 235/65R16C 121/119 R AS BSW - Wheels: 16" Silver Steel w/Black Hubcap - Radio: AM/FM Stereo - SYNC 4 <i>Includes 12" center display, Bluetooth, dual USB ports, enhanced voice recognition, electronic climate control and connectivity package which includes information on demand panel, wireless Apple CarPlay and Android Auto compatibility, cloud connected, 911 Assist, digital owner's manual and conversational voice command recognition.</i> - Ford Connectivity Package (1-Year Included) <i>Includes unlimited Wi-Fi hotspot, connected navigation, audio and video streaming, voice assistant and entertainment. Note: Ford Connectivity Package included for one-year from warranty start date, Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.</i>	N/C
Powertrain		
998	Engine: 3.5L PFDi V6 Flex-Fuel <i>Includes port injection.</i>	Included
44U	Transmission: 10-Spd Automatic w/OD & SelectShift <i>Includes auxiliary transmission oil cooler.</i>	Included
X73	3.73 Axle Ratio	Included
STDGV	GVWR: 9,500 lb	Included
Wheels & Tires		
STDTR	Tires: 235/65R16C 121/119 R AS BSW	Included
STDWL	Wheels: 16" Silver Steel w/Black Hubcap	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026

Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

**2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)**

Price Level: 635 | Quote ID: 2026-Du12

As Configured Vehicle (cont'd)

Code	Description	MSRP
51D	Spare Tire & Wheel <i>Includes 3 ton jack, tool kit and full-size matching tire.</i>	\$300.00
57A	Tire Inflator & Sealant Kit Delete	N/C

Seats & Seat Trim

C	Cloth Front Bucket Seats <i>Includes driver and front-passenger manual reclining bucket seats with adjustable headrest and inboard armrest.</i>	N/C
21L	Dark Palazzo Gray Cloth Bucket Seats w/Armrests <i>Includes 2-way manual driver seat with lumbar and 2-way manual passenger seat.</i>	\$115.00

Other Options

PAINT	Monotone Paint Application	STD
148WB	148" Wheelbase	STD
STDRD	Radio: AM/FM Stereo <i>Includes: - SYNC 4 Includes 12" center display, Bluetooth, dual USB ports, enhanced voice recognition, electronic climate control and connectivity package which includes information on demand panel, wireless Apple CarPlay and Android Auto compatibility, cloud connected, 911 Assist, digital owner's manual and conversational voice command recognition. - Ford Connectivity Package (1-Year Included) Includes unlimited Wi-Fi hotspot, connected navigation, audio and video streaming, voice assistant and entertainment. Note: Ford Connectivity Package included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.</i>	Included
91C	Black High-Intensity Discharge (HID) Headlamps <i>Includes LED signature surround. HID headlamps emit a brighter, more natural light than halogen headlamps, which can help improve visibility.</i>	\$455.00
91B	Wiper Activated Headlamps	\$30.00
544	Long-Arm Manual-Folding Heated Pwr Adjusting Mirrors <i>Includes turn signals.</i>	\$220.00
68J	Extended Length Passenger Running Board <i>Running board covers the A-B pillar driverside and A-C pillar passenger-side.</i>	\$655.00

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Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026

Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

**2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)**

Price Level: 635 | Quote ID: 2026-Du12

As Configured Vehicle (cont'd)

Code	Description	MSRP
53B	Heavy-Duty Trailer Tow Package <i>Deletes rear tow hook. Includes 4/7 pin connector assembly and rear jumper and relay system for backup/B+running lights. This package does not include a Trailer Brake Controller (TBC) (67D). Additionally, this option must be added at time of ordering. Neither a Ford or aftermarket trailer brake controller can be added later (after vehicle is built).</i> <i>Includes:</i> - Tow/Haul Mode w/Trailering Wiring Provisions - Frame Mounted Hitch Receiver	\$485.00
17B	Fixed Rr Cargo Door & 2nd Row Passenger-Side Glass <i>Includes:</i> - Rear-Window Defroster - Rearview Mirror	\$425.00
92E	Privacy Glass <i>Provides protection of vehicle occupant(s) and occupant personal belongings. The glass also provides occupant comfort by helping to reduce vehicle cool-down time.</i> <i>Includes:</i> - Rear-Window Defroster	\$225.00
66C	D-Pillar Assist Handles <i>Located on the driver and passenger-side.</i>	\$60.00
15F	Full Rear Compartment Lighting <i>Includes cargo area LED lights at C-pillar and D-pillar and rear compartment LED switch.</i>	\$75.00
67E	Large Center Console <i>Includes an integrated shifter, a dual cup holder and an additional storage area.</i>	Included
16E	Front & Rear Vinyl Floor Covering <i>Includes wheel well liners.</i>	\$285.00
87E	Auxiliary Fuse Panel <i>Includes high spec interface connector.</i> <i>Includes:</i> - Dual AGM Batteries (70 Amp-hr Each) - Modified Vehicle Wiring System <i>Includes modified vehicle connections for customized wiring harness provisions.</i>	Included
53K	Modified Vehicle Wiring System <i>Includes modified vehicle connections for customized wiring harness provisions.</i>	Included
63E	Dual AGM Batteries (70 Amp-hr Each)	Included
61M	Ford Co-Pilot360 Assist 2.0 <i>Includes HD Radio, connected navigation (1-year included with Ford Connectivity Package) and 360-degree camera</i>	\$1,500.00

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Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026

Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

**2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)**

Price Level: 635 | Quote ID: 2026-Du12

As Configured Vehicle (cont'd)

Code	Description	MSRP
	<p><i>Includes:</i></p> <ul style="list-style-type: none"> - SiriusXM w/360L - Front Fog Lamps <p><i>Auxiliary lamps that are generally integrated into the front fascia and designed to help illuminate the roadway during poor visibility.</i></p> <ul style="list-style-type: none"> - Adaptive Cruise Control w/Lane Centering <p><i>Includes stop and go and lane centering (under 10,000lb GVWR only) and predictive speed assist.</i></p> <ul style="list-style-type: none"> - Side Parking Sensors - Reverse Brake Assist - Blind Spot Information System w/Cross Traffic Alert 	
90D	Pro Power Onboard - 400W <i>High-power outlets deliver up to 400 watts of power, allowing drivers to easily charge smaller corded tools, battery chargers or mobile devices on-site.</i>	\$215.00
67C	Upfitter Package <i>Includes high capacity upfitter switches.</i>	\$610.00
86F	2 Additional Keys (4 Total) <i>Includes key fobs.</i>	\$75.00
86W	Front All-Weather Floor Mats <i>Ford accessory, pre-installed.</i>	\$120.00
15C	Front Black Wheel Well Liners <i>Ford accessory, pre-installed.</i>	\$295.00
153	Front License Plate Bracket <i>Standard in states requiring two license plates and optional in all other states.</i>	N/C

Fleet Options

WARANT	Fleet Customer Powertrain Limited Warranty <i>Requires valid FIN code.</i>	N/C
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Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026

Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

**2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)**

Price Level: 635 | Quote ID: 2026-Du12

As Configured Vehicle (cont'd)

Code	Description	MSRP
<i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guide distributed with the purchase of every new vehicle.</i>		
Emissions		
425	50-State Emissions System	STD
Exterior Color		
YZ_01	Oxford White	N/C
Interior Color		
CK_01	Dark Palazzo Gray w/Cloth Front Bucket Seats	N/C
Upfit Options		
01	License and Title (M-Plates)	\$203.00
02	Rust Proofing (No Under Coating)	\$395.00
<hr/>		
SUBTOTAL		\$58,743.00
Destination Charge		
<hr/>		
TOTAL		\$60,838.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026

Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

**2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)**

Price Level: 635 | Quote ID: 2026-Du12

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$52,000.00
Options	\$6,145.00
Colors	\$0.00
Upfitting	\$598.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$2,095.00
Subtotal	\$60,838.00

Discount Adjustments

Discount Adjustments	-\$4,772.00
Total	\$56,066.00

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

DuPage County SPC # 207

Prepared by: Nic Cortellini

01/13/2026

Currie Motors Fleet | 10125 West Laraway Road Frankfort IL | 60423

**2026 Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)**

Price Level: 635 | Quote ID: 2026-Du12

Pricing Summary - Multiple Vehicles**Vehicle Quantity: 2**

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$104,000.00
Options	\$12,290.00
Colors	\$0.00
Upfitting	\$1,196.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$4,190.00
Subtotal	\$121,676.00
<i>Discount Adjustments</i>	
Discount Adjustments	-\$9,544.00
Total	\$112,132.00

Customer Signature

Acceptance Date



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

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	<i>Currie Motors</i>
CONTACT PERSON:	<i>Nic Cortellini</i>
CONTACT EMAIL:	<i>nic.cortellini@curriemotors.com</i>

Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

Yes

No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

Yes

No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

The full text of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Nic Cortellini

Signature:

Signature on File

Title: Commercial Account Manager Date: 01/13/2026



Public Works Requisition under \$30,000

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

File #: 26-0706

Agenda Date: 2/17/2026

Agenda #: 8.A.



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 26-007-PW	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,570.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,570.00
	CURRENT TERM TOTAL COST: \$15,570.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Mid-American Water	VENDOR #: 11215	DEPT: Public Works	DEPT CONTACT NAME: Dwane Kozak
VENDOR CONTACT: Eric Lowe	VENDOR CONTACT PHONE: 847-345-7388	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: dwane.kozak@dupagecounty.gov
VENDOR CONTACT EMAIL: ericlowe@midamericanwater.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Furnish and deliver Water Main Replacement parts and material for the Nordic Hills subdivision for a contract total not to exceed \$15,570.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage County Public Works has identified some possible leaky valve boxes in the Nordic Hills neighborhood. In order to ensure compliance and appropriate tracking of water usage, new b-boxes and various materials are needed to replace the units in the Nordic Hills Neighborhood.			

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: Mid-American Water	Vendor#: 11215	Dept: Public Works	Division: Public Works
Attn: Eric Lowe	Email: ericlowe@midamericanwater.com	Attn: Magda	Email: pwaccountspayable@dupagecounty.gov
Address: 1500 Mountain St	City: Aurora	Address: 7900 S Rt 53	City: Woodridge
State: Illinois	Zip: 60502	State: Illinois	Zip: 60517
Phone: 847-345-7388	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#:	Dept: Same as Above	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 17, 2025	Contract End Date (PO25): Nov 30, 2026
Contract Administrator (PO25): Drew Cormican			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Furnish and deliver b-boxes and various materials per bid #26-007-PW	FY25	2000	2640	52250		15,570.00	15,570.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 15,570.00

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

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



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
WATER MAIN B-BOX 26-007-PW
BID TABULATION

✓

				Mid-American Water		Underground Pipe & Valve Co.		Water Products Company		Chicago United Industries LLC		Core & Main LP		Ziebell Water Service Products, Inc.		
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	
1	Tap Sleeve 4" x 8" x 3/4" cc	EA	30	\$ 95.26	\$ 2,857.80	\$ 105.00	\$ 3,150.00	\$ 112.00	\$ 3,360.00	\$ 117.78	\$ 3,533.40	\$ 133.50	\$ 4,005.00	\$ 189.25	\$ 5,677.50	
2	Corporation Stop 3/4"	EA	30	\$ 39.81	\$ 1,194.30	\$ 43.00	\$ 1,290.00	\$ 43.20	\$ 1,296.00	\$ 44.88	\$ 1,346.40	\$ 65.50	\$ 1,965.00	\$ 84.65	\$ 2,539.50	
3	Coupling 3/4" x 1"	EA	30	\$ 25.85	\$ 775.50	\$ 33.00	\$ 990.00	\$ 28.00	\$ 840.00	\$ 29.10	\$ 873.00	\$ 28.00	\$ 840.00	\$ 37.35	\$ 1,120.50	
4	Coupling 3/4"	EA	60	\$ 22.22	\$ 1,333.20	\$ 24.00	\$ 1,440.00	\$ 24.10	\$ 1,446.00	\$ 25.05	\$ 1,503.00	\$ 25.50	\$ 1,530.00	\$ 31.85	\$ 1,911.00	
5	Rounday 3/4"	EA	60	\$ 87.31	\$ 5,238.60	\$ 95.00	\$ 5,700.00	\$ 95.55	\$ 5,733.00	\$ 99.29	\$ 5,957.40	\$ 101.50	\$ 6,090.00	\$ 126.00	\$ 7,560.00	
6	Telescopic B-Box	EA	60	\$ 61.29	\$ 3,677.40	\$ 46.00	\$ 2,760.00	\$ 49.35	\$ 2,961.00	\$ 51.26	\$ 3,075.60	\$ 56.00	\$ 3,360.00	\$ 77.50	\$ 4,650.00	
7	3/4" Copper - 60' roll	EA	1	\$ 493.20	\$ 493.20	\$ 590.00	\$ 590.00	\$ 570.00	\$ 570.00	\$ 630.60	\$ 630.60	\$ 641.40	\$ 641.40	\$ 715.80	\$ 715.80	
				GRAND TOTAL		\$ 15,570.00		\$ 15,920.00		\$ 16,206.00		\$ 16,919.40		\$ 18,431.40		\$ 24,174.30

NOTES

- Underground Pipe & Valve Co.'s Bid Tabulation was adjusted to correct for submission errors:
 - NO. 5, when multiplied, (\$95.00 x 60 = \$5,700.00), resulted in an increase of \$2,850.00.
 - GRAND TOTAL was corrected from \$13,070.00 to \$15,920.00.
- Core & Main LP's Grand Total was corrected from \$18,435.40 to \$18,431.40.

Bid Opening 1/23/26 @ 11:00 AM	SR, VC
Invitations Sent	15
Total Vendors Requesting Documents	4
Total Bid Responses	6

BID PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	26-007-PW
COMPANY NAME:	Mid American Water
CONTACT PERSON:	Eric Lowe
CONTACT EMAIL:	EricLowe@MidAmericanWater.com

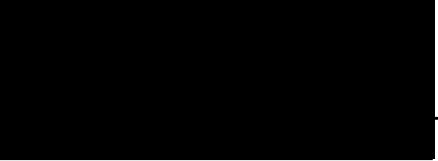
Section II: Pricing

F.O.B. Destination.

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Tap Sleeve 4" x 8" x 3/4" cc	EA	30	\$ 95.26	\$ 2857.80
2	Corporation Stop 3/4"	EA	30	\$ 39.81	\$ 1194.30
3	Coupling 3/4" x 1"	EA	30	\$ 25.85	\$ 775.50
4	Coupling 3/4"	EA	60	\$ 22.22	\$ 1333.20
5	Rounday 3/4"	EA	60	\$ 87.31	\$ 5238.60
6	Telescopic B-Box	EA	60	\$ 61.29	\$ 3677.40
7	3/4" Copper - 60' roll	EA	1	\$ 493.20	\$ 493.20
GRAND TOTAL					\$ 15,570
GRAND TOTAL (In words)	Fifteen thousand, Five hundred and Seventy dollars				

Section III: Certification

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

Printed Name: Eric Lowe Signature: 

Title: Outside Sales Date: 1/23/26



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

MANDATORY FORM

Section I: Contact Information

Complete the contact information below.

BID NUMBER:	Water Main B-box 26-007-PW
COMPANY NAME:	Mid-American Water
MAIN ADDRESS:	1500 Mountain St.
CITY, STATE, ZIP CODE:	Aurora, IL 60502
TELEPHONE NO.:	847-345-7388
BID CONTACT PERSON:	Eric Lowe
CONTACT EMAIL:	EricLowe@MidAmericanWater.com

Section II: Contract Administration Information

Complete the contract administration information below.

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME:	Eric Lowe	NAME:	
CONTACT:	Mid-American Water	CONTACT:	
ADDRESS:	1500 Mountain St	ADDRESS:	
CITY, ST., ZIP:	Aurora, IL 60502	CITY, ST., ZIP:	
PHONE NO.:	847-345-7388	PHONE NO.:	
EMAIL:	EricLowe@MidAmericanWater.com	EMAIL:	

Section III: Certification

The undersigned certifies that they are:

The Owner or Sole Proprietor

A Member authorized to sign on behalf of the Partnership

An Officer of the Corporation

A Member of the Joint Venture

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

Derek Dixon
(President or Partner)

Darren Dixon

(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. All, 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 and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the 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 Chapter 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 they have examined and carefully prepared this bid and have checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

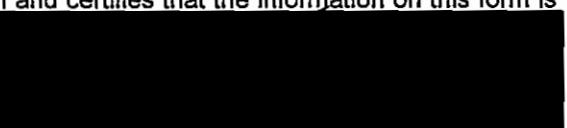
If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that 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 it 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 it will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

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

Printed Name: Eric Lowe

Signature: 

Title: Sales Rep

Date: 1/23/26



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

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	26-007-PW
COMPANY NAME:	Mid-American Water
CONTACT PERSON:	Eric Lowe
CONTACT EMAIL:	Eric.Lowe@MidAmericanWater.com

Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

Yes

No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

Yes

No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

The full text of the County's Ethics Ordinance is available at:

[Ethics | DuPage Co, IL](#)

The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Eric Lowe Signature: 
Title: Sales Rep Date: 1/23/26



Public Works Requisition \$30,000 and Over

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

File #: PW-P-0005-26

Agenda Date: 2/17/2026

Agenda #: 9.A.

**AWARDING RESOLUTION
ISSUED TO BURNS AND MCDONNELL
FOR A PROFESSIONAL RATE ANALYSIS OF
THE PUBLIC WORKS WATER AND SANITARY SEWER UTILITIES
(CONTRACT TOTAL NOT TO EXCEED \$41,763)**

WHEREAS, the COUNTY by virtue of its powers set forth in “Counties Code” (55 ILCS 5/5-1001 *et seq.*) and “General Powers of the County Board” (55 ILCS 5/5-15007 *et seq.*) is authorized to enter into this AGREEMENT; and

WHEREAS, the COUNTY requires professional rate analysis services from the CONSULTANT to conduct an independent rate study of its water and sanitary sewer utilities to assist the COUNTY with determining future user rates; (hereinafter referred to as “PROJECT”); and

WHEREAS, the CONSULTANT has experience and expertise in this area and is in the business of providing such professional water and sewer utility system rate study services and is willing to perform the required services for an amount not to exceed Forty-One Thousand Seven Hundred Sixty Three Dollars and 00/100 (\$41,763.00); and

WHEREAS, the CONSULTANT acknowledges that it is qualified to perform the services covered by this AGREEMENT and is in good standing and has not been barred from performing professional services; and

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

BE IT FURTHER RESOLVED that the DuPage County Clerk be directed to transmit certified copies of this Resolution and the attached Agreement to the David Naumann, 9400 Ward Parkway, Kansas City, MO, 64114; Procurement Division of the Finance Department of DuPage County; Nicholas V. Alfonso, State’s Attorney’s Office.

Enacted and approved this 24th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$41,763.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$41,763.00
	CURRENT TERM TOTAL COST: \$41,763.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Burns and McDonnell	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: David Naumann	VENDOR CONTACT PHONE: 816-822-4207	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: dnaumann@burnsmcd.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of an agreement between the County of DuPage, Illinois and Burns and McDonnell, for review and completion of the 2026 Public Works rate analysis not to exceed \$41,763.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Public Works policy requires that user charges are reviewed on at least a 4 year basis by an independent rate consultant to ensure that the sewer and water rates are sufficient to support operation. This rate study will establish the proper sewer and water rates for the next 4 years to ensure continued operational viability.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
PROFESSIONAL SERVICES EXCLUDED PER DUPAGE ORDINANCE (SECTION 2-353) AND 50 ILCS 510/2 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)	

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. Utilizing the Qualification based selection (QBS) process, five (5) responses, were scored by Public Works staff. Burns and McDonnell scored highest on all of the criteria. Burns and McDonnell has a team of professionals specializing in rate analysis for municipal water and sewer utilities. They have an in depth understanding of the operational differences among public utilities and have an understanding of municipal utilities comparable in size and complexity to DuPage County Public Works.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Contract with Burns and McDonnell to complete the Public Works Rate Study, recommended due to their expertise in this field and their familiarity with the operations of the Public Works Department. 2. Contract with the firm with the second highest score. Not recommended due to the advanced and relevant experience and high evaluation of Burns and McDonnell. 3) Do not have a contract. Not recommended due to the need for a rate study to ensure proper sewer and water rates will fund continued operational viability.

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: Burns and McDonnell	Vendor#:	Dept: Public Works	Division: Public Works
Attn: David Naumann	Email: dnaumann@burnsmcd.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecounty.gov
Address: 9400 Ward Parkway	City: Kansas City	Address: 7900 S. Rt. 53	City: Woodridge
State: MO	Zip: 64114	State: IL	Zip: 60517
Phone: 816-822-4207	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#:	Dept: Same as Above	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 24, 2026	Contract End Date (PO25): Nov 30, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Engineering Services for Public Works Rate Analysis	FY26	2000	2665	53090		41,763.00	41,763.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 41,763.00

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

**AGREEMENT
BETWEEN THE COUNTY OF DUPAGE, ILLINOIS
AND BURNS AND MCDONNELL ENGINEERING COMPANY, INC.
FOR WATER AND SEWER UTILITY SYSTEM RATE STUDY**

This professional services agreement (hereinafter referred to as the AGREEMENT), made this 24th day of February 2026, between the County of DuPage, a body corporate and politic, with offices at 421 North County Farm Road, Wheaton, Illinois (hereinafter referred to as the COUNTY) and Burns & McDonnell Engineering Company, Inc., licensed to do business in the State of Illinois, with offices at 9400 Ward Parkway, Kansas City, MO 64114; (hereinafter referred to as the CONSULTANT). The COUNTY and the CONSULTANT are hereinafter sometimes individually referred to as a “party” or together as the “parties.”

RECITALS

WHEREAS, the COUNTY by virtue of its powers set forth in “Counties Code” (55 ILCS 5/5-1001 *et seq.*) and “General Powers of the County Board” (55 ILCS 5/5-15007 *et seq.*) is authorized to enter into this AGREEMENT; and

WHEREAS, the COUNTY requires professional rate analysis services from the CONSULTANT to conduct an independent rate study of its water and sanitary sewer utilities to assist the COUNTY with determining future user rates; (hereinafter referred to as “PROJECT”); and

WHEREAS, the CONSULTANT has experience and expertise in this area and is in the business of providing such professional water and sewer utility system rate study services and is willing to perform the required services for an amount not to exceed Forty-One Thousand Seven Hundred Sixty Three Dollars and 00/100 (\$41,763.00); and

WHEREAS, the CONSULTANT acknowledges that it is qualified to perform the services covered by this AGREEMENT and is in good standing and has not been barred from performing professional services; and

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

1.0 INCORPORATION AND CONSTRUCTION

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

- 1.3 The exhibits referenced in this AGREEMENT shall be deemed incorporated herein and made a part hereof.

2.0 SCOPE OF SERVICES

- 2.1 Services are to be provided by the CONSULTANT according to the Scope of Work, specified as Exhibit A, attached hereto. The CONSULTANT shall complete all the services set forth in said exhibit for the compensation set forth in Section 7.0, below, unless otherwise modified as provided herein. The CONSULTANT agrees to obtain all necessary permits requested by the COUNTY when required to do so.
- 2.2 The CONSULTANT shall prepare and distribute meeting minutes within seven (7) days following meetings between the COUNTY or other group and the CONSULTANT concerning the PROJECT.
- 2.3 The COUNTY may, from time to time, request changes in the Scope of Work in this AGREEMENT. Any such changes, including any increase or decrease in the CONSULTANT'S compensation and Scope of Work, shall be documented by an amendment to this AGREEMENT in accordance with Section 14.0 of this AGREEMENT, except as allowed in Paragraph 15.3, below.
- 2.4 The relationship of the CONSULTANT to the COUNTY is that of independent contractor, and nothing in this AGREEMENT is intended nor shall be construed to create an agency, employment, joint venture relationship, or any other relationship allowing the COUNTY to exercise control or direction over the manner or method by which the CONSULTANT or its sub-contractors/sub-consultants provide services hereunder. Neither the CONSULTANT nor the CONSULTANT'S employees shall be entitled to receive any COUNTY benefits. The CONSULTANT shall be solely responsible for the payment of all taxes and withholdings required by law which may become due with regard to any compensation paid by the COUNTY to the CONSULTANT.
- 2.5 Services deemed to be a professional service under this AGREEMENT shall be performed and/or supervised by individuals licensed to practice by the State of Illinois in the applicable professional discipline.
- 2.6 Neither the CONSULTANT, nor the CONSULTANT'S employees, shall be retained as expert witnesses by the COUNTY except as by separate agreement.

3.0 NOTICE TO PROCEED

- 3.1 Authorization to proceed shall be given on behalf of the COUNTY by the Director of Public Works (hereinafter referred to as the "Director"), in the form of a written Notice to Proceed following execution of this AGREEMENT by the County Board Chair.

Authorization to proceed with various tasks described in Exhibit A will be given to the CONSULTANT by representatives of the Department of Public Works.

- 3.2 In addition to the Notice to Proceed, the Director, or his/her designee, may, on behalf of the COUNTY, approve, deny, receive, accept or reject any submission, notices or invoices from or by the CONSULTANT, as provided for in this AGREEMENT, including but limited to, acts performed in accordance with Paragraphs 3.3, 4.1, 5.2, 6.1, 7.3, 7.4, 8.2, 8.3, 15.3 and 21.2, as well as any requirements contained in Exhibit B attached hereto.
- 3.3 The CONSULTANT shall not perform additional work related to a submittal until the COUNTY has completed its review of the submittal, unless otherwise directed in writing by the Director or his designee. The CONSULTANT may continue to work on items unrelated to the submittal under review by the COUNTY.

4.0 TECHNICAL SUBCONSULTANTS

- 4.1 The prior written approval of the COUNTY shall be required before the CONSULTANT hires any sub-consultant(s) to complete COUNTY-ordered technical or professional tasks or services under the terms of this AGREEMENT. COUNTY approval of sub-consultant(s) includes approval of any new and/or modified billing rates (Exhibit A) and/or fee schedules as referenced in Paragraph 7.3.
- 4.2 The CONSULTANT shall supervise any sub-consultant(s) hired by the CONSULTANT and the CONSULTANT shall be solely responsible for any and all work performed by said sub-consultant, or sub-consultants, in the same manner and with the same liability as if performed by the CONSULTANT.
- 4.3 The CONSULTANT shall require any sub-consultant hired for the performance of any work or activity in connection to this AGREEMENT to agree and covenant that the sub-consultant also meets the terms of Sections 8.0 and 13.0 and Paragraph 25.2 of this AGREEMENT and shall fully comply therewith while engaged by the CONSULTANT in services for the COUNTY on the PROJECT or Work Orders.

5.0 TIME FOR PERFORMANCE

- 5.1 The CONSULTANT shall commence work to meet the requirements for professional services on the PROJECT after the COUNTY issues its written Notice to Proceed. The COUNTY is not liable and will not pay the CONSULTANT for any work performed before the date of the Notice to Proceed.
- 5.2 Unless otherwise defined in Exhibit A the CONSULTANT shall submit a schedule for completion of the PROJECT within ten (10) days of the written Notice to Proceed. The schedule is subject to approval by the COUNTY. All of the services required hereunder

shall be completed by November 30, 2026, unless the term of this AGREEMENT is extended in conformity with Article 14 below.

5.3 If the CONSULTANT is delayed at any time in the progress of the PROJECT by any act or neglect of the COUNTY or by any employee of the COUNTY or by changes ordered by the COUNTY, or any other causes beyond the CONSULTANT'S control, the sole remedy and allowance shall be an extension of time for completion. Such extension shall be that which is determined reasonable by the COUNTY upon consultation with the CONSULTANT. The CONSULTANT shall accept and bear all other costs, expenses and liabilities that may result from such delay.

6.0 DELIVERABLES

6.1 The CONSULTANT shall provide the COUNTY on or before the expiration of this AGREEMENT, or 14 days after notice of termination or when the Director directs, the deliverables specified in **Exhibit B**.

7.0 COMPENSATION

7.1. The COUNTY shall pay the CONSULTANT for services rendered and shall only pay in accordance with the provisions of this AGREEMENT. The COUNTY shall not be obligated to pay for any services not in compliance with this AGREEMENT.

7.2. Total payments to the CONSULTANT under the terms of this AGREEMENT shall not under any circumstances exceed Forty-One Thousand Seven Hundred Sixty Three Dollars and 00/100 (\$41,763.00). This amount is a "not to exceed" amount. In the event the COUNTY directs the CONSULTANT to perform services which would cause the stated amount to be exceeded, the CONSULTANT shall not be responsible for such services until this AGREEMENT is modified pursuant to Article 14.0.

7.3. For services performed by the CONSULTANT, the COUNTY shall pay a fixed fee not to exceed \$41,763.00. The fixed fee includes all costs the COUNTY will reimburse the CONSULTANT for its performance of the work defined in Exhibit A.

7.3.a If overtime/weekend/holiday (o/w/h) rates are expressly allowed under the AGREEMENT or a modification thereto, but such rates are not otherwise specified, the o/w/h rate for each category shall be no more than one hundred fifty percent (150%) of the stated normal rate for that category. The o/w/h rate, when allowed, shall only be permitted if any CONSULTANT personnel have

worked more than 40 hours in a given week (Sunday-Saturday) on the PROJECT or Work Order(s).

7.3.b If this AGREEMENT or a modification thereto authorizes the CONSULTANT to alter its fees, such fee changes shall be subject to the following unless otherwise provided in the AGREEMENT: (i) The CONSULTANT may only change the hourly billing rates stated in Exhibit A once per calendar year; (ii) hourly billing rates may not be changed prior to one hundred twenty (120) days from the date of execution of this AGREEMENT or from the date of any previous hourly billing rates change; and (iii) the CONSULTANT shall provide the COUNTY with forty-five (45) days' notice of any proposed change in hourly billing rates. The CONSULTANT shall not invoice the COUNTY using increased hourly billing rates without compliance to the notice requirements listed above.

7.4 If the scope of work for this AGREEMENT includes the use of job classifications covered by the prevailing rate of wages, the prevailing rate must be reflected in the cost estimate for this AGREEMENT. The rates have been ascertained and certified by the Illinois Department of Labor for the locality in which work is to be performed. If the Illinois Department of Labor revises the prevailing rates of wages to be paid, as listed in the specification of rates, the CONSULTANT may not pay less than the revised rates of wages. Current wage rate information shall be obtained by visiting the Illinois Department of Labor web site at <http://www.state.il.us/agency/idol/> or calling 312-793-2814. It is the responsibility of the CONSULTANT to review the rates applicable to the work in this AGREEMENT, at regular intervals, in order to insure the timely payment of current rates. Provision of this information to the CONSULTANT, by means of the Illinois Department of Labor web site, satisfies the notification of revisions by the COUNTY to the CONSULTANT pursuant to the Act, and the CONSULTANT agrees that no additional notice is required. The CONSULTANT shall notify each of its sub-consultants of the revised rates of wages.

7.5 The CONSULTANT shall submit invoices, for services rendered including any allowable expenses, to the COUNTY. All invoices shall include a remittance address. The COUNTY shall not be required to pay the CONSULTANT more often than monthly. Each invoice shall be submitted in a format agreed to in advance by the COUNTY. Each invoice shall also include a progress report that describes work completed for the invoice period, anticipated work for the next invoice period, outstanding issues or items that require a response, whether the work is progressing according to the approved schedule, and a discussion of the budget status. The CONSULTANT shall be required to submit a monthly progress report to the COUNTY even if a monthly invoice is not submitted to the COUNTY. The CONSULTANT shall provide the COUNTY with a valid taxpayer identification number prior to making any request for compensation. Payment will not be made for services completed or expenses incurred more than six-months (180 days) prior to submission of any invoice and any statute of limitations to the contrary is hereby waived. When requested by the COUNTY, the CONSULTANT shall submit certified time sheets as additional documentation for the invoiced services.

- 7.6 Upon approval of properly documented invoices, the COUNTY shall reimburse the CONSULTANT the amount invoiced for services completed in accordance with this AGREEMENT, provided that the amount invoiced together with the amounts of previous partial payments do not exceed the total compensation specified in this AGREEMENT. The COUNTY may not deny a properly documented claim for compensation, in whole or in part, without cause. The COUNTY shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act."
- 7.7 In the event of any overcharge by the CONSULTANT, the CONSULTANT shall refund the COUNTY within thirty (30) days of discovery of said overcharge by the CONSULTANT or notice to the CONSULTANT by the COUNTY. The COUNTY reserves the right to offset any overcharges against any amounts due and owing the CONSULTANT under this or any other AGREEMENT between the parties. The COUNTY shall be entitled to the statutory interest rate for judgments under Illinois law for any overcharges not timely refunded (or credited) in accord with this provision, which interest shall be in addition to any other remedies the COUNTY may have under the law or this AGREEMENT.
- 7.8 Upon acceptance of all deliverables specified in Exhibit B of this AGREEMENT, final payment shall be made to the CONSULTANT, including any retainage.

8.0 CONSULTANT'S INSURANCE

8.1 The CONSULTANT shall maintain, at its sole expense, insurance coverage including:

8.1.a **Worker's Compensation Insurance** in the statutory amounts.

8.1.b **Employer's Liability Insurance** in an amount of one million dollars (\$1,000,000.00) each accident/injury and one million dollars (\$1,000,000.00) each employee & policy limit/disease.

8.1.c **Commercial (Comprehensive) General Liability Insurance**, (including contractual liability) with limits of one million dollars (\$1,000,000.00) per occurrence, and two million dollars (\$2,000,000.00) in the annual aggregate for bodily injury/property damage. **An Endorsement must also be provided including the County of DuPage c/o the Director of Public Works/County Engineer, DuPage County Department of Public Works, its' Officers, Elected Officials and employees, 421 N. County Farm Rd., Wheaton, IL 60187, as an additional insured as required by written contract. This additional insured endorsement is to be on a primary basis and include a waiver of subrogation endorsement.**

8.1.d **Commercial (Comprehensive) Automobile Liability Insurance** with a limit of one million dollars (\$1,000,000.00) for any one occurrence of death, bodily

injury or property damage. **An Endorsement must also be provided including the County of DuPage c/o the Director of Public Works/County Engineer, DuPage County Department of Public Works, its' Officers, Elected Officials and employees, 421 N. County Farm Rd., Wheaton, IL 60187, as an additional insured as required by written contract. This additional insured endorsement is to be on a primary basis and include a waiver of subrogation endorsement.**

8.1.e **Professional Liability Insurance (Errors and Omissions)** shall be provided with limits of one million dollars (\$1,000,000.00) per claim and in the aggregate during the term of this AGREEMENT and shall be maintained in the form of an additional endorsement for a period of four (4) years after the date of the final payment for this AGREEMENT. The CONSULTANT shall provide the COUNTY a certificate of insurance at the beginning of each year evidencing same.

8.2 It shall be the duty of the CONSULTANT to provide to the COUNTY copies of the CONSULTANT'S Certificates of Insurance, as well notice of all applicable coverage and cancellation endorsements before issuance of a Notice to Proceed. It is the further duty of the CONSULTANT to immediately notify the COUNTY if any insurance required under this AGREEMENT has been cancelled, materially changed, or renewal has been refused, and the CONSULTANT shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage. If a suspension of work should occur due to insurance requirements, upon verification by the COUNTY of the CONSULTANT curing any breach of its required insurance coverage, the COUNTY shall notify the CONSULTANT that the CONSULTANT can resume work under this AGREEMENT. The CONSULTANT shall accept and bear all costs that may result from the cancellation of this AGREEMENT due to CONSULTANT'S failure to provide and maintain the required insurance.

8.3 The insurance required to be purchased and maintained by the CONSULTANT shall be provided by an insurance company acceptable to the COUNTY, and except for the insurance required in subparagraph 8.1.e, CONSULTANT'S insurance providers shall be authorized to do business in the State of Illinois; and shall include the specific coverage and be written for the limits of the liability specified herein or required by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded will not be canceled until thirty (30) days prior written notice has been given to the COUNTY except for cancellation due to non-payment of premium for which ten (10) days prior written notice has been given to the COUNTY.

8.4 The CONSULTANT shall require all approved sub-consultants, anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable under this AGREEMENT to maintain the same insurance required of the CONSULTANT, including the COUNTY as an additional insured in the same coverage types and amounts as the CONSULTANT, per Section 8.0. The COUNTY retains the right to obtain evidence of sub-consultants insurance coverage at any time.

8.5 COUNTY and CONSULTANT release each other and waive all rights of subrogation against each other and their officers, directors, or employees for damage covered by property insurance during and after the completion of CONSULTANT'S services.

9.0 INDEMNIFICATION

9.1 The CONSULTANT shall indemnify, hold harmless and defend the COUNTY, its officials, officers, agents, and employees from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property to the extent caused or contributed to by the CONSULTANT'S negligent or willful acts, errors or omissions in its performance under this AGREEMENT.

9.2 Nothing contained herein shall be construed as prohibiting the COUNTY, its officials, directors, officer and employees from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. Pursuant to Illinois law, any attorney representing the COUNTY, under this paragraph or paragraph 9.1, who is not already an Assistant State's Attorney, is to be appointed a Special Assistant State's Attorney, in accordance with the applicable law. The COUNTY'S participation in its defense shall not remove the CONSULTANT'S duty to indemnify, defend, and hold the COUNTY harmless, as set forth above.

9.3 Any indemnity as provided in this AGREEMENT shall not be limited by reason of the enumeration of any insurance coverage herein provided. The CONSULTANT'S indemnification of the COUNTY shall survive the termination, or expiration, of this AGREEMENT.

9.4 The COUNTY does not waive, by these indemnity requirements, any defenses or protections under the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 *et seq.*) or otherwise available to it, or to the CONSULTANT, under the law.

9.5 In no event will CONSULTANT be liable for any special, indirect, or consequential damages including, without limitation, damages or losses in the nature of increased costs, loss of revenue or profit, lost production, claims by customers of COUNTY, and/or governmental fines or penalties.

9.6 Except in the case of intentional misrepresentation, fraud, intentional torts, gross negligence or the costs of defense and indemnification related to personal/bodily injury, including wrongful death, or third party property damage required by paragraph 9.1, above, CONSULTANT's aggregate liability for all other damages connected with its services for the Project, whether or not covered by CONSULTANT's insurance, will not exceed \$1,000,000.

10.0 SATISFACTORY PERFORMANCE

- 10.1 The COUNTY is entering into an AGREEMENT with this CONSULTANT because the CONSULTANT professes to the COUNTY that it will employ the standard of care within its profession in the performance of the services herein contracted. Accordingly, the CONSULTANT'S and sub-consultant(s) standard of performance under the terms of this AGREEMENT shall be that which is to the satisfaction of the COUNTY and meets the quality and standards commonly provided by similar professional engineering firms practicing in DuPage County and the State of Illinois.
- 10.2 In the event there are no similar professional firms practicing in DuPage County, Illinois, with respect to the type of work for which this CONSULTANT has been engaged, the CONSULTANT'S services shall be performed in a manner consistent with the customary skill and care of its profession.
- 10.3 If any errors, omissions, or acts, intentional or negligent, are made by the CONSULTANT, or its' sub-consultant(s), in any phase of the work, the correction of which requires additional field or office work, the CONSULTANT shall be required to perform such additional work as may be necessary to remedy same without undue delay and without charge to the COUNTY. In the event any errors or omissions are detected after the expiration or termination of the AGREEMENT, the CONSULTANT may at the COUNTY'S option have the responsibility to cure same under this provision.
- 10.4 Acceptance of the work shall not relieve the CONSULTANT of the responsibility for the quality of its work, nor its liability for loss or damage resulting from any errors, omissions, or negligent or willful acts by the CONSULTANT or its sub-consultants.

11.0 BREACH OF CONTRACT

- 11.1 In the event of any breach of this AGREEMENT, the non-breaching party shall give notice to the breaching party stating with particularity the nature of the alleged breach, and the breaching party shall be allowed a reasonable opportunity to cure said breach. Either party's failure to timely cure any breach of this AGREEMENT shall relieve the other party of the requirement to give thirty (30) days' notice for termination of this AGREEMENT in accordance with Paragraph 16.1, below, and in such a case, ten (10) days' written notice to the breaching party is sufficient notice. Notwithstanding the above term, the CONSULTANT'S failure to maintain insurance in accordance with Section 8.0, above, or in the event of any of the contingencies described in Paragraph 16.1 below, shall be grounds for the COUNTY'S immediate termination of this AGREEMENT. Any breach of any covenant or term of this AGREEMENT by one or more of the CONSULTANT'S sub-consultants shall be deemed a breach by CONSULTANT subject to the terms of this AGREEMENT.

12.0 OWNERSHIP OF DOCUMENTS

- 12.1 The CONSULTANT agrees that any and all deliverables prepared for the COUNTY under the terms of this AGREEMENT shall be properly arranged, indexed and delivered to the COUNTY as provided in paragraph 6.1. An electronic copy of all applicable deliverables, in a format designated by the COUNTY'S representative, shall be provided to the COUNTY.
- 12.2 The documents and materials made or maintained under this AGREEMENT shall be and will remain the property of the COUNTY which shall have the right to use same without restriction or limitation and without compensation to the CONSULTANT other than as provided in this AGREEMENT. The CONSULTANT waives any copyright interest in said deliverables.
- 12.3 The COUNTY acknowledges that the use of information that becomes the property of the COUNTY pursuant to Paragraph 12.2, for purposes other than those contemplated in this AGREEMENT, shall be at the COUNTY'S sole risk.
- 12.4 The CONSULTANT may, at its sole expense, reproduce and maintain copies of deliverables provided to the COUNTY.

13.0 COMPLIANCE WITH THE LAW AND OTHER AUTHORITIES

- 13.1 The CONSULTANT, and sub-consultant(s), shall comply with Federal, State and Local statutes, ordinances and regulations and obtain permits, licenses, or other mandated approvals, whenever applicable.
- 13.2 The CONSULTANT, and sub-consultant(s), shall not discriminate against any worker, job applicant, employee or any member of the public, because of race, creed, color, sex, age, handicap, or national origin, or otherwise commit an unfair employment practice. The CONSULTANT, and sub-consultant(s), shall comply with the provisions of the Illinois Human Rights Act, as amended, 775 ILCS 5/1-101, *et seq.*, and with all rules and regulations established by the Department of Human Rights.
- 13.3 The CONSULTANT, by its signature on this AGREEMENT, certifies that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code, 30 ILCS 500/1-1, *et seq.*; and further certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Illinois Criminal Code (Illinois Compiled Statutes, Chapter 720, paragraph 5/33E-3).

- 13.4 The CONSULTANT, by its signature on this AGREEMENT, certifies that no payment, gratuity or offer of employment, except as permitted by the Illinois State Gift Ban Act and the County of DuPage Ethics Ordinance, was made by or to the CONSULTANT, or CONSULTANT'S personnel, in relation to this AGREEMENT. The CONSULTANT has also executed the attached Ethics Disclosure Statement that is made a part hereof and agrees to update contribution information on an ongoing basis during the life of the AGREEMENT as required by said Ordinance.
- 13.5 The CONSULTANT covenants that it has no conflicting public or private interest and shall not acquire directly or indirectly any such interest which would conflict in any manner with the performance of the CONSULTANT'S services under this AGREEMENT.
- 13.6 **In accordance with the Vendor Information Reporting Act (35 ILCS 200/18-50.2),** the COUNTY is required to collect and electronically publish data from all consultants and subconsultants as to: (1) whether they are a minority-owned, women-owned or veteran-owned business as defined by the Business Enterprise for Minorities, Women and Persons with Disabilities Act (30 ILCS 575/01 *et seq.*); and (2) whether the consultant or any subconsultants are self-certifying or whether they hold certifications for those above-referenced categories. If self-certifying, the consultants and subconsultants shall disclose whether they qualify as a small business under federal Small Business Administration standards. **In compliance with the Vendor Information Reporting Act, within 60 calendar days of the COUNTY'S award of the contract for work covered under this AGREEMENT, the awarded consultant, and each subconsultant, must complete the Awarded Vendor Questionnaire (found at <https://mwv.dupageco.org/>).**
- 13.7 The CONSULTANT acknowledges knowledge of the COUNTY'S Procurement Ordinance, which is hereby incorporated in this AGREEMENT, and has had an opportunity to review it. The CONSULTANT agrees to submit changes for Scope of Work or compensation in accordance with said Ordinance.

14.0 MODIFICATION OR AMENDMENT

- 14.1 The parties may modify or amend terms of this AGREEMENT only by a written document duly approved and executed by both parties.
- 14.2 The CONSULTANT agrees to submit changes for Scope of Work or compensation on a COUNTY designated form.

15.0 TERM OF THIS AGREEMENT

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

- (a) The termination of this AGREEMENT in accordance with the terms of Section 16.0, or
- (b) The expiration of this AGREEMENT on November 30, 2026, or to a new date agreed upon by the parties, or
- (c) The completion by the CONSULTANT and the COUNTY of their respective obligations under this AGREEMENT, in the event such completion occurs before November 30, 2026.

15.2 The CONSULTANT shall not perform any work under this AGREEMENT after the expiration date set forth in Paragraph 15.1(b), above or after the early termination of this AGREEMENT. The COUNTY is not liable and will not reimburse the CONSULTANT for any work performed after the expiration or termination date of the AGREEMENT. However, nothing herein shall be construed so as to relieve the COUNTY of its obligation to pay the CONSULTANT for work satisfactorily performed prior to expiration or termination of the AGREEMENT and delivered in accordance with Paragraph 6.1, above.

15.3 The term for performing this AGREEMENT may be amended by a Change Order, or other COUNTY designated form, signed by both parties without formal amendment pursuant to paragraph 14.1 above.

16.0 TERMINATION

16.1 Except as otherwise set forth in this AGREEMENT, either party shall have the right to terminate this AGREEMENT for any cause or without cause thirty (30) days after having served written notice upon the other party, except in the event of CONSULTANT'S failure to maintain suitable insurance at the requisite coverage amounts, insolvency, bankruptcy or receivership, or if the CONSULTANT is barred from contracting with any unit of government, or is subsequently convicted or charged with a violation of any of the statutes or ordinances identified in Section 13.0, above, in which case termination shall be effective immediately upon receipt of notice from COUNTY at COUNTY'S election.

16.2 Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination, or to pay for services rendered prior to termination. There shall be no termination expenses.

16.3 Upon termination of the AGREEMENT, all data, work products, reports and documents produced because of this AGREEMENT shall become the property of the COUNTY. Further, the CONSULTANT shall provide all deliverables within fourteen (14) days of termination of this AGREEMENT in accordance with the other provisions of this AGREEMENT.

17.0 ENTIRE AGREEMENT

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

18.0 ASSIGNMENT

- 18.1 Either party may assign this AGREEMENT provided, however, the other party shall first approve such assignment, in writing.

19.0 SEVERABILITY

- 19.1 In the event, any provision of this AGREEMENT is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the AGREEMENT. The remainder of this AGREEMENT shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.
- 19.2 In the event of the contingency described in Paragraph 19.1, above, the parties shall make a good faith effort to amend this AGREEMENT pursuant to Paragraph 14.1, above, in order to remedy and, or, replace any provision declared unenforceable or invalid.

20.0 GOVERNING LAW

- 20.1 The laws of the State of Illinois shall govern this AGREEMENT as to both interpretation and performance.
- 20.2 The venue for resolving any disputes concerning the parties' respective performance under this AGREEMENT shall be the Judicial Circuit Court for DuPage County.

21.0 NOTICES

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

Burns and McDonnell Engineering Company, Inc.
9400 Ward Parkway
Kansas City, MO 64114
ATTN: David Naumann
Sr. Project Manager
Phone: 816-822-4207
Email: dnaumann@burnsmcd.com

DuPage County Public Works
421 N. County Farm Road
Wheaton, IL 60187
ATTN: Nick Kottmeyer, Chief Administrative Officer
Phone: 630.407.6805
Email: Nick.kottmeyer@dupagecounty.gov

21.2 All notices required to be given under the terms of this AGREEMENT shall be in writing and either (a) served personally during regular business hours; (8:00a.m.-4:30p.m. CST or CDT Monday–Friday); (b) served by certified or registered mail, return receipt requested, properly addressed with postage prepaid; or (d) served by email transmission during regular business hours (8:00 a.m. – 4:30 p.m. CST or CDT Monday-Friday), return receipt requested. Notices served personally, by email transmission shall be effective upon receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service. Each party may designate a new location for service of notices by serving notice thereof in accordance with the requirements of this Paragraph, and without compliance to the amendment procedures set forth in Paragraph 14.1, above.

22.0 WAIVER OF/FAILURE TO ENFORCE BREACH

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

23.0 FORCE MAJEURE

23.1 Neither party shall be liable for any delay or non-performance of their obligations caused by any contingency beyond their control including but not limited to Acts of God, war, civil unrest, strikes, walkouts, fires or natural disasters.

24.0 RESERVED

25.0 QUALIFICATIONS

- 25.1 The CONSULTANT shall employ only well qualified persons in responsible charge of any elements of the work covered under this AGREEMENT, all subject to COUNTY approval.
- 25.2 The CONSULTANT'S project manager specified in Exhibit A shall be considered essential to the work covered under this AGREEMENT. If for any reason, substitution of the project manager becomes necessary, the CONSULTANT shall provide advance written notification of the substitution to the COUNTY. Such written notification (Exhibit C) shall include the proposed successor's name and resume of their qualifications.
- 25.2 Failure by the CONSULTANT to properly staff the PROJECT with qualified personnel shall be sufficient cause for the COUNTY to deny payment for services performed by unqualified personnel and will serve as a basis for cancellation of this AGREEMENT.
- 25.3 The CONSULTANT shall require any sub-consultant(s) utilized for the PROJECT to employ qualified persons to be the same extent such qualifications are required of the CONSULTANT'S personnel. The COUNTY shall have the same rights under Paragraph 25.2 above, with respect to the CONSULTANT'S sub-consultant(s) being properly staffed while engaged in the PROJECT.

[Signatures on following page]

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

COUNTY OF DUPAGE

Deborah A. Conroy, Chair
DuPage County Board

ATTEST BY:

Jean Kaczmarek, County Clerk

BURNS & MCDONNELL ENGINEERING CO., INC.



David F. Naumann
Senior Project Manager

ATTEST BY:



Alex Craven
Project Delivery Manager

EXHIBIT A

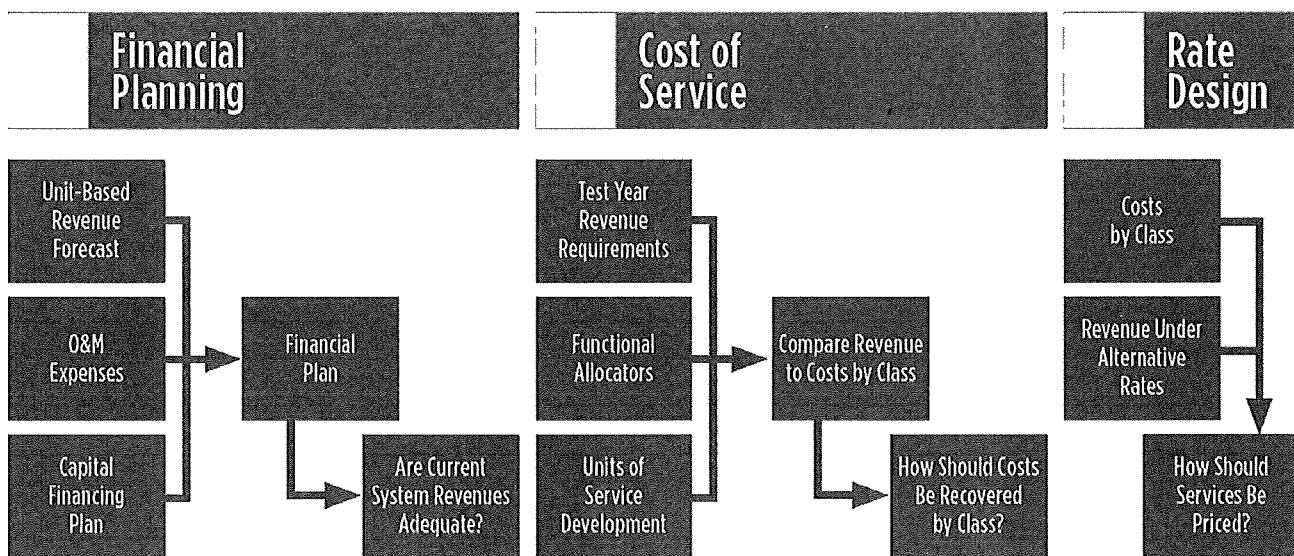
SCOPE OF WORK

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

OUR APPROACH TO MUNICIPAL RATE STUDIES

At its most basic level, Burns & McDonnell's rate studies are designed to create a financial roadmap to prudently plan for funding requirements, to defensibly and equitably recover costs and to implement rate adjustments that achieve utility policy goals and objectives.

Our approach to executing utility rate studies is grounded in the principles established by the American Water Works Association (AWWA) *M1 Rate Manual* and the Water Environment Federation (WEF) *Financing and Charges for Wastewater Systems*. The three-step approach we follow to complete utility rate studies aligns with industry standards and is depicted on the following page. Each study we perform is tailored to meet each individual client's needs; however, at its core, our proposed project team has applied this three-step approach in essentially all comprehensive financial planning, cost of service and rate studies we conduct. This approach is proven and will serve as a solid basis for the execution of DuPage County's desired Study.



- ▶ **Step 1: Financial Planning provides an indication of the adequacy of the revenue generated by current rates.** The results of the financial forecast analysis will answer the questions "Are the existing rates adequate?" and "If not, what level of overall revenue adjustment is needed?"
- ▶ **Step 2: Cost of Service focuses on assigning cost responsibility to customer classes.** Each customer class is allocated an appropriate share of the overall system costs based on the level of service provided. The net revenue requirements (costs to be recovered from rates) identified in Step 1 are allocated to customers in accordance with industry standards and principles and system characteristics.
- ▶ **Step 3: Rate Design provides for the required revenue recovery.** Once the overall level of revenue required is identified and customer class responsibility for that level of revenue is determined, schedules of rates for each rate class are developed that will generate revenues accordingly.

We have organized the Proposed Work Plan below to address the specific scope of services requested in DuPage County's

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

scope as indicated in the QBS document, as well as our recent conversations. All requested scope components are included herein and are sequenced in a way we believe will enable project completion efficiently and effectively. We are prepared to adjust our approach to meet DuPage County's needs as may be desired.

PROPOSED WORK PLAN

The studies for each utility are very similar in content and philosophy but there are subtle differences based on nuances for each particular utility. The following specific tasks are proposed to be undertaken to complete the proposed Study.

Task 1 – Initiate Project

The objective of Task 1 is to initiate the Study, collecting pertinent data and collaborating with DuPage County to confirm consensus understanding of issues, milestones, communication strategies and other matters.

Task 1.1 – Request for Information

Within five working days following receipt of the Notice to Proceed, Burns & McDonnell will provide DuPage County with a preliminary data request to complete the Study. The data request will itemize information needed for understanding the financial and operating characteristics and cost drivers of the utilities and within each of the service areas. Such information is anticipated to include items such as:

- ▶ Budgets and capital plans;
- ▶ Audited financial statements for the previous three fiscal years;
- ▶ Budget versus actual revenues and expenses for the previous three fiscal years;
- ▶ Bond covenants, intergovernmental agreements and other contractual requirements, as applicable;
- ▶ Historical summary customer data (e.g. number of active accounts by meter size and by customer class, usage for water and sewer by class, revenues by class – stratified by service area)
- ▶ A full fiscal year of detailed billing data for each utility representing all water and sewer bills issued for service in that fiscal year, including customer account number, meter size, billed water and sewer volume, and revenue for each bill.
- ▶ Projected capital expenditures;
- ▶ Fund balances;
- ▶ Existing debt and loan payment schedules;
- ▶ Reserve policies;
- ▶ Fixed asset system records, including original cost, vintage date, annual depreciation, accumulated depreciation and related depreciation rates; and,
- ▶ Other appropriate information as deemed necessary.

We recognize that DuPage County may not have all information requested readily available or may track information differently than requested. If any requested data represents a substantial effort to compile, we will work with DuPage County to discuss alternative options as may be available. To facilitate the exchange of data, and particularly for large files, we can provide a data exchange or SharePoint site for use during the project.

Task 1.2 – Conduct Project Kick-off Meeting

Burns & McDonnell will conduct a project kick-off meeting virtually via Microsoft Teams. This meeting will provide the opportunity for Burns & McDonnell and DuPage County to discuss the project approach, schedule, deliverables, various issues to be addressed, and the initial data and information requested. During the meeting, we will work with DuPage County to finalize the study goals, objectives, and timeline that will result in completion of all tasks and deliverables in accordance with DuPage County's needs. Burns & McDonnell will provide an agenda in advance of the meeting.

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

Task 1 Deliverables and Meetings:

- ▶ Deliverables: Initial data request
Electronic copies of kick-off meeting agenda
- ▶ Formal Meeting: Project kick-off Teams meeting

Task 2 – Financial Plan Development

The objective of Task 2 is to develop a multi-year financial plan for each utility system that adequately funds the operating and capital requirements, complies with financial management policies and bond covenants, and provides a defensible and implementable plan for the utilities to move forward. DuPage County's scope indicates a preference for a detailed 4-year forecast and a 20-year long term plan, which we will provide.

Burns & McDonnell will develop the financial forecasts specifically for the water and sewer utilities. This will determine whether each utility's revenues under current rates can be expected to provide adequate funding for future utility operating and capital costs. The results of the financial forecasts will be utilized to define the targeted annual revenue requirements for each system.

Task 2.1 – Evaluate Current Usage Levels and Prepare Revenue Forecast

Projected annual utility service revenues under existing rates will be developed. Burns & McDonnell will review historical growth in the number of customers by class and by service area, and then forecast the annual number of customers for each utility rate class for each year of the forecast period. *For the purposes of this study, a service area is defined as any area with its own distinct rate for DuPage County's water or sewer service.*

Burns & McDonnell will analyze water consumption characteristics for a recent, representative fiscal year to determine quantities billed by class at various usage blocks, as applicable. Burns & McDonnell will assess trends in usage for water and sewer billable flow by class over a three-year period. Based on the trend analysis and other available information, Burns & McDonnell will estimate the future usage per customer for each rate class for each utility.

This information will be used in the forecast of revenues under existing rates, and will provide important data used in the consideration of rate structures.

Task 2.2 – Project Capital Flow of Funds

Burns & McDonnell will review the capital improvement plan (CIP) provided by DuPage County and develop a capital planning flow of funds. This plan will acknowledge anticipated sources and uses of capital funds to implement the CIP. Funding sources may include issuance of proposed bonds, loans, growth-related fees, existing balances, and other sources as applicable. Uses of funds will include the CIP, cost of debt issuance, and other costs as identified through consultation with DuPage County.

Task 2.3 – Project Operating Revenue Requirements

Projections of annual system operation and maintenance expenses will be developed based on variables that may include projected water and sewer usage, historical expense levels, existing budgets, inflation estimates and the input of DuPage County staff regarding any planned changes to the operation and maintenance of the utility systems.

Annual debt service requirements on any outstanding debt will be included in the operating forecast. To the extent additional financing of expected capital improvements is indicated to be required, estimates of new debt service requirements will also be incorporated in the forecast. In addition, the impacts of any financial performance requirements or targets, i.e. debt service coverage requirement, reserve levels, target operating ratio, etc., whether imposed internally or externally, will be considered.

Projections of any other system cash expenditures not included in any of the above categories will also be captured in the financial forecast. Such expenditures often include transfers or routine capital expenditures not otherwise included in a capital

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

improvement plan.

Task 2.4 – Review and Finalize Operating Cash Flows

Burns & McDonnell will summarize the annual forecasts of each utility's revenues and operating requirements in the form of pro-forma cash flow analyses. These analyses will identify any annual operating surplus or deficit anticipated during the study period. Additionally, these cash flows will be structured to separate expansion and non-expansion sources and uses of revenue. The sufficiency of existing rates to meet future revenue requirements will be evaluated based the ability to meet certain financial performance measures, including the anticipated annual surplus or deficit, debt service coverage levels, reserve balance goals, and other policies or measures developed in conjunction with DuPage County. If revenues under existing rates are not sufficient to meet future revenue requirements, adjustments will be proposed.

Burns & McDonnell will review the preliminary forecast results with DuPage County during a virtual Microsoft Teams meeting. During this meeting, Burns & McDonnell will review assumptions and results for each component of the cash flow forecast. Adjustments may be made "real time" to optimize the financial plans and meet DuPage County's needs.

Task 2 Deliverables and Meetings:

- ▶ Deliverables:
 - Evaluation of usage characteristics and trends
 - Projected cash flows for each utility
 - Cash flow scenario analyses
- ▶ Formal Meeting: Teams meeting to finalize cash flow

Task 3 –Cost of Service Analysis

A cost of service analysis focuses on assigning cost responsibility to the different classifications of customers. Each customer class is allocated an appropriate share of the overall system costs of providing service. The test year revenue requirement selected in collaboration with DuPage County will serve as the basis for the cost of service analysis for the utility systems. The revenue requirement will be calculated using the cash basis.

Under the cash basis, the revenues of the utility must be sufficient to cover all the cash needs for the period during which the rates are intended to be adequate. This basis is generally used by publicly owned utilities and is an extension of cash-oriented budgeting and accounting systems traditionally used by local governments. Revenue requirements under this basis include operation and maintenance expenses, routine annual replacements, debt service requirements, revenue-financed major capital improvements, as well as any payment or transfers to DuPage County general fund and reserve fund deposits.

Burns & McDonnell will utilize the test year revenue requirement to conduct a cost of service analysis that result in allocation of costs to each of DuPage County's existing rate classes by utility and by service area. The development of the class specific allocated cost of service will be consistent with industry standards assuming cost accounting data is sufficient to support this process.

Task 3.1 – Determine Utility Cost Assignments

Burns & McDonnell will complete the cost of service analysis using customized models that reflects the specific requirements of DuPage County's utility systems. Burns & McDonnell will complete cost functionalization and classification to functional service areas. Functions for the water system may include base, maximum day, maximum hour, fire protection and customer or meter components. Functions for the sewer system may include flow, strength (BOD, TSS), customer accounts, etc.

The amounts included in the test year revenue requirement for each component of revenue or expense will be classified as or assigned to the various functional services by one of several methods. These methods include direct assignment to a specific related function, assumed percentage breakdowns based on estimated levels of related activities within multiple functions, ratios of statistical factors affecting multiple functions, and composite ratios of the assignments resulting from the previous methods. The classified test year revenue requirement will then be summarized by functional service.

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

Task 3.2 – Analyze Customer Rate Classifications

Burns & McDonnell will review existing customer groups and available information to develop recommendations on additions or deletions to customer groups. In completing this task, we will review previous cost of service analyses completed by DuPage County as may be available. Understanding the levels of service provided to each part of DuPage County is critical in this assessment, and will set the foundation for defensible consolidation of rates.

Task 3.3 – Allocate Functional Costs to Classes

The test year revenue requirement of each utility system will be allocated among the existing rate classifications. This is generally referred to as development of each utility's units of service by customer class. At a minimum, units of service will include base volumes, capacity-related volumes, equivalent meters, and customers. For the sewer utility, units for strength and levels of infiltration/inflow will also be developed. The cost of service models will summarize the allocated revenue requirement by rate class. This output will be compared with the projected revenue to be generated by each rate class to estimate for each class the extent to which the current rates would recover the corresponding allocated share of the test year revenue requirement. As a result, a breakdown by rate classification of the total revenue change at the system level will be determined.

Task 3.4 – Review Cost of Service Results

Burns & McDonnell will conduct a project review meeting with DuPage County staff to review and discuss the preliminary cost of service analysis results. Any revisions to the assumptions used in the cost of service analysis will be agreed upon for purposes of finalizing the analysis. In addition, guidance will be obtained from DuPage County as to any adjustments to the cost recovery to be provided by each rate classification prior to beginning Task 4 of the Study.

Task 3 Deliverables and Meetings:

- ▶ Deliverables: Cost of service allocations to customer classes
- ▶ Formal Meeting: Teams meeting to discuss cost of service results

Task 4 – Proposed Rate Design

The objective of Task 4 is to develop proposed rates that meet the needs and objectives of each utility system and service area. Burns & McDonnell will assess the existing rate structures for its performance, overall equity, and ability to meet DuPage County's objectives for utility rates. The appropriateness of the current rate structures will be examined, and recommendations for change will be made to improve the fairness and equitability in cost recovery, achieve DuPage County goals, and align with DuPage County policies.

Task 4.1 – Design Proposed User Charge Rates

Based on the forecasted revenue requirements, cost of service analysis, and opportunity for rate and fee consolidation or simplification, proposed water and sewer user charges will be developed.

Rates will be structured to equitably recover costs and provide necessary funding identified in the financial plan to achieve revenues sufficient to meet the operating and capital needs of the system and achieve targeted reserves. Changes in rates may be phased-in over a multi-year period if needed to assist in implementation and mitigate adverse impacts to customer classes. Three rate alternatives will be provided along with a recommendation for DuPage County to consider.

Task 4.2 – Develop Forecast of Revenues Under Proposed Rates

Burns & McDonnell will utilize the detailed billing data provided by DuPage County to test and project revenues at the proposed rates for all proposed rate classes for both the water and sewer utility service. This will provide a check that the proposed rates will generate revenues to cover each system's revenue requirement, while taking into consideration the revenue responsibility indicated by the cost of service analysis and DuPage County's rate design policies and objectives.

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

Task 4.3 – Review Proposed Rates

Burns & McDonnell will conduct a project review meeting with DuPage County staff to review and discuss the proposed rates, and the forecast of revenues at proposed rates. Any revisions to the proposed rates used in the analysis will be agreed upon for purposes of finalizing the proposed rate development.

Task 4 Deliverables and Meetings:

- ▶ Deliverables: Proposed rates
 Typical bill comparison
- ▶ Formal Meeting: Teams meeting to review draft and final proposed rates

Task 5 – Study Reports & Presentations

Upon completion of the utility rate development, Burns & McDonnell will summarize the Study results in a draft report for review by DuPage County. The report will include an executive summary describing the study process, and key findings and recommendations regarding rate design and proposed fees. Subsequent sections of the report will describe the analysis in more tactical detail and will identify the results of each task of the Study.

Based on completion of prior project tasks, the report will document the following key deliverables:

- ▶ A summary of current and proposed rates for established service areas
- ▶ Document the analysis performed to support proposed rates and fees
- ▶ Document significant policies and assumptions utilized in the rate study
- ▶ Compare DuPage County's existing and proposed rates with those used by regional municipal water and sewer utility peers (data to be provided by DuPage County).

Burns & McDonnell will discuss the results of Study and review the draft reports with DuPage County staff. Based upon comments and input from DuPage County, Burns & McDonnell will complete a final revision to the reports and will provide ten printed copies of the final report and a digital copy to DuPage County.

Although no presentations are anticipated to be provided by Burns & McDonnell for this Study, Burns and McDonnell staff will be available for 1 virtual presentation with the County Board to help answer questions during the delivery of the study results.

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- ▶ Deliverables: Draft & final reports
 Adobe PDF copy of the final reports
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Task 6 – Model Delivery

A Microsoft Excel spreadsheet model will be developed during the Study and will be provided to DuPage County at the Study conclusion. The model will enable updating of study results and assessing impacts of future conditions on utility financial plans, cost of service analyses, and rates. The model will allow changes in customer demand and growth, capital improvements, operating costs, and debt service, among other variables as determined in consultation with DuPage County. Burns & McDonnell follows a few simple modeling techniques to improve the end user's experience in navigating and utilizing the model. These techniques involve:

- *Labeled section headers with range names and page numbers.* Each section of the model is uniquely identified to assist the user in navigating the model and producing printed copies if desired.

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

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PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

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Draft and Final Reports		July
Model Delivery		August

*Dependent on capital cost estimate availability

We propose conducting project status meetings about every three to four weeks. These meetings are to be regularly scheduled conversations about project progress, roadblocks, and upcoming milestones. We are open to adjusting the frequency of these meetings to suit DuPage County's needs.

PROPOSED FEE

Burns & McDonnell proposes to perform the rate consulting services described in this proposal for a not-to-exceed fee of \$41,763 to be billed monthly on a time and material basis. This price reflects approximately 162 man-hours.

Task 1 - Initiate Project	Task 2 - Financial Plan Development		Task 3 - Cost Of Service Analysis		Task 4 - Proposed Rate Design		Task 5 - Reports and Presentations		Task 6 - Model Development / Delivery		Estimated Total Hours	Total Labor & Expense	Hourly Rate
	1	6	6	10	4	4	2	2	2	2			
Consultant													
Dave Naumann	1	6	6	10	4	4	2	2	2	25	\$ 8,575	\$ 242	
Alex Craven	1	4	4	10	4	4	2	2	2	40	\$ 13,072	\$ 304	
Colin Wood		40	40	24	24	20	10	10	10	94	\$ 20,116	\$ 214	
Total Labor													
Total Project Fees	\$ 647	\$ 17,914	\$ 10,234	\$ 7,554	\$ 4,120	\$ 1,294					\$ 41,763		

EXHIBIT B

DELIVERABLES

The following deliverables will be submitted to the County before completion of the contract.

- 1 Task 1 Initiate Project
 - a. Initial data request
 - b. Kick-off meeting agenda
 - c. Kick-off Teams meeting
- 2 Task 2 Financial Plan Development
 - a. Evaluation of usage characteristics and trends
 - b. Projected cash flows for each utility
 - c. Cash flow scenario analysis
 - d. Cash flow review Teams meeting
- 3 Task 3 Cost of Service Analysis
 - a. Allocation of costs to functions
 - b. Teams review meeting
- 4 Task 4 Proposed Rate Design
 - a. Proposed user charge rate design
 - b. Typical bill impact of proposed rates
 - c. Teams meeting to review
- 5 Task 5 Study Reports and Presentations
 - a. Draft and final reports
 - b. Adobe PDF of final reports
 - c. Teams meeting to review reports
 - d. Virtual attendance of one Board presentation to address questions
- 6 Task 6 Model Delivery
 - a. Excel-based functioning model used in the Study

EXHIBIT C

DU PAGE COUNTY DEPARTMENT OF PUBLIC WORKS

CONSULTANT STAFF CHANGE NOTIFICATION

The Consulting Firm of _____ hereby
notifies the COUNTY through the that they need to reassign staff for the
_____ project, Section No.
_____.

Position: _____

Person: _____

Effective date: _____

Reason for requesting change:

Proposed Replacement: _____ (attach
resume)

Transition Plan (provide an outline of the steps that the CONSULTANT will take to
assure adequate exchange of information and responsibility, including Principal Engineer
oversight and requested involvement by COUNTY staff.

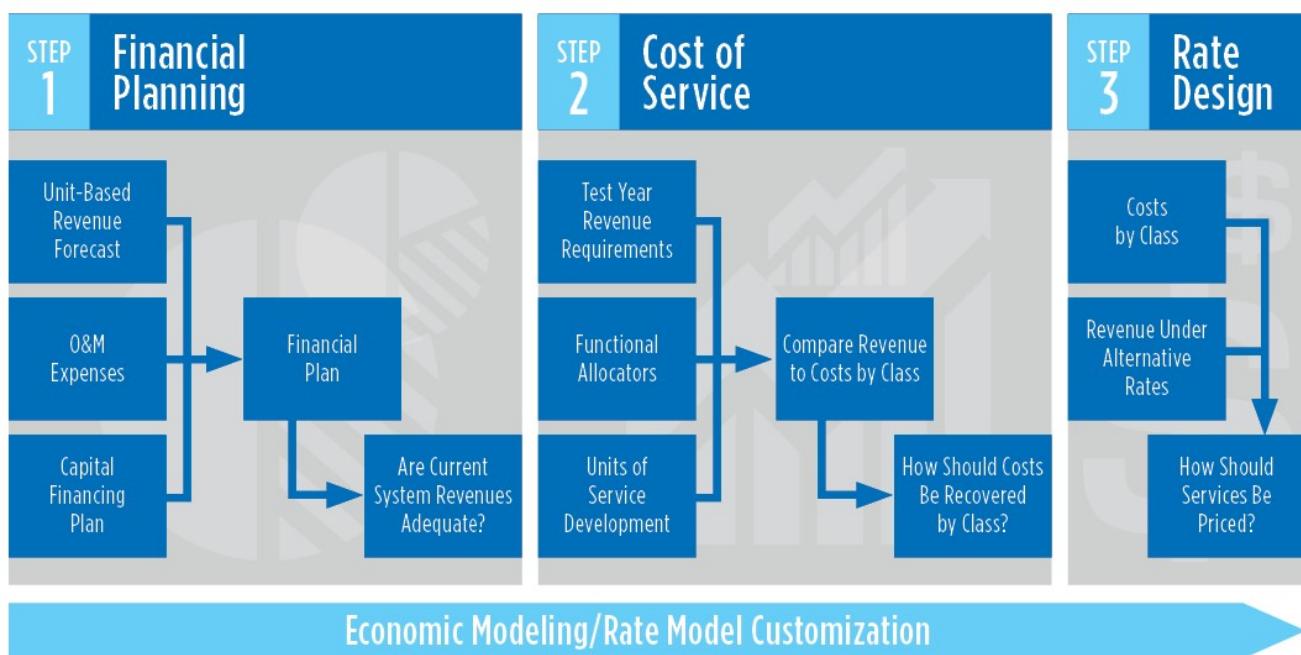
Insert
Ethics Form

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

OUR APPROACH TO MUNICIPAL RATE STUDIES

At its most basic level, Burns & McDonnell's rate studies are designed to create a financial roadmap to prudently plan for funding requirements, to defensibly and equitably recover costs and to implement rate adjustments that achieve utility policy goals and objectives.

Our approach to executing utility rate studies is grounded in the principles established by the American Water Works Association (AWWA) *MI Rate Manual* and the Water Environment Federation (WEF) *Financing and Charges for Wastewater Systems*. The three-step approach we follow to complete utility rate studies aligns with industry standards and is depicted on the following page. Each study we perform is tailored to meet each individual client's needs; however, at its core, our proposed project team has applied this three-step approach in essentially all comprehensive financial planning, cost of service and rate studies we conduct. This approach is proven and will serve as a solid basis for the execution of DuPage County's desired Study.



- ▶ **Step 1: Financial Planning provides an indication of the adequacy of the revenue generated by current rates.** The results of the financial forecast analysis will answer the questions "Are the existing rates adequate?" and "If not, what level of overall revenue adjustment is needed?"
- ▶ **Step 2: Cost of Service focuses on assigning cost responsibility to customer classes.** Each customer class is allocated an appropriate share of the overall system costs based on the level of service provided. The net revenue requirements (costs to be recovered from rates) identified in Step 1 are allocated to customers in accordance with industry standards and principles and system characteristics.
- ▶ **Step 3: Rate Design provides for the required revenue recovery.** Once the overall level of revenue required is identified and customer class responsibility for that level of revenue is determined, schedules of rates for each rate class are developed that will generate revenues accordingly.

We have organized the Proposed Work Plan below to address the specific scope of services requested in DuPage County's

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

scope as indicated in the QBS document, as well as our recent conversations. All requested scope components are included herein and are sequenced in a way we believe will enable project completion efficiently and effectively. We are prepared to adjust our approach to meet DuPage County's needs as may be desired.

PROPOSED WORK PLAN

The studies for each utility are very similar in content and philosophy but there are subtle differences based on nuances for each particular utility. The following specific tasks are proposed to be undertaken to complete the proposed Study.

Task 1 – Initiate Project

The objective of Task 1 is to initiate the Study, collecting pertinent data and collaborating with DuPage County to confirm consensus understanding of issues, milestones, communication strategies and other matters.

Task 1.1 – Request for Information

Within five working days following receipt of the Notice to Proceed, Burns & McDonnell will provide DuPage County with a preliminary data request to complete the Study. The data request will itemize information needed for understanding the financial and operating characteristics and cost drivers of the utilities and within each of the service areas. Such information is anticipated to include items such as:

- ▶ Budgets and capital plans;
- ▶ Audited financial statements for the previous three fiscal years;
- ▶ Budget versus actual revenues and expenses for the previous three fiscal years;
- ▶ Bond covenants, intergovernmental agreements and other contractual requirements, as applicable;
- ▶ Historical summary customer data (e.g. number of active accounts by meter size and by customer class, usage for water and sewer by class, revenues by class – stratified by service area)
- ▶ A full fiscal year of detailed billing data for each utility representing all water and sewer bills issued for service in that fiscal year, including customer account number, meter size, billed water and sewer volume, and revenue for each bill.
- ▶ Projected capital expenditures;
- ▶ Fund balances;
- ▶ Existing debt and loan payment schedules;
- ▶ Reserve policies;
- ▶ Fixed asset system records, including original cost, vintage date, annual depreciation, accumulated depreciation and related depreciation rates; and,
- ▶ Other appropriate information as deemed necessary.

We recognize that DuPage County may not have all information requested readily available or may track information differently than requested. If any requested data represents a substantial effort to compile, we will work with DuPage County to discuss alternative options as may be available. To facilitate the exchange of data, and particularly for large files, we can provide a data exchange or SharePoint site for use during the project.

Task 1.2 – Conduct Project Kick-off Meeting

Burns & McDonnell will conduct a project kick-off meeting virtually via Microsoft Teams. This meeting will provide the opportunity for Burns & McDonnell and DuPage County to discuss the project approach, schedule, deliverables, various issues to be addressed, and the initial data and information requested. During the meeting, we will work with DuPage County to finalize the study goals, objectives, and timeline that will result in completion of all tasks and deliverables in accordance with DuPage County's needs. Burns & McDonnell will provide an agenda in advance of the meeting.

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

Task 1 Deliverables and Meetings:

- ▶ Deliverables: Initial data request
Electronic copies of kick-off meeting agenda
- ▶ Formal Meeting: Project kick-off Teams meeting

Task 2 – Financial Plan Development

The objective of Task 2 is to develop a multi-year financial plan for each utility system that adequately funds the operating and capital requirements, complies with financial management policies and bond covenants, and provides a defensible and implementable plan for the utilities to move forward. DuPage County's scope indicates a preference for a detailed 4-year forecast and a 20-year long term plan, which we will provide.

Burns & McDonnell will develop the financial forecasts specifically for the water and sewer utilities. This will determine whether each utility's revenues under current rates can be expected to provide adequate funding for future utility operating and capital costs. The results of the financial forecasts will be utilized to define the targeted annual revenue requirements for each system.

Task 2.1 – Evaluate Current Usage Levels and Prepare Revenue Forecast

Projected annual utility service revenues under existing rates will be developed. Burns & McDonnell will review historical growth in the number of customers by class and by service area, and then forecast the annual number of customers for each utility rate class for each year of the forecast period. *For the purposes of this study, a service area is defined as any area with its own distinct rate for DuPage County's water or sewer service.*

Burns & McDonnell will analyze water consumption characteristics for a recent, representative fiscal year to determine quantities billed by class at various usage blocks, as applicable. Burns & McDonnell will assess trends in usage for water and sewer billable flow by class over a three-year period. Based on the trend analysis and other available information, Burns & McDonnell will estimate the future usage per customer for each rate class for each utility.

This information will be used in the forecast of revenues under existing rates, and will provide important data used in the consideration of rate structures.

Task 2.2 – Project Capital Flow of Funds

Burns & McDonnell will review the capital improvement plan (CIP) provided by DuPage County and develop a capital planning flow of funds. This plan will acknowledge anticipated sources and uses of capital funds to implement the CIP. Funding sources may include issuance of proposed bonds, loans, growth-related fees, existing balances, and other sources as applicable. Uses of funds will include the CIP, cost of debt issuance, and other costs as identified through consultation with DuPage County.

Task 2.3 – Project Operating Revenue Requirements

Projections of annual system operation and maintenance expenses will be developed based on variables that may include projected water and sewer usage, historical expense levels, existing budgets, inflation estimates and the input of DuPage County staff regarding any planned changes to the operation and maintenance of the utility systems.

Annual debt service requirements on any outstanding debt will be included in the operating forecast. To the extent additional financing of expected capital improvements is indicated to be required, estimates of new debt service requirements will also be incorporated in the forecast. In addition, the impacts of any financial performance requirements or targets, i.e. debt service coverage requirement, reserve levels, target operating ratio, etc., whether imposed internally or externally, will be considered.

Projections of any other system cash expenditures not included in any of the above categories will also be captured in the financial forecast. Such expenditures often include transfers or routine capital expenditures not otherwise included in a capital

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

improvement plan.

Task 2.4 – Review and Finalize Operating Cash Flows

Burns & McDonnell will summarize the annual forecasts of each utility's revenues and operating requirements in the form of pro-forma cash flow analyses. These analyses will identify any annual operating surplus or deficit anticipated during the study period. Additionally, these cash flows will be structured to separate expansion and non-expansion sources and uses of revenue. The sufficiency of existing rates to meet future revenue requirements will be evaluated based the ability to meet certain financial performance measures, including the anticipated annual surplus or deficit, debt service coverage levels, reserve balance goals, and other policies or measures developed in conjunction with DuPage County. If revenues under existing rates are not sufficient to meet future revenue requirements, adjustments will be proposed.

Burns & McDonnell will review the preliminary forecast results with DuPage County during a virtual Microsoft Teams meeting. During this meeting, Burns & McDonnell will review assumptions and results for each component of the cash flow forecast. Adjustments may be made "real time" to optimize the financial plans and meet DuPage County's needs.

Task 2 Deliverables and Meetings:

- ▶ Deliverables:
 - Evaluation of usage characteristics and trends
 - Projected cash flows for each utility
 - Cash flow scenario analyses
- ▶ Formal Meeting:
 - Teams meeting to finalize cash flow

Task 3 –Cost of Service Analysis

A cost of service analysis focuses on assigning cost responsibility to the different classifications of customers. Each customer class is allocated an appropriate share of the overall system costs of providing service. The test year revenue requirement selected in collaboration with DuPage County will serve as the basis for the cost of service analysis for the utility systems. The revenue requirement will be calculated using the cash basis.

Under the cash basis, the revenues of the utility must be sufficient to cover all the cash needs for the period during which the rates are intended to be adequate. This basis is generally used by publicly owned utilities and is an extension of cash-oriented budgeting and accounting systems traditionally used by local governments. Revenue requirements under this basis include operation and maintenance expenses, routine annual replacements, debt service requirements, revenue-financed major capital improvements, as well as any payment or transfers to DuPage County general fund and reserve fund deposits.

Burns & McDonnell will utilize the test year revenue requirement to conduct a cost of service analysis that result in allocation of costs to each of DuPage County's existing rate classes by utility and by service area. The development of the class specific allocated cost of service will be consistent with industry standards assuming cost accounting data is sufficient to support this process.

Task 3.1 – Determine Utility Cost Assignments

Burns & McDonnell will complete the cost of service analysis using customized models that reflects the specific requirements of DuPage County's utility systems. Burns & McDonnell will complete cost functionalization and classification to functional service areas. Functions for the water system may include base, maximum day, maximum hour, fire protection and customer or meter components. Functions for the sewer system may include flow, strength (BOD, TSS), customer accounts, etc.

The amounts included in the test year revenue requirement for each component of revenue or expense will be classified as or assigned to the various functional services by one of several methods. These methods include direct assignment to a specific related function, assumed percentage breakdowns based on estimated levels of related activities within multiple functions, ratios of statistical factors affecting multiple functions, and composite ratios of the assignments resulting from the previous methods. The classified test year revenue requirement will then be summarized by functional service.

PROPOSED PROJECT APPROACH, TIMELINE, AND COST

(continued)

Task 3.2 – Analyze Customer Rate Classifications

Burns & McDonnell will review existing customer groups and available information to develop recommendations on additions or deletions to customer groups. In completing this task, we will review previous cost of service analyses completed by DuPage County as may be available. Understanding the levels of service provided to each part of DuPage County is critical in this assessment, and will set the foundation for defensible consolidation of rates.

Task 3.3 – Allocate Functional Costs to Classes

The test year revenue requirement of each utility system will be allocated among the existing rate classifications. This is generally referred to as development of each utility's units of service by customer class. At a minimum, units of service will include base volumes, capacity-related volumes, equivalent meters, and customers. For the sewer utility, units for strength and levels of infiltration/inflow will also be developed. The cost of service models will summarize the allocated revenue requirement by rate class. This output will be compared with the projected revenue to be generated by each rate class to estimate for each class the extent to which the current rates would recover the corresponding allocated share of the test year revenue requirement. As a result, a breakdown by rate classification of the total revenue change at the system level will be determined.

Task 3.4 – Review Cost of Service Results

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PROPOSED PROJECT APPROACH, TIMELINE, AND COST

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PROPOSED PROJECT APPROACH, TIMELINE, AND COST

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PROPOSED PROJECT APPROACH, TIMELINE, AND COST

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Colin Wood		40	24	20		10	94	\$ 20,116	\$ 214
Total Labor	2	70	40	30	16	4	162	\$ 41,763	
Total Project Fees	\$ 647	\$ 17,914	\$ 10,234	\$ 7,554	\$ 4,120	\$ 1,294		\$ 41,763	



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

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	Water/Sewer Rate Study
COMPANY NAME:	Burns & McDonnell Engineering Company, Inc.
CONTACT PERSON:	David Naumann
CONTACT EMAIL:	DNaumann@burnsmcd.com

Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

Yes

No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

Yes

No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

The full text of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: David F. Naumann

Signature: 

Title: Senior Project Manager

Date: February 4, 2026



Public Works Requisition \$30,000 and Over

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

File #: PW-P-0006-26

Agenda Date: 2/17/2026

Agenda #: 10.A.

**AWARDING RESOLUTION ISSUED
TO AT&T, FOR ANALOG AND POTS SERVICE LINES FOR VARIOUS PUBLIC WORKS LOCATIONS
FOR PUBLIC WORKS FACILITIES
(CONTRACT TOTAL AMOUNT: \$80,000)**

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 AT&T, for analog and pots service lines for various Public Works locations, for Public Works, for the period of February 24, 2026 to February 16, 2028.

NOW, THEREFORE, BE IT RESOLVED, that County Contract, covering said, for analog and pots service lines for various Public Works locations, for the period of February 24, 2026 to February 16, 2028, be, and it is hereby approved for issuance of a County Contract by the Procurement Division to AT&T ATTN: Jane Holt, 20 N Main Street, Lombard, Illinois, 60148, for a contract total amount not to exceed \$80,000; per most qualified offer, per bid #21-104-IT.

Enacted and approved this 24th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$80,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$160,000.00
	CURRENT TERM TOTAL COST: \$80,000.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: AT&T	VENDOR #: 10008	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Jane Holt	VENDOR CONTACT PHONE: (630) 280-9896	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: kt2324@att.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Procurement of services to support Public Works requirements for analog circuits along with the requirement for analog business lines. This contract is for two (2) years.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Public Works must support the continued requirement for analog circuits.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED RENEWAL OF RFP	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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. RFP #21-104-IT was issued requesting proposals for Telecommunications and Internet services to include analog business lines and circuits used throughout the Public Works Department. Three vendor responses were received and AT&T was selected as the vendor of choice based on cost and minimized risk to business continuity.
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). <ol style="list-style-type: none"> 1. Staff recommends AT&T for analog services ensuring business continuity maintaining needed connectivity to various agency facilities across the County. 2. Do not contract with AT&T and go back out for bid. Not recommended due to the history and lines currently being with AT&T. 3. Do not award and remove all pots lines. Not recommended due to the need in Public Works Facilities for POTS lines.

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: AT&T	Vendor#: 10008	Dept: DuPage County Public Works	Division: Public Works
Attn: Jane Holt	Email: kt2324@att.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 20 N. Main Street	City: Lombard	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60148	State: Illinois	Zip: 60517
Phone: 630.718.1569	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: AT&T	Vendor#: 10008	Dept: SAME AS ABOVE	Division:
Attn:	Email:	Attn:	Email:
Address: P.O. Box 6080	City: Carol Stream	Address:	City:
State: Illinois	Zip: 60188	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 24, 2026	Contract End Date (PO25): Feb 16, 2028
Contract Administrator (PO25): Drew Cormican			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		AT&T Analog and Circuit Lines	FY26	2000	2555	53250		10,000.00	10,000.00
2	1	EA		AT&T Analog and Circuit Lines	FY26	2000	2665	53250		15,000.00	15,000.00
3	1	EA		AT&T Analog and Circuit Lines	FY26	2000	2640	53250		2,500.00	2,500.00
4	1	EA		AT&T Analog and Circuit Lines	FY27	2000	2555	53250		10,000.00	10,000.00
5	1	EA		AT&T Analog and Circuit Lines	FY27	2000	2665	53250		15,000.00	15,000.00
6	1	EA		AT&T Analog and Circuit Lines	FY27	2000	2640	53250		2,499.00	2,499.00
7	1	EA		AT&T Analog and Circuit Lines	FY28	2000	2555	53250		10,000.00	10,000.00
8	1	EA		AT&T Analog and Circuit Lines	FY28	2000	2665	53250		15,000.00	15,000.00
9	1	EA		AT&T Analog and Circuit Lines	FY28	2000	2640	53250		1.00	1.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 80,000.00

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

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



COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

Customer	AT&T
Dupage County Street Address: 421 N. County Farm Road City: Wheaton State/Province: IL Zip Code: 60187 Country: USA	The applicable AT&T ILEC Service-Providing Affiliate
Customer Contact (for Notices)	AT&T Contact (for Notices)
Name: Joe Bulaga Title: Telecommunications Manager Street Address: 421 N. County Farm Road City: Wheaton State/Province: IL Zip Code: 60187 Country: USA Telephone: 630-407-5151 Fax: Email: joseph.bulaga@dupageco.org	Name: Jane Holt Street Address: 20 N. Main Street City: Lombard State/Province: IL Zip Code: 60148 Country: USA Telephone: (630) 280-9896 Fax: Email: kt2324@att.com Sales/Branch Manager: Christopher Dierkes SCVP Name: Argy Sales Strata: SLED LED Sales Region: MW With a copy (for Notices) to: AT&T 208 S. Akard Street, Dallas, TX 75202 ATTN: Master Agreement Support Team Email: mast@att.com

AT&T Solution Provider or Representative Information (if applicable)

Name: Company Name:
 Agent Street Address: City: State: Zip Code:
 Telephone: Fax: Email: Agent Code

Customer agrees to subscribe to the CompleteLink® 2.0 discount program, in accordance with this Confirmation of Service Order ("CSO") subject to the following, which are incorporated by reference: (a) THE TERMS OF THE APPLICABLE TARIFF, IF THE SERVICE IS OFFERED PURSUANT TO TARIFF; OR (b) THE AT&T BUSINESS SERVICES AGREEMENT (BSA) FOUND AT <http://www.corp.att.com/agreement/> IF THE SERVICE IS NOT OFFERED PURSUANT TO TARIFF. The applicable AT&T Service Publication(s) are identified in Section 1. The terms and conditions provided in this CSO are provided herein for convenience only and do not supersede or modify any applicable Service Publication. In the event of a change to the applicable Service Publication, such change shall be incorporated by reference herein.

The Effective Date of this CSO is the date signed by the last party.

AT&T California currently provides billing and collections services to third parties, which may place charges that Customer authorizes on its bill. To the extent that AT&T California makes blocking of such charges available, Customer may block third-party charges from its bill at no cost.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Printed or Typed Name: Joe Bulaga	Printed or Typed Name: Kaitlyn Guffey
Title: Telecommunications Manager	Title: Contractor CS, as signer for AT&T
Date: 1/23/2026	Date: 23 Jan 2026

md5097

For AT&T internal use only

Is this CompleteLink 2.0 associated with ABN Complete? YES NO

Sales must submit to Contract Management (CM): 1) Customer executed CSO, and 2) a duplicate of this CSO as a Word document, not a PDF file, OR an Excel list of the BTNs.

completelink_2_0_standard_cso	AT&T and Customer Confidential Information Page 1 of 5	Standard v031518-1
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COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

1. DISCOUNT PROGRAM, SERVICE PROVIDER AND SERVICE PUBLICATION

Discount Program	CompleteLink® 2.0*
Customer must separately order services to which CompleteLink 2.0 applies.	

Service Provider (Select all that apply.)	Service Publication (incorporated by reference)	Service Publication Location
<input type="checkbox"/> AT&T Arkansas	AT&T Arkansas Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/ar/index.html
<input type="checkbox"/> AT&T California	AT&T California Guidebook, including Part 9, Section 3	http://cpr.att.com/guidebook/ca/index.html
<input checked="" type="checkbox"/> AT&T Illinois	AT&T Illinois Guidebook, including Part 4 Section 5	http://cpr.att.com/guidebook/il/index.html
<input type="checkbox"/> AT&T Indiana	AT&T Indiana Guidebook, including Part 4, Section 2	http://cpr.att.com/guidebook/in/index.html
<input type="checkbox"/> AT&T Kansas	AT&T Kansas Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/ks/index.html
<input type="checkbox"/> AT&T Michigan	AT&T Michigan Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/mu/index.html
<input type="checkbox"/> AT&T Missouri	AT&T Missouri Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/mo/index.html
<input type="checkbox"/> AT&T Ohio	AT&T Ohio Guidebook, including Part 4, Section 2	http://cpr.att.com/guidebook/oh/index.html
<input type="checkbox"/> AT&T Oklahoma	AT&T Oklahoma Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/ok/index.html
<input type="checkbox"/> AT&T Texas	AT&T Texas Guidebook, including Part 4, Section 5	http://cpr.att.com/guidebook/tx/index.html
<input type="checkbox"/> AT&T Wisconsin	AT&T Wisconsin Guidebook, including Part 4, Section 2	http://cpr.att.com/guidebook/wg/index.html

2. TERM and EFFECTIVE DATES

Term:	2 years
Start Date of Term:	Upon initial implementation of Discount Program in the applicable AT&T systems
Effective Date of Rates and Discounts:	Start Date of Term
Rates Following Termination or Expiration of the Term:	Service Publication rates for Eligible services (as described in the applicable Service Publication) in effect at time of termination or expiration of the Term

3. MINIMUM ANNUAL REVENUE COMMITMENT (MARC) / MAXIMUM ANNUAL DISCOUNT

MARC* / Maximum Annual Discount	\$ 12,000 / \$ 1,750
* Contributory Services, as described in the applicable Service Publication, billed under BTNs in section 7 <u>before</u> the application of discounts and credits.	

4. RATES and DISCOUNTS

The rates and discounts below are listed for convenience only. If there is conflict between any rate or discount below and the corresponding Service Publication rate or discount in effect on the Effective Date, the Service Publication will control.

MARC Volume Discount (applies to Eligible services and may not exceed the Maximum Annual Discount)			
1 Year Term	1 Year Term	2 Year Term	2 Year Term
2% – MARC \$1,200	6% – MARC \$50,000	3% – MARC \$1,200	7% – MARC \$50,000
2% – MARC \$3,000	7% – MARC \$75,000	3% – MARC \$3,000	8% – MARC \$75,000
3% – MARC \$7,000	8% – MARC \$100,000	4% – MARC \$7,000	9% – MARC \$100,000
4% – MARC \$12,000	8% – MARC \$125,000	5% – MARC \$12,000	9% – MARC \$125,000
4% – MARC \$18,000	9% – MARC \$150,000	5% – MARC \$18,000	10% – MARC \$150,000
5% – MARC \$25,000	10% – MARC \$200,000	6% – MARC \$25,000	11% – MARC \$200,000
5% – MARC \$35,000		6% – MARC \$35,000	

completelink_2_0_standard_cso	AT&T and Customer Confidential Information Page 2 of 5	Standard v031518-1
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COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

Business Access Line Rates:

State	Monthly Recurring Rate, per Line
AR, IN, KS, MO, OK, TX	\$44.00
KS - EAS	\$51.00
CA, IL, MI, OH, WI	\$33.00

PBX Analog Trunk Discounts:

State	1 Year	2 Year
AR, KS, MO, OK, TX	10%	10%

Optional Features:Optional Features Discount (applies to Central Office Optional Features as described in the applicable Service Publication)	Discount
	40%

Local Usage Rates/Discounts:

State	Per Minute Rate	
	1 Year	2 Year
CA - Zone 1	\$0.019	\$0.019
CA - Zone 2	\$0.019	\$0.019
CA - Zone 3	\$0.024	\$0.024
IL - Band A	\$0.016	\$0.016
IL - Band B	\$0.034	\$0.034
IL - Band C	\$0.055	\$0.051

State	Per Message Rate	
	1 Year	2 Year
MI	\$0.090	\$0.090
OH	\$0.070	\$0.070
WI	\$0.110	\$0.110

Local Usage Service Level Discount: For BTNs listed in section 7 that include a combination of Exchange Access Lines and/or Centrex with ISDN PRI and PBX Trunks. (Does not apply to per message rate listed above.)

State	Discount
MI	35%
OH	15%
WI	30%

Rates – IntraLATA/Local Toll Per Minutes of Use (MOU) - Intrastate:

State	1 Year	2 Year
IL, IN, MI, OH, WI	\$0.055	\$0.054
AR, KS, MO, OK, TX	\$0.100	\$0.100
CA	\$0.060	\$0.060

Rates – IntraLATA Long Distance Usage Per Minutes of Use (MOU) - Interstate:

State	1 Year	2 Year
IL, IN, MI, OH, WI	\$0.120	\$0.115

completelink_2_0_standard_cso	AT&T and Customer Confidential Information Page 3 of 5	Standard v031518-1
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COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

5. SHORTFALL CHARGE

Shortfall Charge:	if Customer fails to meet the MARC in any completed year of the Term, the difference between the MARC and the actual billings for Contributory Services
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6. EARLY TERMINATION CHARGE

Main BTN State	Early Termination Charge
AR, CA, KS, IN, MI, MO, OH, OK, TX, WI	<p>With No IL BTNs</p> <ul style="list-style-type: none"> 50% of the unsatisfied MARC (after application of any Shortfall Charges) for the balance of the Term <p>With IL BTNs</p> <ul style="list-style-type: none"> MARC is prorated for amount of MARC Eligible Charges in IL and outside IL <ul style="list-style-type: none"> For IL BTNs, IL MARC Termination Charge; plus For non-IL BTNs, 50% of the unsatisfied MARC (prorated after application of any Shortfall Charges) for the balance of the Term
IL	<ul style="list-style-type: none"> the amount of unearned discounts for the 12-month period immediately preceding Customer's early termination ("IL MARC Termination Charge"). Unearned discounts are calculated by subtracting the discounted charges for Eligible services actually incurred during the twelve months immediately preceding termination from the discounted charges for those Eligible services that Customer would have incurred during that period under the longest CompleteLink 2.0 term for which the Customer would have actually qualified based upon the actual term of service (or Service Publication month-to-month rates for those Eligible services if the Customer would not have qualified for any CompleteLink 2.0 term)

7. BILLING TELEPHONE NUMBER (BTN) LIST

Eligibility: (max. of 1,000 BTNs)	<p>All BTNs listed below or in an attachment:</p> <ul style="list-style-type: none"> must be valid business lines; may not be Consolidated or Special Bill Numbers; may not include Bill-Under, Working Telephone Numbers (WTNs), Account Telephone Numbers (ATNs), Cross Reference, Pager, Cell Phone, Pay Phone, Directory Advertising, Toll Free (800, 866, etc.) or Residential Numbers are all of the BTNs intended by Customer to be included on Effective Date <p>To qualify as an Eligible or Contributory Service, a service must be billed under one of the listed BTNs or under a BTN added by Customer through Customer's AT&T Sales Contact.</p>
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BTN List follows

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COMPLETELINK® 2.0
AT&T ILEC Confirmation of Service Order
Provided Pursuant to Standard Service Publication Rates and Terms

BTN LIST

Main BTN, with area code and customer code:	630 260 1689 100	State of Main BTN: (ex: IL)	IL
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Area Code, Prefix, Line #, Customer Code (no dashes, example: 312 555 1234 xxx, or 3122551234xxx)	BTN State (ex: IL)	Area Code, Prefix, Line #, Customer Code (no dashes, example: 312 555 1234 xxx, or 3122551234xxx)	BTN State (ex: IL)	Area Code, Prefix, Line #, Customer Code (no dashes, example: 312 555 1234 xxx, or 3122551234xxx)	BTN State (ex: IL)
6302601689100	IL	6309854802803	IL		
6306656563944	IL	6307520720529	IL		
6302958586588	IL	6307739952164	IL		
6303228964325	IL	6309647207200	IL		
6306682161827	IL	6309647503053	IL		
6303230677601	IL				
6307370635150	IL				
6303501365902	IL				
6306538662529	IL				
6303724186753	IL				
6304283150663	IL				
6304629965673	IL				
6304696580023	IL				
6306536505441	IL				
6304997510473	IL				
6306161745049	IL				
6306200082019	IL				
6306279712502	IL				
6306531921338	IL				
6306532760185	IL				
6309640953248	IL				
6309638754591	IL				
6309638752952	IL				
6309638751096	IL				
6309636444407	IL				
6309634773427	IL				
6309166594630	IL				

completelink_2_0_standard_cso	AT&T and Customer Confidential Information Page 5 of 5	Standard v031518-1
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SECTION 8 - PRICING

SIP Service Pricing

Expand the following table as needed to provide itemized pricing to meet the SIP service requirements. Include pricing for 3- and 5-year contract terms. A three-year contract must include two optional 1- year extensions.

AT&T Response:

AT&T is offering a 3-year term with two optional one-year extensions exercisable solely by Customer. Any additional extensions and/or renewal options would be exercisable only via mutual written consent. AT&T is also offering a 5-year term.

With respect to usage, if a **no** response is provided, a detailed explanation is required. If necessary, please provide additional detailed information on the pricing you are submitting,

Site	3 Year Contract	5 Year Contract
421 N. County Farm Road, Wheaton	MRC	MRC
SIP Service		
Circuit Service #1	\$376.44	\$376.44
Equipment fee	Included	Included
Management Fee	Included	Included
Circuit Service #2	\$409.74	\$409.74
Equipment fee	Included	Included
Management Fee	Included	Included
Estimated Taxes, Fees & Surcharges		
DID Number Charge (Based on 4,500)	Included	Included
Estimated Monthly Cost		
Usage		
Concurrent Call Path Cost (207 CCP)	\$2,121.75 (includes Enhanced Features and 300 minutes of off-net domestic LD per CC per month; aka Calling Plan C)	\$2,121.75 (includes Enhanced Features and 300 minutes of off-net domestic LD per CC per month; aka Calling Plan C)
Estimated Taxes, Fees & Surcharges		
Local Calling - Bands A, B & C Unlimited	Yes	Yes

Site	3 Year Contract	5 Year Contract
<i>Long Distance Calling -Minutes per CCP</i>	62,100 minutes included per month (300/CC/mn x 207) with \$ 0.0125/min over included minutes	62,100 minutes included per month (300/CC/mn x 207) with \$ 0.0125/min over included minutes
Intrastate Included	Yes	Yes
Interstate included	Yes	Yes
Canada / Mexico Included	No	No
International Overseas Included	No	No

Internet Pricing

Expand the following table as needed to provide itemized pricing to meet the Internet bandwidth service requirements. Include pricing for 3- and 5-year contract terms. A three-year contract must include two optional 1- year extensions.

AT&T Response:

AT&T is offering a 3-year term with two optional one-year extensions exercisable solely by Customer. Any additional extensions and/or renewal options would be exercisable only via mutual written consent. AT&T is also offering a 5-year term.

Monthly cost must include taxes, surcharges, and fees. If necessary, please provide additional detailed information on the pricing you are submitting,

Site		3 Year Contract	5 Year Contract
421 N, County Farm Road, Wheaton		MRC	MRC
Internet			
Circuit Service	2Gb	\$2,804.64	\$2,804.64
Circuit Service	5Gb	\$4,537.42	\$4,537.42
Circuit Service	10Gb	\$6,940.24	\$6,940.24
DNS Hosting	Each	\$0.00	\$0.00
IP Addresses	Each	\$0.00	\$0.00
	254	\$0.00	\$.00

Analog Line Pricing (POTS)

Expand the following table as needed to provide itemized pricing to meet the analog line (POTS) service requirements. Include pricing for 3- and 5-year contract terms. A three-year contract must include two optional 1- year extensions.

AT&T Response:

AT&T is offering a 2 year term with 0 optional one-year extensions exercisable solely by Customer. Any additional extensions and/or renewal options would be exercisable only via mutual written consent. We can only provide a 24 month contract according to our tariff. When the current agreement expires, we can propose another 24 month agreement.

If necessary, please provide additional detailed information on the pricing you are submitting,

Site	3 Year Contract	5 Year Contract
421 N. County farm Road, Wheaton	MRC	MRC
Analog Lines (POTS)		
Line Charge	\$33	
Federal Access Charge	\$7.66	
Surcharge	14%	
Estimated Taxes & Fees	16%	
Usage		CPM
0-8 miles Band A (per minute)	\$0.016	
8-15 miles Band B (per minute)	\$0.034	
15+ Band C (per minute)	\$0.055	
Intrastate (per minute) – IntraLATA/Local Toll	\$0.054	
IntraLATA Long Distance	\$0.115	
Interstate (per minute) – AT&T Business Block of Time	\$0.038	
Directory Assistance Per Call	\$2.29	



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
TELECOMMUNICATION SERVICES 21-104-IT
BID TABULATION

✓ ✓

Criteria	Available Points	AT&T BUSINESS	COMCAST BUSINESS	GRANITE
TECHNICAL SERVICES SPECIFICATIONS	25	25	17	5
IMPLEMENTATION SCHEDULE/AVAILABILITY	25	23	16	5
SERVICE AND SUPPORT	15	14	10	3
REFERENCES AND EXPERIENCE	10	8	8	1
Price (Scored by Procurement)	25	18	25	13
Total	100	86	76	27

Fee and Rate Proposal	\$ 2,804.64	\$ 2,000.00	\$ 3,760.00
Percentage of points	71%	100%	53%
Points awarded (wtd against lowest price)	18	25	13

NOTES

IT Department requires system redundancy for potential internet outages. Therefore, AT&T and Comcast Business will be both awarded.

Bid Opened On 12/22/2021, 2:00 CST by	NE, DW
Invitations Sent	5
Total Requesting Documents	2
Total Bid Responses Received	3



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

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	21-104-IT
COMPANY NAME:	AT&T Illinois
CONTACT PERSON:	Jane Holt
CONTACT EMAIL:	kt2324@att.com

Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

Yes
 No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

Yes

No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

The full text of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Jane Holt

Signature: 

Title: Senior Client Solution Executive

Date: 1/23/26



Facilities Management Requisition Over \$30K

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

File #: FM-P-0005-26

Agenda Date: 2/17/2026

Agenda #: 10.B.

**AWARDING RESOLUTION
ISSUED TO PETROLEUM TRADERS CORPORATION
TO FURNISH AND DELIVER OFF ROAD DIESEL FUEL WITH WINTER ADDITIVE
AS NEEDED FOR THE POWER PLANT AND STANDBY POWER FACILITY
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED \$101,000.00)**

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 Petroleum Traders Corporation, to furnish and deliver off road diesel fuel with winter additive, as needed for the Power Plant and Standby Power Facility, for the period April 1, 2026 through March 31, 2027, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to furnish and deliver off road diesel fuel with winter additive, as needed for the Power Plant and Standby Power Facility, for the period April 1, 2026 through March 31, 2027, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Petroleum Traders Corporation, PO Box 2357, Fort Wayne, IN 46801-2357, for a total contract amount not to exceed \$101,000.00, per lowest responsible bid #23-011-DOT, third and final option to renew.

Enacted and approved this 24th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-0519	RFP, BID, QUOTE OR RENEWAL #: 23-011-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$101,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$404,000.00
	CURRENT TERM TOTAL COST: \$101,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Petroleum Traders Corporation	VENDOR #: 30686	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: Joseph Vanderpool	VENDOR CONTACT PHONE: 260-203-3820	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: jvanderpool@petroleumtraders.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Petroleum Traders Corporation, to furnish and deliver off road diesel fuel, as needed, for the Power Plant and Standby Power Facility, for the period April 1, 2026 through March 31, 2027, for Facilities Management, for a contract total not to exceed \$101,000, per renewal option under bid award #23-011-DOT, third and final option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Fuel is necessary for the operation of the Power Plant and Standby Power Facility for scheduled testing and for continuity of operation 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. RENEWAL
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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: Petroleum Traders Corporation	Vendor#: 30686	Dept: Facilities Management	Division:
Attn: Joseph Vanderpool	Email: Jvanderpool@petroleumtraders.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 7120 Point Inverness Way PO Box 2357	City: Fort Wayne	Address: 421 N. County Farm Road	City: Wheaton
State: IN	Zip: 46801-2357	State: IL	Zip: 60187
Phone: 888-637-7661	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Petroleum Traders Corporation	Vendor#: 30686	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 7120 Point Inverness Way PO Box 2357	City: Fort Wayne	Address: 410 N. County Farm Road	City: Wheaton
State: IN	Zip: 46801-2357	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-878-0978	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2026	Contract End Date (PO25): Mar 31, 2027

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		Fuel & Lubricants	FY26	1000	1100	52260		1.00	1.00
2	1	LO		Fuel & Lubricants	FY27	1000	1100	52260		100,999.00	100,999.00
FY is required, ensure the correct FY is selected.											Requisition Total \$ 101,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver off road diesel fuel, as needed, for the Power Plant and Standby Power Facility, as needed, 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, Brian Rovik, 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: 02/17/26 County Board: 02/24/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
GASOLINE AND DIESEL FUEL 23-011-DOT
BID TABULATION

✓

				AL WARREN OIL CO.			Petroleum Traders Corporation			Offen Petroleum		
NO.	ITEM	UOM	QTY	MARK-UP (+) OR DISCOUNT (-) cents/gal	PRICE	EXTENDED PRICE	MARK-UP (+) OR DISCOUNT (-) cents/gal	PRICE	EXTENDED PRICE	MARK-UP (+) OR DISCOUNT (-) cents/gal	PRICE	EXTENDED PRICE
1	Gasoline - 87 Octane	GAL	819457	0.0450	\$ 2.3905	\$ 1,958,911.96	0.0595	\$ 2.4050	\$ 1,970,794.09	0.0699	\$ 2.4154	\$ 1,979,316.44
2	Gasoline - 89 Octane*	GAL	558000	-0.0165	\$ 2.5805	\$ 1,439,919.00	0.0295	\$ 2.6265	\$ 1,465,587.00	0.0699	\$ 2.6669	\$ 1,488,130.20
3	Ultra-Low Sulfur Diesel #1**	GAL	16458	0.2000	\$ 3.9407	\$ 64,856.04	0.0521	\$ 3.7928	\$ 62,421.90	0.0625	\$ 3.8032	\$ 62,593.07
4	Ultra-Low Sulfur Diesel #2**	GAL	337500	0.0450	\$ 3.0180	\$ 1,018,575.00	0.0521	\$ 3.0251	\$ 1,020,971.25	0.0625	\$ 3.0355	\$ 1,024,481.25
5	Ultra-Low Sulfur Diesel #2+ Winter Additive	GAL	97500	0.0450	\$ 3.0606	\$ 298,408.50	0.0721	\$ 3.0451	\$ 296,897.25	0.0900	\$ 3.1056	\$ 302,796.00
6	Ultra-Low Sulfur Diesel Blended	GAL	61000	0.0450	\$ 3.1715	\$ 193,461.50	0.0521	\$ 3.1019	\$ 189,215.90	0.0625	\$ 3.0355	\$ 185,165.50
7	Biodiesel - B2	GAL	88600	0.0450	\$ 3.0305	\$ 268,502.30	0.0521	\$ 3.0376	\$ 269,131.36	0.0625	\$ 3.0480	\$ 270,052.80
8	Biodiesel - B5	GAL	165462	0.0450	\$ 3.0381	\$ 502,690.10	0.0521	\$ 3.0452	\$ 503,864.88	0.0625	\$ 3.0556	\$ 505,585.69
9	Biodiesel - B11	GAL	15000	0.0450	\$ 3.0381	\$ 45,571.50	0.0521	\$ 3.0402	\$ 45,603.00			NO BID
10	Biodiesel - B20	GAL	60000	0.0450	\$ 3.0431	\$ 182,586.00	0.0521	\$ 3.0502	\$ 183,012.00	0.0625	\$ 3.0606	\$ 183,636.00
11	Off-Road Diesel with Winter Additive	GAL	100000	0.1000	\$ 3.1206	\$ 312,060.00	0.0721	\$ 3.0501	\$ 305,010.00	0.0900	\$ 3.1205	\$ 312,050.00
12	Off-Road Diesel	GAL	26473	0.1000	\$ 3.0780	\$ 81,483.89	0.0521	\$ 3.0301	\$ 80,215.84	0.0625	\$ 3.0930	\$ 81,880.99
13	Biocide Additive	GAL		0.0500			0.0400					NO BID
GRAND TOTAL									\$ 6,392,724.47			\$ 6,395,687.93

NOTES

1) Price is reflective of OPIS LOW Chicago Rack Base Published price list for January 14, 2023.
2) Offen Petroleum a) provided a price of \$3.1056/gal on line 5. When extended pricing was adjusted from \$306,769.00 to \$306,796.00 and b) Grand Total adjusted to \$6,395,687.93.

Bid Opening 2/28/2023 @ 2:30 PM	VC, NE
Invitations Sent	11
Total Vendors Requesting Documents	3
Total Bid Responses	5

Campbell Transport LLC.			Pilot Travel Centers LLC dba Saratoga Rack Marketing LLC		
MARK-UP (+) OR DISCOUNT (-) cents/gal	PRICE	EXTENDED PRICE	MARK-UP (+) OR DISCOUNT (-) cents/gal	PRICE	EXTENDED PRICE
0.0757	\$ 2.4212	\$ 1,984,086.91	0.0119	\$ 2.3574	\$ 1,931,787.93
0.0757	\$ 2.6727	\$ 1,491,378.60		NO BID	
0.0757	\$ 3.8164	\$ 62,810.67		NO BID	
0.0757	\$ 3.0487	\$ 1,028,943.51		NO BID	
0.0757	\$ 3.0913	\$ 301,403.85		NO BID	
0.0757	\$ 3.2023	\$ 195,337.95		NO BID	
0.0757	\$ 3.0612	\$ 271,224.22		NO BID	
0.0757	\$ 3.0688	\$ 507,773.34		NO BID	
0.0757	\$ 3.0638	\$ 45,957.32		NO BID	
0.0757	\$ 3.0738	\$ 184,429.29		NO BID	
0.0757	\$ 3.0963	\$ 309,632.15		NO BID	
0.0757	\$ 3.0537	\$ 80,841.17		NO BID	
1.5000				NO BID	
		\$ 6,463,818.97			\$ 1,931,787.93



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

CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Petroleum Traders Corporation, located at 7120 Pointe Inverness Way, Fort Wayne, IN 46801, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #23-011-DOT which became effective on 4/1/2025 and which will expire 3/31/2026. The contract is subject to the third and final option to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 3/31/2027.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

THE COUNTY OF DUPAGE

SIGNATURE

Henry Kocker

PRINTED NAME

Buyer I

PRINTED TITLE

DATE

CONTRACTOR

SIGNATURE

Joseph Vanderpool

PRINTED NAME

Contract Sales Manager

PRINTED TITLE

01/23/2026

DATE

SECTION 7 - BID FORM PRICING

using pricing of 1/14/2023 since
1/15/2023 is a Sunday and OPIS
does not post on Sunday

Contractor shall provide price added to the OPIS LOW Chicago Rack Base Published price list for January 15, 2023.

Cetane requires a minimum rating of 45, price shall include any percent mark-up/discount.

NO.	ITEM	UOM	QTY	OPIS PRICE	MARK-UP (+) or DISCOUNT (-) %	UNIT PRICE	EXTENDED PRICE
1	Gasoline - 87 Octane	GAL	819,457	\$ 2.3455	+.0595 %	\$ 2.4050	\$ 1,970,794.09
2	Gasoline - 89 Octane*	GAL	558,000	\$ 2.5970	+.0295 %	\$ 2.6265	\$ 1,465,587.00
3	Ultra-Low Sulfur Diesel #1**	GAL	16,458	\$ 3.7407	+.0521 %	\$ 3.7928	\$ 62,421.90
4	Ultra-Low Sulfur Diesel #2**	GAL	337,500	\$ 2.9730	+.0521 %	\$ 3.0251	\$ 1,020,971.25
5	Ultra-Low Sulfur Diesel #2+ Winter Additive	GAL	97,500	\$ 2.9730	+.0721 %	\$ 3.0451	\$ 296,897.25
6	Ultra-Low Sulfur Diesel Blended	GAL	61,000	90% #2 + 10% #1 price: \$ 3.0498	+.0521 %	\$ 3.1019	\$ 189,215.90
7	Biodiesel - B2	GAL	88,600	\$ 2.9855	+.0521 %	\$ 3.0376	\$ 269,131.36
8	Biodiesel - B5	GAL	165,462	\$ 2.9931	+.0521 %	\$ 3.0452	\$ 503,864.88
9	Biodiesel - B11	GAL	15,000	\$ 2.9881	+.0521 %	\$ 3.0402	\$ 45,603.00
10	Biodiesel - B20	GAL	60,000	\$ 2.9981	+.0521 %	\$ 3.0502	\$ 183,012.00
11	Off-Road Diesel with Winter Additive	GAL	100,000	\$ 2.9780	+.0721 %	\$ 3.0501	\$ 305,010.00
12	Off-Road Diesel	GAL	26,473	\$ 2.9780	+.0521 %	\$ 3.0301	\$ 80,215.84
13	Biocide Additive	GAL		\$	+.0400 %	\$	\$.04 per applicable gallon
If a discount of OPIS Price, please note <u>N/A</u>							
GRAND TOTAL							\$ 6,392,724.47
GRAND TOTAL Six million, three hundred ninety two thousand, seven hundred twenty four dollars and forty seven cents (In words)							

*89 Octane may be a blend of 87 Octane and 93 Octane gasoline.

**Blended Ultra-Low Sulfur Diesel shall be an option and shall be invoiced at the appropriate quantities of the blend requested. For example, a 10,000-gallon order of 80% Ultra-Low Sulfur Diesel #2 and 20% Ultra-Low Sulfur Diesel #1 shall be invoiced as 8,000-gallons of Ultra-Low Sulfur Diesel #2 and 2,000-gallons of Ultra-Low Sulfur Diesel #1.

SECTION 8 - BID FORM SIGNATURE PAGE

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

X

(Signature and Title)
Linda Stephens, Vice President

CORPORATE SEAL
(If available)

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

Subscribed and sworn to before me this 27th day of February AD, 20 23

(Notary Public) Michelle Beard

My Commission Expires: 6/10/2023



**SECTION 9 - MANDATORY FORM
GASOLINE AND DIESEL FUEL 23-011-FM**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	Petroleum Traders Corporation		
Main Business Address	7120 Pointe Inverness Way		
City, State, Zip Code	Fort Wayne, IN 46801-2357		
Telephone Number	888-637-7661	Email Address	jvanderpool@petroleumtraders.com
Bid Contact Person	Linda Stephens, Vice President		

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 Himes, President

Linda Stephens, Vice President
Vicki Himes, Vice President

(President or Partner)

(Vice-President or Partner)

Glen Moonen, Secretary

Michael Himes, President

(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, _____ 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	Petroleum Traders Corporation	NAME	Petroleum Traders Corporation
CONTACT	Joseph Vanderpool, Contract Sales Manager	CONTACT	Joseph Vanderpool, Contract Sales Manager
ADDRESS	7120 Pointe Inverness Way PO Box 2357	ADDRESS	7120 Pointe Inverness Way PO Box 2357
CITY ST ZIP	Fort Wayne, IN 46801-23657	CITY ST ZIP	Fort Wayne, IN 46801-23657
TX	888-637-7661	TX	888-637-7661
FX	260-203-3820	FX	260-203-3820
EMAIL	jvanderpool@petroleumtraders.com	EMAIL	jvanderpool@petroleumtraders.com
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
Various Locations		Various Locations	

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



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

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	23-011-DOT
COMPANY NAME:	Petroleum Traders Corporation
CONTACT PERSON:	Joseph Vanderpool
CONTACT EMAIL:	jvanderpool@petroleumtraders.com

Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

Yes
 No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

Yes

No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

The full text of the County's Ethics Ordinance is available at:

[Ethics | DuPage Co. IL](#)

The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Joseph Vanderpool

Signature: 

Title: Contract Sales Manager

Date: 01/23/2026



Public Works Requisition \$30,000 and Over

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

File #: PW-P-0007-26

Agenda Date: 2/17/2026

Agenda #: 11.A.

AWARDING RESOLUTION ISSUED TO RJP GROUP, INC.
TO REVIEW AND INSPECT WATER MAIN PIPELINE
WITH RJP'S ADVANCED VIBROACOUSTIC ANALYSIS (AVA)
PIPELINE ASSESSMENT SERVICE FOR PUBLIC WORKS
(CONTRACT TOTAL NOT TO EXCEED \$72,468)

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

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

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

WHEREAS, in accordance with the Chief Procurement Officer's determination, the Public Works Committee recommends County Board approval for the issuance of a contract to RJP Group, Inc., for review and inspect water main pipeline with RJP's Advanced Vibroacoustic Analysis (AVA) pipeline assessment service, for the period of February 24, 2026 through November 30, 2026, for Public Works .

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for review and inspect water main pipeline with RJP's Advanced Vibroacoustic Analysis (AVA) pipeline assessment service, for the period of February 24, 2026 through November 30, 2026 for Public Works, be, and it is hereby approved for issuance of a contract by the Procurement Division to, RJP Group, Inc., 2655 Warrenville Road, Suite 225, Downers Grove, Illinois, 60515, for a contract total amount not to exceed \$ 72,468. Pursuant to 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole provider of licensed or patented goods or services.)

Enacted and approved 24th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$72,468.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$72,468.00
	CURRENT TERM TOTAL COST: \$72,468.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: RJN Group, Inc	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Tom Romza	VENDOR CONTACT PHONE: 224-587-7366	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: tom.romza@rjnmail.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of an agreement between the Department of Public Works and RJN Group, Inc., for AVA Powered by DRI Inspections, an inspection technology used to identify the wall thickness in pipelines that are in hard to inspect locations, such as the Woodridge Greene Valley Wastewater Treatment plant due to the variety of piping and construction, as well as a section of road that crosses under Rt 83.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Inspection of water main piping in these locations are crucial to understand the condition of the pipe. The water main piping was installed in the late 1970's and early 1980's, and no inspection has been completed on the pipes condition in nearly 50 years. To limit the amount of water main breaks in these hard to inspect locations, the Advanced VibroAcoustic Analysis (AVA) Powered by dynamic Response Imaging™ (DRI) was selected to review and identify the condition of the water main pipe, as the only representative in the area with this technology.			

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

SECTION 3: DECISION MEMO	
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 <p>Select an item from the following dropdown menu to justify why this is a sole source procurement.</p> <p>SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE</p>	
NECESSITY AND UNIQUE FEATURES	<p>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.</p> <p>AVA powered by DRI™ uses nonlinear vibroacoustic technology to assess pipeline condition using external access points such as hydrants, control valves or temporary potholes (installed via hydro excavation). DRI leverages proprietary (Patent Pending No. 6352939), non-invasive condition assessment method developed by KenWave that uses vibroacoustic technology to evaluate the stiffness and structural integrity of pressure pipes. Unlike traditional inline inspection technologies, DRI operates with the pipeline in service, requires only external access points spaced hundreds of feet apart, and delivers high-resolution data capable of identifying localized structural weaknesses.</p>
MARKET TESTING	<p>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.</p> <p>Due to the strategic partnership between Kenwave and RJP Group, no other organizations have access to this technology. A sole source letter was requested and supplied, signed by both Kenwave Solutions and RJP Group.</p>
AVAILABILITY	<p>Describe steps taken to verify that these features are not available elsewhere. Include a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.</p> <p>Kenwave has entered into a strategic partnership with RJP Group, Inc., whereby RJP utilizes DR! technology to deliver its AVA pipeline assessment service. Under this agreement, RJP is responsible for marketing and selling the service, performing all fieldwork using DR! equipment managed by RJP, and providing final reporting deliverables. This is the only partnership of its kind that Kenwave has established in the United States.</p>

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: RJP Group, Inc	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Tom Romza	Email: tom.romza@rjpmail.com	Attn: Magda Leonida-Padilla	Email: pwaccounts payable@dupagecount y.gov
Address: 2655 Warrenville Road, Suite 225	City: Downers Grove	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60515	State: IL	Zip: 60517
Phone: 224-587-7366	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#:	Dept: Same as Above	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 24, 2026	Contract End Date (PO25): Nov 30, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Water main inspection	FY26	2000	2640	53300		72,468.00	72,468.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 72,468.00

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



www.rjn.com

www.kenwavesolutions.com

February 5, 2026

Drew Cormican
Buyer II
DuPage County Public Works
7900 S Route 53
Woodridge, IL 60517

Subject: Sole Source Justification for RJP AVA Pipeline Assessment Services

Dear Mr. Cormican:

This letter serves as formal justification for the sole source procurement of RJP's Advanced Vibroacoustic Analysis (AVA™) pipeline assessment service, powered by KenWave's patented Dynamic Response Imaging™ (DRI™) assessment service.

DRI leverages proprietary (Patent Pending No. 6352939), non-invasive condition assessment method developed by KenWave that uses vibroacoustic technology to evaluate the stiffness and structural integrity of pressure pipes. Unlike traditional inline inspection technologies, DRI operates with the pipeline in service, requires only external access points spaced hundreds of feet apart, and delivers high-resolution data capable of identifying localized structural weaknesses.

To our knowledge, no other commercially available solution offers the combination of:

- 6ft spatial resolution with minimal access requirements; and
- Non-invasive (doesn't come in contact w the water column), in-service operation suitable for critical pipelines; and
- Quantitative stiffness and thickness assessment using external vibroacoustic technology; and
- Validated inspection results

Kenwave has entered into a strategic partnership with RJP Group, Inc., whereby RJP utilizes DRI technology to deliver its AVA pipeline assessment service. Under this agreement, RJP is responsible for marketing and selling the service, performing all fieldwork using DRI equipment managed by RJP, and providing final reporting deliverables. This is the only partnership of its kind that Kenwave has established in the United States.

Please don't hesitate to reach out for further clarification or supporting documentation.

[REDACTED]
Michael Young, PE
Senior Vice President
RJP Group, Inc.

[REDACTED]
Cameron White
Director of Growth
KenWave Solutions, Inc.

February 2, 2026

Sean Reese
Deputy Director of Public Works
DuPage County Public Works
7900 S. Route 53
Woodridge, IL 60517

**Subject: Proposal for Professional Engineering Services
AVA Water Main Condition Assessment -**

Dear Mr. Reese:

RJN Group, Inc. is pleased to submit this proposal to the DuPage County Public Works (County), offering comprehensive watermain assessment services for the County to understand the condition of these essential pipelines.

RJN, established in 1975, is a professional engineering consulting firm focused on providing innovative engineering solutions and field services. With over 90% of our work focused on underground infrastructure, we are uniquely qualified for this project.

Key Project Goals and Objectives

RJN actively embraces innovative technologies and carefully selects the most suitable technology for each project. We fully understand the County's interest in assessing the condition of watermains. Moreover, we recognize the critical importance of ensuring that the chosen pipes remain operational while minimizing any disruptions along the pipeline routes.

The project's goal is to assess the structural integrity of critical watermains to determine if improvements are needed. Per the County's GIS, the project will assess 6,146 linear feet of metallic watermain with a resolution as precise as 5 to 10-foot segments. The area to be tested is shown in Exhibit D and summarized as follows:

- 4,888 linear feet of 12" metallic water main at the water treatment plant.
- 1,258 linear feet of 10" metallic water main near the intersection of 87th street and IL-83.

This proposal includes three alternatives to the scope of the project. Alternative A assesses only the 1,258 linear feet of 10" metallic water main that crosses under Route 83. Alternative B assesses the 4,888 linear feet of 12" metallic water main within the Woodridge Green Valley Treatment Plant. Alternative C assesses both sections. The advantage to the County for Alternative C is that it is more cost-effective, mainly due to mobilization costs and other factors.

Advanced VibroAcoustic Analysis (AVA) Powered BY dynamic Response Imaging™ (DRI)

AVA powered by DRI™ uses nonlinear vibroacoustic technology to assess pipeline condition using external access points such as hydrants, control valves or temporary potholes (installed via hydro excavation).

A wave generator introduces microscopic vibroacoustic signals into the water column, tuned to specific frequencies based on the pipe type and size, to excite the entire pipeline segment. The pipe vibrates at multiple resonance frequencies, which reflect localized wall stiffness. These frequencies are recorded and localized using a cross-correlation function between two sensors.

Post-inspection analysis in the time and frequency domains identifies and locates leaks and pipe wall distress and reports residual wall thickness for cast iron pipes with a resolution as finite as 5 to 10 feet, depending on the spacing of access points. This capability can provide sub-pipe stick level condition assessment and accurate leak locations as a result.

The DRI technology requires three access points per pipe segment, with examples as shown in Figure 2.

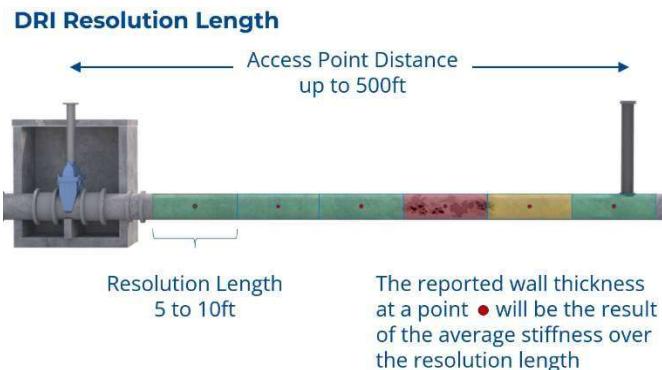


FIGURE 1

Resolution Diagram, based on < 600 ft access points

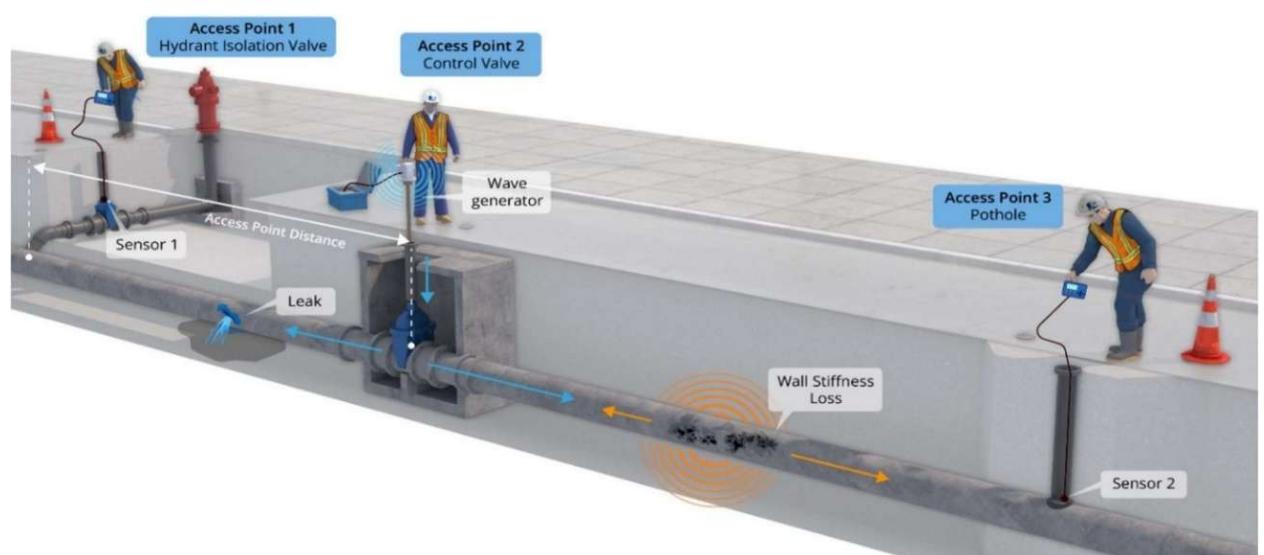


FIGURE 2
Sample AVA Field Setup

Access points can be spaced up to 600 feet apart, depending on site conditions, while still providing pipe wall distress measurements with a resolution of 5 to 10 feet. While access points further apart can be acceptable due to accessibility, distress resolution will not be as refined.

A three-person field team operates lightweight, mobile field kits. Two members set up data acquisition units, while the third sets up the wave generator at predetermined access points. The pipeline is excited with specific vibroacoustic test signals, and data is recorded via sensors connected to the acquisition units. After uploading the data, the team moves to the next section to repeat the process until the entire pipeline is covered. The inspection uses five main tools:

1. Data acquisition unit (data recorder)
2. External acoustic sensor (data sensing)
3. Wave Generator (excite the pipeline)
4. Tablet/laptop (user interface)
5. Personal protective and safety equipment



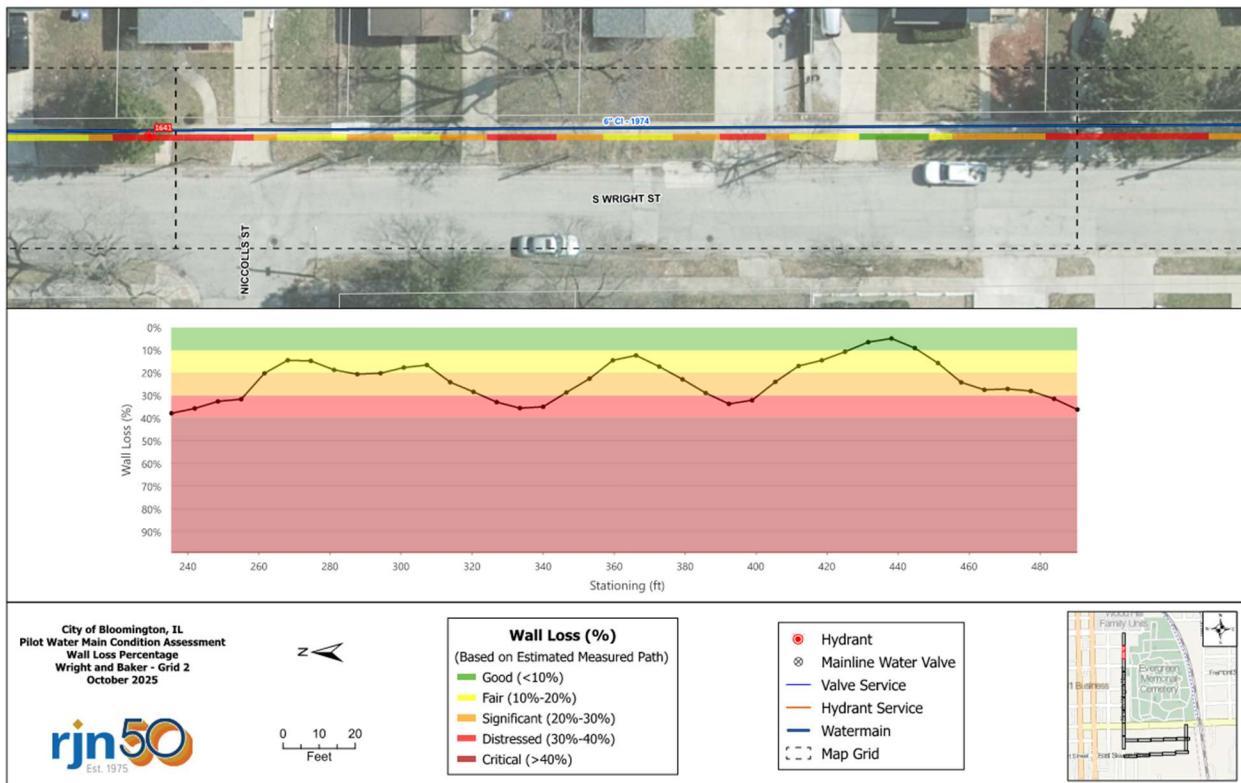
Figure 3
Example Field Equipment

The basic inspection deliverable includes a condition assessment report with residual wall thickness, identified leaks, location of both leaks and pipe wall distress along the inspected watermain, and structural integrity grading of 1-5 based on percent wall loss with supporting excel tables and a color-coded GIS shapefile. An example of the excel table can be seen in Figure 4 and a sample wall thickness profile with ~6-foot resolution length with a color-coded GIS plan can be seen in Figure 5.

FIGURE 4
Sample Excel and Profile Deliverables

Street	Valve	Stationing / Distance	Year Installed	Material	Diameter (in)	Nominal Thickness (in)	Apparent Structural Thickness (in)	Wall Loss (in)	Wall Loss (%)
Wright		366.2	1974	CI	6	0.38	0.333	0.047	12.41%
Wright		372.7	1974	CI	6	0.38	0.314	0.066	17.36%
Wright		379.3	1974	CI	6	0.38	0.293	0.087	22.95%
Wright		385.8	1974	CI	6	0.38	0.270	0.110	28.97%
Wright		392.3	1974	CI	6	0.38	0.252	0.128	33.77%
Wright		398.9	1974	CI	6	0.38	0.258	0.122	32.16%
Wright		405.4	1974	CI	6	0.38	0.288	0.092	24.08%
Wright		411.9	1974	CI	6	0.38	0.315	0.065	17.07%
Wright		418.5	1974	CI	6	0.38	0.325	0.055	14.60%
Wright		425.0	1974	CI	6	0.38	0.339	0.041	10.82%
Wright		431.6	1974	CI	6	0.38	0.355	0.025	6.59%
Wright		438.1	1974	CI	6	0.38	0.361	0.019	4.95%
Wright		444.6	1974	CI	6	0.38	0.345	0.035	9.17%
Wright		451.2	1974	CI	6	0.38	0.320	0.060	15.80%
Wright		457.7	1974	CI	6	0.38	0.288	0.092	24.27%
Wright		464.3	1974	CI	6	0.38	0.275	0.105	27.57%
Wright		470.8	1974	CI	6	0.38	0.277	0.103	27.19%
Wright		477.3	1974	CI	6	0.38	0.273	0.107	28.11%
Wright		483.9	1974	CI	6	0.38	0.260	0.120	31.53%

FIGURE 5
Sample color-coded GIS based on structural integrity grading



PROJECT APPROACH

RJN will begin by collaborating closely with the County to identify and finalize the specific water segments that will undergo AVA powered by DRI™. This initial phase will involve detailed discussions to ensure that the most critical and representative segments are selected. Once the segments are confirmed, RJN will plan the setups and logistics, leveraging the County's GIS data to optimize the inspection process.

Following the planning phase, RJN will finalize the comprehensive plan in consultation with the County, ensuring all logistical and operational details are addressed. RJN will then schedule a dedicated week for the testing phase. During this week, County crews will work in tandem with RJN crews to deploy and operate the pipeline assessment tools. This collaborative effort will ensure that the inspection is conducted efficiently and effectively, with minimal disruption to the community.

Upon completion of the fieldwork, the RJN team will undertake a thorough post-processing of the gathered data. This will involve advanced analysis techniques to interpret the acoustic signals and other data collected during the inspection. RJN will then compile a detailed report that outlines the findings and provides actionable recommendations. This report will include comprehensive GIS

exhibits that visually represent the condition of the assessed pipelines, offering clear insights into their structural integrity and remaining useful life.

Assuring Quality and Safety

Quality Assurance

RJN is committed to providing quality deliverables. The completion of these inspections is critical in providing actionable results for the County. RJN's internal Quality Control tools as well as our corporate training and Quality Assurance processes in place will ensure that the program will provide value for the DuPage County Public Works.

Safety

As an employee-owned firm, RJN's commitment to the safety of our employees, County staff, and the public is paramount. RJN demonstrates that commitment to safety in our internally developed and audited safety program where our goal is to have all field staff, engineers, and project managers "RJN Safety Certified." Every project follows RJN's health and safety guidelines when completing any fieldwork.

Price and Schedule Summary

This project will be invoiced on a unit price and lump sum, percent complete basis for a total not-to-exceed fee as outlined in Exhibit B. The recommended option of Alternate C is for a total not-to-exceed fee of \$72,468. RJN will complete the study within six months of an Agreement. Complete Scope of Services, Pricing, and Schedules are provided in the following exhibits:

- Exhibit A – Scope of Services
- Exhibit B – Pricing
- Exhibit C – Schedule
- Exhibit D – Maps

We are looking forward to the opportunity to work with the County on this important project. It is our pleasure to submit this proposal to you. Please feel free to contact Tom at 224-587-7366 if you would like to discuss this proposal or have any questions.

Sincerely,

Francisco Sobral, PE
Client Manager
217.714.1209

Tom Romza, PE
Regional Manager
224.587.7366

EXHIBIT A

SCOPE OF SERVICES

RJN is proposing the following scope of services to conduct condition assessments of selected watermains in the DuPage County Public Works service area:

1. Preparatory Work & Data Review

- a. Conduct a kickoff meeting with the County to discuss the project scope, objectives, and roles, and establish lines of communication for the duration of the work.
- b. Discuss watermain histories, operations, and maintenance.
- c. Gather and review all available data from the County regarding the watermains, including
 - i. GIS maps and databases,
 - ii. Design and/or record drawings,
 - iii. Maintenance, modification/rehabilitation, and repair records,
 - iv. Past inspection data, operational data, and any other related data.
- d. Discuss project approach, schedule of work, and set expectations for the project.
- e. Share follow-up questions with the County for discussion.
- f. Visit the project area to preliminary investigate the access points.
- g. Prepare a confirmation list for the County to check fire hydrants, valves, and vaults to meet project objectives. Confirm pothole locations, as necessary.
- h. Ensure selected sites are acceptable and provide suitable testing locations concerning safety and equipment performance, adjust segment plans accordingly based on access availability and site conditions.

2. AVA powered by DRI™ Inspections

- a. Provide all necessary AVA inspection equipment and a trained three-person crew to complete field work.
- b. Use external vibroacoustic sensors and data acquisition units at predefined access points (e.g., hydrants, valves, or temporary potholes) along each pipeline segment to enable AVA testing.
- c. Introduce Vibroacoustic signals into the water column using a centrally positioned wave generator between the sensors to excite the pipeline and capture its dynamic response.
- d. Measure the distance between access points to ensure appropriate resolution and segment coverage.
- e. Perform on-site and remote QA/QC of field data before demobilization to confirm data integrity.

3. Data Analysis, Report and Recommendations

- a. Determine if any leaks were found on the tested segments and inform the County of the location within 2 weeks.

- b. Post-process the inspection data to assess localized pipe wall stiffness and identify structural anomalies using both time and frequency domain analyses. Correlate wall stiffness to wall loss averaged over the available resolution length.
- c. Provide the County with preliminary results and identify if any of the tested segments are recommended for repair or replacement prior to the planned intersection reconstruction.
- d. Include a summary of the work completed and results of the AVA inspections delivered in a draft report including:
 - i. A GIS map of the water main system, including findings from the AVA inspections.
 - ii. Engineering recommendations for further inspections, rehabilitation/repair, and/or maintenance based on the inspection data.
 - iii. Budgetary pricing and recommended timing (urgency) for implementation of recommendations.
- e. Meet with County Staff to discuss findings and recommendations, revise draft accordingly.
- f. Submit a digital and two hard copies (if desired) of the final report.
- g. Provide digital copies of all inspection data, analysis results, and photographs from inspections, including GIS databases and shapefiles
- h. Upload final report and supporting documents to Clarity®.

4. Project Management

- a. Provide project management services including invoicing, scope, schedule, fee tracking, and closeout services.
- b. Provide updates to County staff throughout the duration of the project (summary of completed work, upcoming activities, and any schedule or budget considerations).
- c. Coordinate and attend meetings with County staff as necessary to discuss the progress of the project, address technical questions, and ensure alignment with client expectations and project objectives.

Items Requested from the County

1. Updated GIS geodatabases, shape files, or CAD atlases for the water distribution system for the study area. Any design and/or record drawings, break history, maintenance, and repair records, past inspection data, and any other related data.
2. Access to distribution system for inspection. Assistance locating or opening seized/buried appurtenances as required.
3. Cleaning of valve boxes and vaults, as necessary, to gain access to the pipe and appurtenances.
4. Actuating of valves, as necessary
5. Install or provide temporary access to the pipeline (potholes), where necessary.
6. Assistance with traffic control in high traffic areas, as necessary. Any permitting involved with traffic control is not included in this proposal. Any required communication with Permitting Agencies is expected to be completed by the County.
7. Provide communication with residents within the vicinity of our work.



EXHIBIT B

PRICING

Pricing for the each Alternative for the 2026 AVA Water Main Condition Assessment project is as follows:

Pricing Terms for Invoicing: Unit Price/Lump Sum, Percent Complete

Cost Schedule –

Alternative A: 1,258 ft Under Rt. 83

Task	Unit Price	Units	Fee
Preparatory Work & Reconnaissance	Lump Sum	-	\$3,600
AVA Inspection and Analysis (1,258 ft)	15.50	ft	\$19,499
Reporting and Exhibits	Lump Sum	-	\$6,000
Project Management	Lump Sum	-	\$3,100
Alternative A TOTAL			\$32,199

Alternative B: 4,888 ft within Woodridge Green Valley Treatment Plant

Task	Unit Price	Units	Fee
Preparatory Work & Reconnaissance	Lump Sum	-	\$6,100
AVA Inspection and Analysis (4,888 ft)	8.25	ft	\$40,326
Reporting and Exhibits	Lump Sum	-	\$8,800
Project Management	Lump Sum	-	\$5,300
Alternative B TOTAL			\$60,526

Alternative C: Both Alternative A and B

Task	Unit Price	Units	Fee
Preparatory Work & Reconnaissance	Lump Sum	-	\$7,300
AVA Inspection and Analysis (6,146 ft)	8.00	ft	\$49,168
Reporting and Exhibits	Lump Sum	-	\$10,000
Project Management	Lump Sum	-	\$6,000
	Alternative C TOTAL		\$72,468

Proposal Option

This Proposal can be amended to include additional work upon joint approval by the County and RJP.

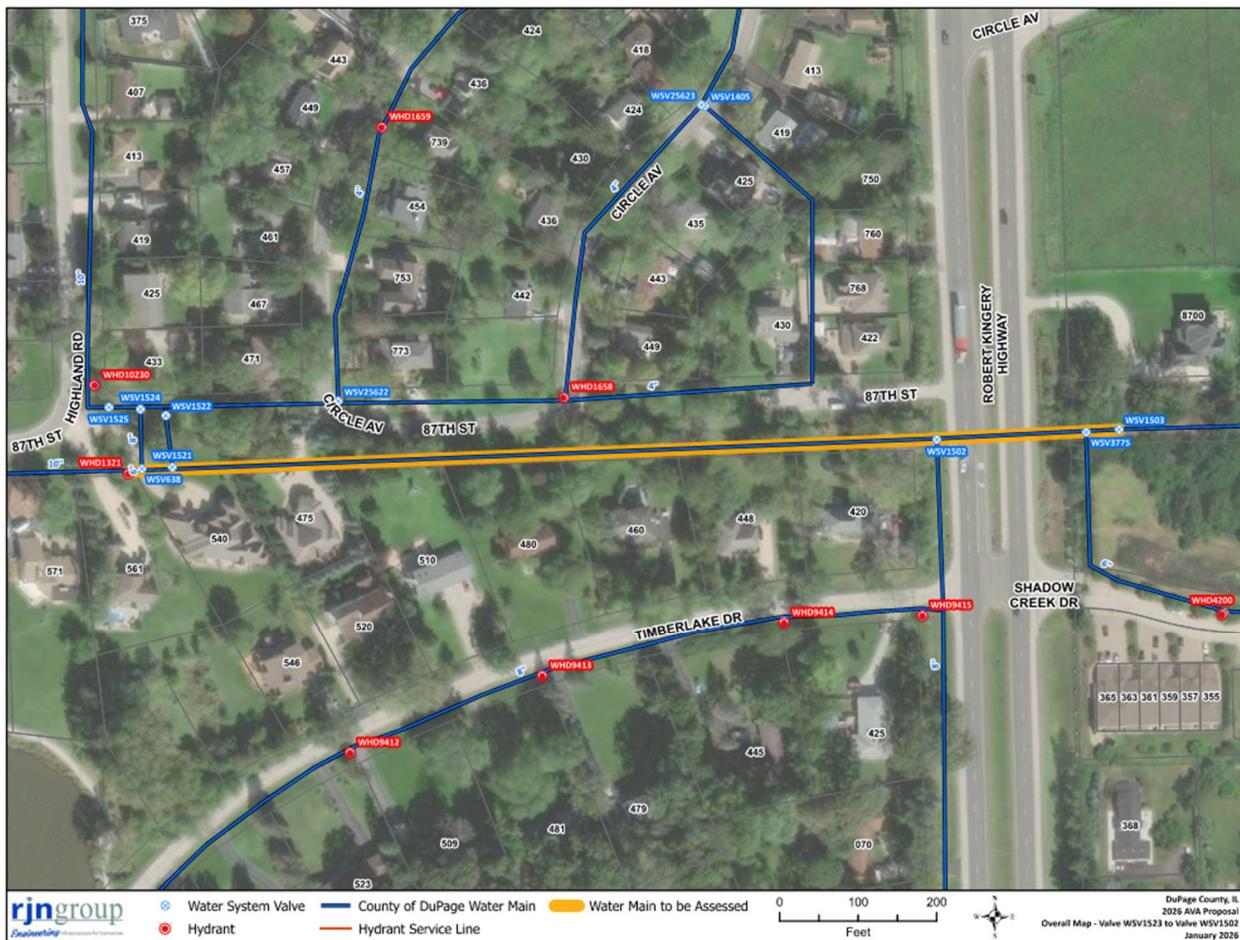
**EXHIBIT C**
PROPOSED SCHEDULE

RJN is prepared to start work immediately upon an Agreement.

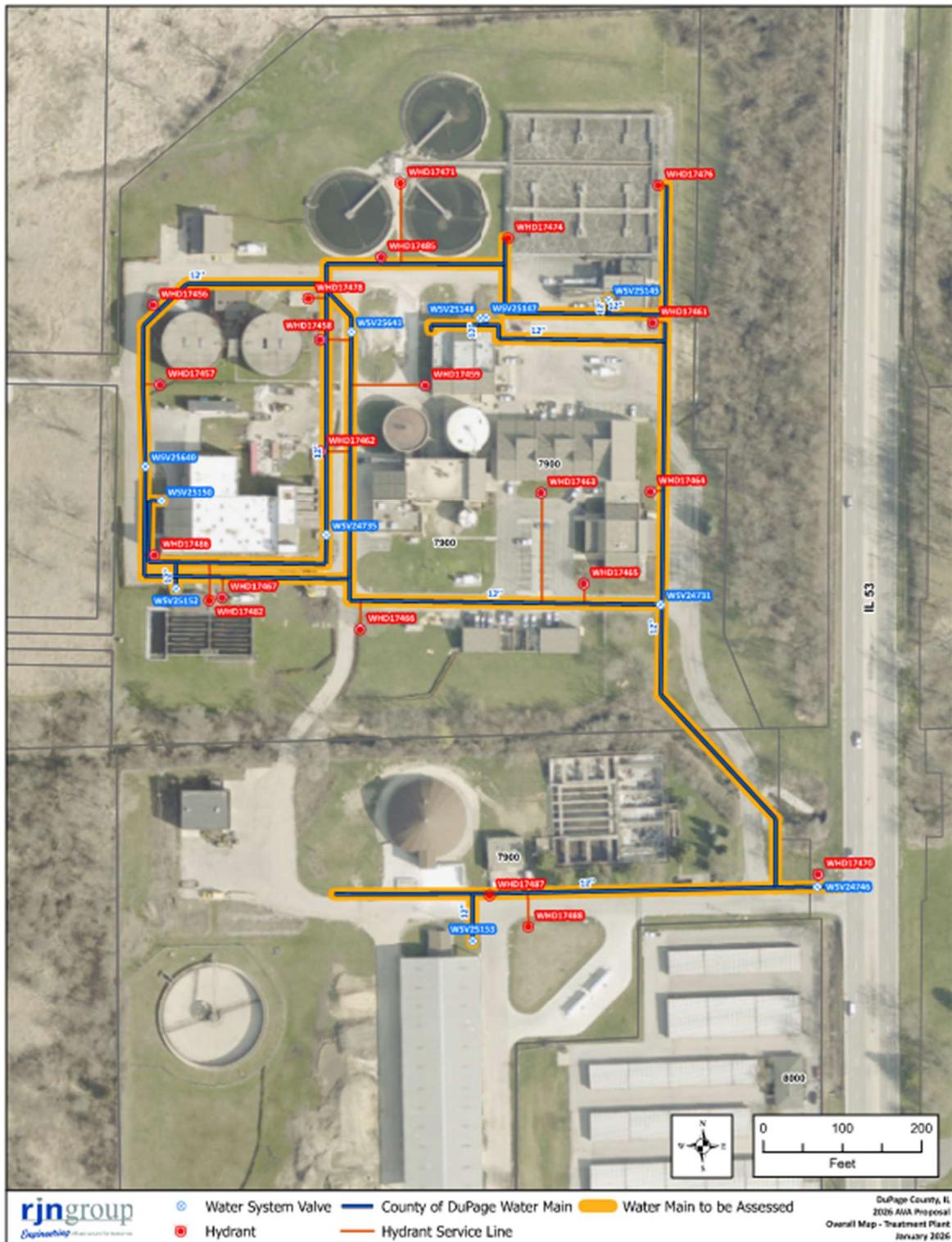
Task	Timeline
Preparatory Work, Data Review & Field Reconnaissance	To be completed within 2 months of a NTP
AVA Field Inspections	To be completed within 1 month of recon
Draft Report and Deliverables	Within 2 months of completion of Field Inspections
Final Report and Deliverables	Within 1 month of receiving comments

rjn
Est. 1975 **EXHIBIT D**
MAPS

Alternative A Area



Alternative B Area





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

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	RJN Group, Inc.
CONTACT PERSON:	Michael N. Young, P.E.
CONTACT EMAIL:	myoung@rjnmail.com

Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

Yes

No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

Yes

No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

The full text of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:

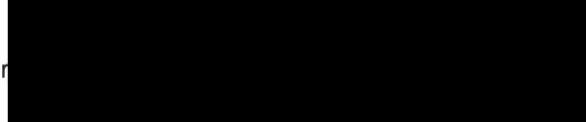
https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Michael N. Young

Signature



Title: Senior Vice President

Date: 02/04/2026