



DU PAGE COUNTY

Human Services

Final Regular Meeting Agenda

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

Tuesday, August 18, 2026

9:30 AM

Room 3500A

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. CHAIR REMARKS - CHAIR SCHWARZE

5. APPROVAL OF MINUTES

5.A. [26-2224](#)

Human Services Committee - Regular Meeting - Tuesday, August 4, 2026

6. LENGTH OF SERVICE

6.A. Length of Service Award - Lisa Snipes - 10 Years - Community Services

6.B. Length of Service Award - Victoria Kappas - 10 Years - Community Services

7. DUPAGE CARE CENTER - JANELLE CHADWICK

7.A. [HS-P-0031-26](#)

Recommendation for the approval of a contract Purchase Order to Senior Medical Care, PLLC, for professional services for Medical Director, for the DuPage Care Center, for the period of September 1, 2026 through August 31, 2027, for a contract amount not to exceed \$48,000. Other Professional Services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b).

8. CONSENT ITEMS

8.A. [26-2164](#)

Professional Environmental Contract 7937-0001-SERV - This Purchase Order is decreasing in the amount of \$13,579.65 and closing due to Purchase Order has expired. (Community Services)

8.B. [26-2165](#)

Environmental Consulting Group Contract 7735-0001-SERV - This Purchase Order is decreasing in the amount of \$22,925 and closing due to Purchase Order has expired. (Community Services)

8.C. [26-2166](#)

Specialty Consulting, Inc. - Contract 7710-0001-SERV - This Purchase Order is decreasing in the amount of \$11,500 and closing due to Purchase Order has expired.
(Community Services)

9. RESIDENCY WAIVERS - JANELLE CHADWICK**10. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK**

10.A. 2027 Care Center Budget Presentation

11. COMMUNITY SERVICES UPDATE - MARY KEATING**12. OLD BUSINESS****13. NEW BUSINESS****14. ADJOURNMENT**



Minutes

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

File #: 26-2224

Agenda Date: 8/18/2026

Agenda #: 5.A.



DU PAGE COUNTY

Human Services

Final Summary

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

Tuesday, August 4, 2026

9:30 AM

Room 3500A

1. CALL TO ORDER

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

2. ROLL CALL

Other Board member present: Member Yeena Yoo

Staff in attendance: Nick Kottmeyer (10:00 for budget presentation), Joan Olson and Brett Kuras (County Board), Renee Zerante (State's Attorney's office), Mary Catherine Wells and Keith Jorstad (Finance), Valerie Calvente and Donna Weidman (Procurement), Natasha Belli, Julie Hamlin, Gina Strafford-Ahmed, and Mary Keating (Community Services), and Janelle Chadwick (DuPage Care Center).

PRESENT	DeSart, Galassi, Deacon Garcia, and Schwarze
ABSENT	Cronin Cahill
REMOTE	LaPlante

2.A. MOTION TO ALLOW REMOTE PARTICIPATION

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Deacon Garcia

3. PUBLIC COMMENT

Iiza Qureshi from Oswego High School spoke as an advocate for scoliosis awareness.

4. CHAIR REMARKS - CHAIR SCHWARZE

No remarks were offered.

5. APPROVAL OF MINUTES

5.A. [26-2108](#)

Human Services Committee - Regular Meeting - Tuesday, July 7, 2026

RESULT:	APPROVED
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

6. COMMUNITY SERVICES - MARY KEATING**6.A. [FI-R-0111-26](#)**

Correction of a scrivener's error in Resolution FI-R-0093-26. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

6.B. [FI-R-0110-26](#)

Acceptance & appropriation of the DuPage Housing Authority Family Self-Sufficiency Program PY26 Agreement No. FSS26IL7270, Company 5000 - Accounting Unit 1740, in the amount of \$169,000. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

6.C. [HS-P-0026-26](#)

Agreement between the County of DuPage, Illinois and Community and Economic Development of Cook County (CEDA), for technical and professional implementation services for Multi-Family Weatherization Project II – College Park Apartments, through the Illinois Home Weatherization Assistance Program (IHWAP), for the period of August 11, 2026 through September 30, 2027, for an amount not to exceed \$104,000. Other Professional Services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b). (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Dawn DeSart

6.D. [HS-P-0027-26](#)

Recommendation for the approval of a contract to A Lugan Contractors, LLC, to provide architectural and mechanical services for multi-family weatherization, for Community Services, for the period of August 1, 2026 through November 15, 2027, for a contract amount not to exceed \$1,000,000; per renewal of bid #25-023-WEX. First of three one-year optional renewals. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

6.E. [HS-CO-0007-26](#)

Amendment to Purchase Order 6593-0001 SERV issued to Lavi Industries, Inc., to provide a queuing and appointment scheduling system, to increase the encumbrance in the amount of \$8,000, resulting in an amended contract total of \$40,758.18. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

6.F. [26-2109](#)

Recommendation for the approval of a contract to Crowley Engineering, LLC, to provide engineering services for multi-family weatherization, for Community Services, for the period of July 1, 2026 through November 15, 2027, for a contract amount not to exceed \$25,000; per renewal of bid #25-022-WEX. First of three one-year optional renewals. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi
AYES:	DeSart, Galassi, Deacon Garcia, and Schwarze
ABSENT:	Cronin Cahill
REMOTE:	LaPlante

7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING**7.A. [HS-R-0018-26](#)**

Recommendation for approval of Modification One to the Community Development Block Grant (CDBG) Agreement CD25-03 with the City of West Chicago – York Ave. Area Water Main and Streets Rehabilitation Project - for the purpose of reducing the overall scope of work.

RESULT:	APPROVED AT COMMITTEE
MOVER:	Paula Deacon Garcia
SECONDER:	Dawn DeSart

7.B. [HS-R-0019-26](#)

Recommendation for approval of an Assignment and Assumption of the Community Development Block Grant (CDBG) Agreement, Project Number CD21-08, and associated lien to facilitate the merger between Almost Home Kids (AHK) and Ann & Robert H. Lurie Children's Hospital of Chicago (Lurie Children's).

RESULT:	APPROVED AT COMMITTEE
MOVER:	Paula Deacon Garcia
SECONDER:	Dawn DeSart

8. DUPAGE CARE CENTER - JANELLE CHADWICK**8.A. [HS-P-0028-26](#)**

Recommendation for the approval of a contract to McMahon Food Corporation, for fluid dairy, for the DuPage Care Center residents, cafeteria and cafes located on the County Campus, for the period of September 25, 2026 through September 24, 2027, for a contract not to exceed \$38,000; per renewal of bid #24-100-DCC, second of three optional renewals.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

8.B. [HS-P-0029-26](#)

Recommendation for the approval of a contract to Alpha Baking Company, for assorted sliced bread, rolls, and buns, for the DuPage Care Center, for the period of September 9, 2026 through September 8, 2027, for a contract not to exceed \$36,300; per bid #26-059-DCC.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

8.C. [HS-P-0030-26](#)

Recommendation for the approval of a contract to Central Poly-Bag Corp., for trash and recycling can liners, for the DuPage Care Center, for the period of August 11, 2026 through August 10, 2027, for a contract total amount not to exceed \$53,000; per bid #26-051-FM.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi

8.D. [26-2110](#)

Recommendation for the approval of a contract to ARxIUM, Inc., for supplies for the FastPak Elite Medication Dispensing Machine, for the Pharmacy at the DuPage Care Center, for the period of September 2, 2026 through September 1, 2027, for a contract total not to exceed \$26,000. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - supplies compatible with existing equipment.)

RESULT:	APPROVED
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi
AYES:	DeSart, Galassi, Deacon Garcia, and Schwarze
ABSENT:	Cronin Cahill
REMOTE:	LaPlante

8.E. [26-2111](#)

Recommendation for the approval of a contract to ARxIUM, Inc., for maintenance and support for the FastPak Elite medication dispensing machine, for the Pharmacy at the DuPage Care Center, for the period of September 1, 2026 through August 31, 2027, for a total amount not to exceed \$24,088.34. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - maintenance and support of medication dispensing machine for the Pharmacy at the DPCC.)

RESULT:	APPROVED
MOVER:	Paula Deacon Garcia
SECONDER:	Kari Galassi
AYES:	DeSart, Galassi, Deacon Garcia, and Schwarze
ABSENT:	Cronin Cahill
REMOTE:	LaPlante

9. INFORMATIONAL

9.A. [26-2112](#)

GPN 028-26 FY 2026 Continuum of Care Competition and Youth Homeless Demonstration Program Grants PY28, U.S. Department of Housing and Urban Development, Community Services - \$212,094.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Paula Deacon Garcia

9.B. [26-2113](#)

GPN 029-26 FY 2026 Continuum of Care Competition and Youth Homeless Demonstration Program Grants - Coordinated Entry - PY28, U.S. Department of Housing and Urban Development, Community Services \$90,736.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

10. RESIDENCY WAIVERS - JANELLE CHADWICK

No residency waivers were offered.

11. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Janelle Chadwick, Administrator of the DuPage Care Center, stated that the renovation construction for 1 North, physical and occupational therapies, and the secret garden are all progressing.

12. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, highlighted three individuals that have successfully graduated the Family Self Sufficiency Program and become financially self-sufficient. Two of the individuals retrieved escrow funds from DuPage Housing Authority (DHA) program.. While they obtained a Bachelor's degree, a Master's degree, and a career in the trades, one graduate was also awarded the Family of Distinction honor at the state level.

12.A. 2027 Community Services Budget Request

Ms. Keating presented her 2027 budget request to the committee and answered related questions.

13. OLD BUSINESS

No old business was discussed.

14. NEW BUSINESS

No new business was discussed.

15. ADJOURNMENT

With no further business, the meeting was adjourned at 10:05 AM..



File #: HS-P-0031-26

Agenda Date: 8/18/2026

Agenda #: 7.A.

AWARDING RESOLUTION ISSUED TO
SENIOR MEDICAL CARE, PLLC
TO PROVIDE PROFESSIONAL SERVICES FOR MEDICAL DIRECTOR
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT \$48,000.00)

WHEREAS, an agreement for professional services not subject to competitive bidding per 55 ILCS 5/5-1022(c) has been negotiated in accordance with 2-353(1)(b) of the DuPage County Purchasing Ordinance; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of the contract to Senior Medical Care, PLLC, to provide professional services for Medical Director, for the period of September 1, 2026 through August 31, 2027, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide professional services for Medical Director, for the period of September 1, 2026 through August 31, 2027, for the DuPage Care Center, be, and it is hereby approved for the issuance of a contract by the Procurement Division to Senior Medical Care, PLLC, 923 Delles Road, Wheaton, Illinois 60189, for a contract total amount of \$48,000.00.

Enacted and approved 25th day of August, 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

General Tracking		Contract Terms	
FILE ID#: 26-2226	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$48,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/18/2026	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$192,000.00
	CURRENT TERM TOTAL COST: \$48,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Senior Medical Care, PLLC	VENDOR #: 44696	DEPT: DuPage Care Center	DEPT CONTACT NAME: Anita Rajagopal
VENDOR CONTACT: Dr. Angelo Miele	VENDOR CONTACT PHONE: 630-254-2271	DEPT CONTACT PHONE #: 630-784-4200	DEPT CONTACT EMAIL: anita.rajagopal@dupagecounty.gov
VENDOR CONTACT EMAIL: admiele@comcast.net	VENDOR WEBSITE:	DEPT REQ #: 7599	

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Professional Services for a Medical Director for the DuPage Care Center, for the Period September 1, 2026 through August 31, 2027, for a contract amount not to exceed \$48,000.00, per Other Professional Services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Facility needs to engage the services of a Physician to act as Medical Director per State and Federal regulations. The Medical Director gives medical direction to the staff and other Physicians. He/She sees and cares for residents and oversees their medical conditions. Sits in on several different standing committee meetings. Regular in servicing of staff as to proper best care practices. Continuous resources to staff and is on call 24 hours a day/7days per week.
Licensure requirement and assurance of quality care of the residents of the DuPage Care Center.

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.

OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Quality of Life
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) DPCC recommends the approval of Medical Director Services for the DuPage Care Center, for the period September 01, 2026 through August 31, 2027. 2) Do not approve Medical Director Services for the DuPage Care Center, for the period September 01, 2026 through August 31, 2027, however, this function is a requirement of the Illinois Department of Public Health for licensure. Not only is it a licensure requirement, but it also is necessary to meet the DPCC resident's medical needs and to help ensure quality of life.

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: Senior Medical Care, PLLC	Vendor#: 44696	Dept: DuPage Care Center	Division: Administration/Nursing
Attn: Dr. Angelo Miele	Email: admiele@comcast.net	Attn: Anita Rajagopal	Email: Anita.rajagopal@dupagecounty.gov
Address: 923 Delles Road	City: Wheaton	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60189	State: IL	Zip: 60187
Phone: 630-254-2271	Fax:	Phone: 630-784-4200	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Senior Medical Care, PLLC	Vendor#: 44696	Dept: DuPage Care Center	Division: Administration/Nursing
Attn: Dr. Angelo Miele	Email: admiele@comcast.net	Attn: Anita.Rajagopal	Email: Anita.Rajagopal@dupagecounty.gov
Address: 923 Delles Road	City: Wheaton	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60189	State: IL	Zip: 60187
Phone: 630-254-2271	Fax:	Phone: 630-784-4200	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): September 1, 2026	Contract End Date (PO25): August 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	EA		Medical Director	FY26	1200	2050	53070		12,000.00	12,000.00
2	1	EA		Medical Director	FY27	1200	2050	53070		36,000.00	36,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 48,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Services for a Medical Director for the DuPage Care Center, for the Period September 1, 2026 through August 31, 2027, for a contract amount not to exceed \$48,000.00, per Other Professional Services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b).
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. August 18, 2026 Human Services Committee August 25, 2026 County Board Meeting
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 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 Senior Medical Care PLLC, located at 923 Delles Road, Wheaton, IL 60187, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #24-DR. MIELE which became effective on 9/1/2024 and which will expire 8/31/2026. The contract is subject to the second 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 8/31/2027.

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

ANGELA MIELE

PRINTED NAME

MD - Medical Director

PRINTED TITLE

6-25-26

DATE

An updated Vendor Ethics Disclosure form has been requested.



Consent Item

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

File #: 26-2164

Agenda Date: 8/18/2026

Agenda #: 8.A.

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent
HS 8/18
OB 8/25

Date: Aug 5, 2026

File ID #:

Purchase Order #: 7937	Original Purchase Order Date: 4/1/2025	Change Order #: 1	Department: CS-Weatherization
Vendor Name: PROFESSIONAL ENVIORNMENTAL		Vendor #: 47029	Dept. Contact: Gina Strafford-Ahmed
Action Requested and Reason for Change Order Request: To close the PO as it expired on 3/31/2026.			

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	\$13,579.65
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$13,579.65
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$13,579.65)
E	New Contract Amount (C + D)	\$0.00
F	Cumulative Change Order Amount (B + D)	(\$13,579.65)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%

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 _____ to: _____ ☐ 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.

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

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



Consent Item

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

File #: 26-2165

Agenda Date: 8/18/2026

Agenda #: 8.B.

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent
HS 8/18
CB 8/25

Date: Aug 5, 2026

File ID #:

Purchase Order #: 7735	Original Purchase Order Date: 2/13/2025	Change Order #: 1	Department: CS-Weatherization
Vendor Name: ENVIRONMENTAL CONSULTING GROUP		Vendor #: 20135	Dept. Contact: Gina Strafford-Ahmed
Action Requested and Reason for Change Order Request: To close the PO as it expired on 3/10/2026.			

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	\$22,925.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$22,925.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$22,925.00)
E	New Contract Amount (C + D)	\$0.00
F	Cumulative Change Order Amount (B + D)	(\$22,925.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%

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 _____ to: _____ ☐ 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.

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

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

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

APPROVALS - Initials Only

DK	6164	Aug 5, 2026	<u>Oh</u>	<u>6164</u>	<u>8/6/26</u>
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>8</u>	<u>8/10/2026</u>				
Reviewed by Procurement Officer	Date		Completed by Buyer		Date



Consent Item

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

File #: 26-2166

Agenda Date: 8/18/2026

Agenda #: 8.C.

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent
HS 8/18
CB 8/25

Date: Aug 5, 2026

File ID #:

Purchase Order #: 7710	Original Purchase Order Date: 2/11/2025	Change Order #: 1	Department: CS-Weatherization
Vendor Name: Specialty Consulting, Inc.		Vendor #: 46218	Dept. Contact: Gina Strafford-Ahmed
Action Requested and Reason for Change Order Request: To close the PO as it expired on 3/10/2026.			

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	\$11,500.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$11,500.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$11,500.00)
E	New Contract Amount (C + D)	\$0.00
F	Cumulative Change Order Amount (B + D)	(\$11,500.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%

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 _____ to: _____ ☐ 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.

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

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

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

APPROVALS - Initials Only

DK
Prepared By
6164
Phone Ext.
Aug 5, 2026
Date


Recommended for Approval
6164
Phone Ext.
8/6/26
Date


Reviewed by Procurement Officer
8/10/2026
Date

Completed by Buyer
Date