



DU PAGE COUNTY

Public Works Committee

Regular Meeting Agenda

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

Tuesday, June 17, 2025

9:00 AM

Room 3500B

1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS - CHAIR CHILDRESS

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [25-1514](#)

Public Works Committee Meeting Minutes - Regular Meeting - Tuesday, June 3, 2025.

6. CONSENT ITEMS

6.A. [25-1515](#)

PW - Kemira Water Solutions 6881SERV - This contract is decreasing in the amount of \$19,202.78 and closing due to contract expiration.

7. CLAIMS REPORT

7.A. [25-1516](#)

Payment of Claims - Public Works and Facilities Management.

8. JOINT PURCHASING AGREEMENT

8.A. [FM-P-0031-25](#)

Recommendation for the approval of a contract to TouchSource, LLC, to provide and deliver an outdoor touchscreen kiosk for the JTK Administration Building, for Facilities Management, for the period June 25, 2025 through June 24, 2030, for a total contract amount not to exceed \$40,877.61. Contract pursuant to the Intergovernmental Cooperation Act (GSA Cooperative Contract #47QTCA23D0058; TouchSource, LLC Quote #Q-17922).

9. ACTION ITEMS**9.A. [25-1517](#)**

Amendment to Resolution FM-P-0026-25 issued to Allied Valve, Inc., county contract 7721-0001 SERV, to test, repair, and re-certify safety relief valves for boilers at the Power Plant, for Facilities Management, to change the contract term from a three-year term to a one-year term, for the period of May 28, 2025 through May 27, 2026, and to reduce the contract amount from \$70,640 to \$17,660, a decrease of 75%.

9.B. [FM-R-0004-25](#)

Rescission of Requisition 25-0748 for the approval of a contract to Wipfli LLP, to provide accounting services and support related to the Pursuit of the Federal Renewable Energy Tax Credit as part of the Inflation Reduction Act 2022, for Facilities Management, for the period March 18, 2025 through March 17, 2026, for a total contract amount not to exceed \$16,370, per RFP #25-028-FM.

10. BID AWARDS**10.A. [25-1395](#)**

Recommendation for the approval of a contract to Baker Tilly Advisory Group, LP, to provide accounting services and support related to the Pursuit of the Federal Renewable Energy Tax Credit as part of the Inflation Reduction Act 2022, for Facilities Management, for the period June 17, 2025 through June 16, 2026, for a total contract amount not to exceed \$23,500; per RFP #25-028-FM.

10.B. [FM-P-0032-25](#)

Recommendation for the approval of a contract to Huen Electric, Inc., for phase II installation of solar panels on the roof of the JTK Administrative Building, for Facilities Management, for the period of June 24, 2025 through June 23, 2026, for a total contract amount not to exceed \$574,833; per lowest responsible bid #25-075-FM. (Partial EECBG)

10.C. [FM-P-0030-25](#)

Recommendation for the approval of a contract to A&P Grease Trappers, Inc., for sanitary, grease trap and storm basin pumping, jetting, and cleaning, as needed for the County campus, for Facilities Management, for the period of June 25, 2025 through June 24, 2027, for a total contract amount not to exceed \$214,155; per lowest responsible bid accepted in the best interest of the county, per staff's decision memo for bid #25-072-FM. (\$160,450 for Facilities Management, \$23,705 for Animal Services, and \$30,000 for the Division of Transportation)

10.D. [PW-P-0015-25](#)

Recommendation for the approval of a contract to Sheffield Safety and Loss Company, LLC, for Safety Program Management for various County Departments, for the period of June 25, 2025 to June 24, 2026, for a total contract amount not to exceed \$150,000; per RFP #25-046-PW. (\$25,000 Public Works, \$25,000 Stormwater, \$25,000 Division of Transportation, \$25,000 Facilities Management, and \$50,000 Finance)

11. PUBLIC UTILITY**11.A. [PW-P-0016-25](#)**

Recommendation for the approval of a contract to Commonwealth Edison Company, for electric utility supply and distribution services for the connected County facilities, for Public Works, for the period of June 29, 2025 through June 28, 2027, for a total contract amount not to exceed \$3,360,000. Per 55 ILCS 5/5-1022 (c) not suitable for competitive bids – Public Utility.

11.B. [FM-P-0029-25](#)

Recommendation for the approval of a contract to Commonwealth Edison Company, for electric utility supply and distribution services for the connected County facilities, for Facilities Management, for the period of June 29, 2025 through June 28, 2027, for a total contract amount not to exceed \$7,711,220. Per 55 ILCS 5/5-1022 (c) not suitable for competitive bids – Public Utility. (\$5,560,560 for Facilities Management, \$62,695 for Animal Services, \$1,401,875 for the Care Center, \$231,960 for the Division of Transportation, and \$454,130 for the Health Department)

12. OLD BUSINESS

12.A. Heritage Gallery Update

13. NEW BUSINESS**14. ADJOURNMENT**



Minutes

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

File #: 25-1514

Agenda Date: 6/10/2025

Agenda #: 5.A.



DU PAGE COUNTY

Public Works Committee

Final Summary

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

Tuesday, June 3, 2025

9:00 AM

Room 3500B

1. CALL TO ORDER

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

2. ROLL CALL

Other Board Members present: Member Yeena Yoo, Member Sheila Rutledge, and Member Saba Haider

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

3. CHAIRMAN'S REMARKS - CHAIR CHILDRESS

No remarks were offered.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [25-1392](#)

Public Works Committee Meeting Minutes - Regular Meeting - Tuesday, May 20, 2025

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

6. CONSENT ITEMS

6.A. [25-1393](#)

PW - Sheffield Safety & Loss Control, LLC - This contract is extending to June 24, 2025 to maintain a safety program manager in the instance a situation occurs, with no change in contract total.

RESULT:	APPROVED
MOVER:	Jim Zay
SECONDER:	Paula Garcia

7. CLAIMS REPORT**7.A. [25-1394](#)**

Payment of Claims - Public Works and Facilities Management

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

8. BID AWARD**8.A. [PW-P-0014-25](#)**

Recommendation for the approval of a contract to Nationwide Haul LLC, for one (1) stainless steel tanker trailer, for Public Works, for the period of June 10, 2025 to November 30, 2025, for a total contract amount not to exceed \$94,143; per lowest responsible bid #25-059-PW.

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

9. BID RENEWAL**9.A. [FM-P-0027-25](#)**

Recommendation for the approval of a contract to Ashland Door Solutions LLC, to provide door maintenance, door sales, and installation as needed for County facilities, for Facilities Management, for the period of July 19, 2025 through July 18, 2026, for a contract total amount not to exceed \$45,000; per renewal option under bid award #23-080-FM. Second of three options to renew.

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

9.B. [25-1396](#)

Recommendation for the approval of a contract to Ashland Lock & Security Solutions, to provide lock smith services, maintenance, and installation as needed for County facilities, for Facilities Management, for the period of July 19, 2025 through July 18, 2026, for a contract total amount not to exceed \$25,000; per renewal option under bid award #23-079-FM. Second of three options to renew

RESULT:	APPROVED
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MOVER:	Jim Zay
SECONDER:	Kari Galassi

10. PUBLIC UTILITY

10.A. [25-1397](#)

Recommendation for the approval of a contract to the City of Wheaton, to provide fire alarm monitoring services for the County campus, for Facilities Management, for the period of July 1, 2025 through June 30, 2026, for a contract total amount not to exceed \$21,420. Per 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Public Utility)

RESULT:	APPROVED
MOVER:	Jim Zay
SECONDER:	Kari Galassi

11. OTHER PROFESSIONAL SERVICES

11.A. [FM-P-0028-25](#)

Recommendation to award a contract to Carbon Solutions Group SREC, LLC for participation in the Illinois Shines Adjustable Block Grant Program, which provides payments in exchange of Renewable Energy Credits (RECS), for approximately \$177,494.56, for the period of June 10, 2025 through November 30, 2041, selected through Other Professional Services under bid award #22-118-FM. (Revenue paid to County)

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

12. SOLE SOURCE

12.A. [TE-P-0008-25](#)

Recommendation for the approval of a contract to Accela, Inc., for annual subscription service for Accela Velosimo Connect Enterprise for Bluebeam and Citizen Access and Civic Platform for Building & Zoning, Public Works, Stormwater, and Transportation, for the period of June 23, 2025 through June 22, 2029, for a contract total amount not to exceed \$1,144,575.00. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - Proprietary Software Maintenance and Support)

Member Garcia made a motion to approve TE-P-0008-25 and Member DeSart seconded. All ayes, motion carried.

13. PRESENTATIONS

13.A. 2025 Audit Presentation

Director of Public Works Nick Kottmeyer provided an overview and the highlights of the 2025 Public Works Audit. Joe Lightcap with Baker Tilly presented the outcome of the 2025 Audit to the committee and provided an overview of the reports, which were sent to committee members via email before the meeting. Mr. Lightcap answered questions from committee members.

The 2025 Public Works audit has been received and placed on file.

13.B. Public Works and Facilities Management Capital Project Overviews

Deputy Director of Public Works Sean Reese and Director of Facilities Management Tim Harbaugh presented a PowerPoint of all of the current projects in both Public Works and Facilities Management with a brief description of each. Mr. Reese and Mr. Harbaugh took questions from committee members.

14. OLD BUSINESS

Member DeSart requested clarification on item 6.A., the contract extension with Sheffield Safety & Loss Control. Director Kottmeyer answered her questions. Member DeSart also requested a Heritage Gallery update.

15. NEW BUSINESS

No new business was discussed.

16. ADJOURNMENT

Without objection, this meeting has been adjourned.



Consent Item

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

File #: 25-1515

Agenda Date: 6/17/2025

Agenda #: 6.A.

consent
PW 6/17
CB 6/24



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 2, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 6881SERV	Original Purchase Order Date: Apr 1, 2024	Change Order #: 2	Department: Public Works
Vendor Name: Kemira Water Solutions		Vendor #: 28501	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Decrease and close contract.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

INCREASE/DECREASE		
A	Starting contract value	\$30,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$30,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$19,202.78)
E	New contract amount (C + D)	\$10,797.22
F	Percent of current contract value this Change Order represents (D / C)	-64.01%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-64.01%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

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

<u>DR</u>	<u>6/2/25</u>	<u>Mr</u>	<u>6/2/25</u>		
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date



Payment of Claims

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

File #: 25-1516

Agenda Date: 6/17/2025

Agenda #: 7.A.

	Public Works		
	Schedule of Claims		
	6/17/2025		
Pay Vendor Name	Description	Check Date	Amount
AL WARREN OIL COMPANY INC	Fuel	5/30/2025	\$24,383.10
ALDRIDGE ELECTRIC INC	Electrical infrastructure	5/30/2025	\$486,597.37
AT&T	Phone service	5/30/2025	\$52.24
AT&T MOBILITY	Cellular phone service	5/30/2025	\$2,789.56
CENTRAL STATES WATER	Annual meeting	5/30/2025	\$255.00
CIT TRUCKS LLC	Kenworth truck	5/30/2025	\$196,067.00
CITY OF NAPERVILLE	Meter reads	5/30/2025	\$329.00
CITY OF WHEATON	Meter reads	5/30/2025	\$476.80
CITY OF WHEATON	Shut offs	5/30/2025	\$50.00
JOSEPH J HENDERSON & SON INC	Phase 1 Improvements	5/30/2025	\$668,231.82
KERRIGAN, CHARLES	Overpayment	5/30/2025	\$313.45
MANSFIELD POWER AND GAS	Gas	5/30/2025	\$8,922.38
MID AMERICAN WATER INC	Repair clamps, coupling	5/30/2025	\$2,952.57
NEUCO INC	Contactior	5/30/2025	\$139.27
PEREGRINE CORPORATION	Utility billing	5/30/2025	\$734.05
SAFETY LANE INSPECTIONS INC	Safety lane	5/30/2025	\$109.50
SYN-TECH SYSTEMS INC	Fuel Master Support	5/30/2025	\$550.00
COM ED	Electricity	6/3/2025	\$2,287.88
FEHR GRAHAM & ASSOCIATES LLC	Engineering services	6/3/2025	\$180.60
GRAYBAR	Electrical supplies	6/3/2025	\$3,209.19
LAND AND LAKES COMPANY	CCCD dirt disposal	6/3/2025	\$1,980.72
MILLBROOK LISLE 701 LLC	Overpayment	6/3/2025	\$6,503.66
NEUCO INC	Controller	6/3/2025	\$1,268.80
PROGRESSIVE LEASING COMPANY	Tungsten carbide wheel	6/3/2025	\$1,345.00
THE SHERWIN WILLIAMS CO	Paint	6/3/2025	\$154.75
TINT TO U GLASS TINTING INC	Service	6/3/2025	\$2,875.00
AL WARREN OIL COMPANY INC	Fuel	6/6/2025	\$530.75
ANSWER NATIONAL	Telemessaging	6/6/2025	\$294.32
AT&T	Phone service	6/6/2025	\$1,353.68
AUTOZONE INC	Wiper blades	6/6/2025	\$238.61
COMCAST	Internet	6/6/2025	\$1,220.52
DUPAGE TOPSOIL INC.	Dirt	6/6/2025	\$520.00
FEDEX	Shipping	6/6/2025	\$173.75
FIRST ENVIRONMENTAL LABS INC	Lab testing	6/6/2025	\$835.90
GRAYBAR	Electrical supplies	6/6/2025	\$16.51
KRONOS INC	Software support	6/6/2025	\$6,024.83
MCCANN INDUSTRIES INC	Service call	6/6/2025	\$552.69
MCMASTER-CARR	Stud anchors	6/6/2025	\$343.11
MURPHY, PAT	Overpayment	6/6/2025	\$158.28
NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING	Membership	6/6/2025	\$295.00
NEUCO INC	Switch	6/6/2025	\$55.22
NEUCO INC	Contactior	6/6/2025	\$38.72
NEUCO INC	Honeywell control module	6/6/2025	\$1,378.92
TOSHIBA AMERICA BUSINESS	Copier lease/usage	6/6/2025	\$609.65
VILLAGE OF WOODRIDGE	Water service	6/6/2025	\$102.66
AMAZON CAPITAL SERVICES	Magnetic locator	6/10/2025	\$618.79
AMERICAN WATER	Meter Reads	6/10/2025	\$337.95
AT&T	Phone service	6/10/2025	\$316.70
CORE & MAIN LP	2 1/2" Sensus Omni	6/10/2025	\$6,450.00
DUPAGE WATER COMMISSION	Operations & Maintenance	6/10/2025	\$87,910.60
ENERGENECS, INC	Ignition transformer	6/10/2025	\$12,822.65
FEDERAL SIGNAL CORPORATION	Indicator light	6/10/2025	\$41.27
GRAINGER INC	Electrical supplies	6/10/2025	\$299.97
JOHN J MORONEY & CO	Pipe insulation	6/10/2025	\$972.02
JOHN SAKASH COMPANY INC	Swivel hooks, screw pin anchors	6/10/2025	\$964.54
K-FIVE CONSTRUCTION CORP	Asphalt	6/10/2025	\$1,665.45
L.A. FASTENERS, INC	Belts	6/10/2025	\$218.46

	Public Works		
	Schedule of Claims		
	6/17/2025		
Pay Vendor Name	Description	Check Date	Amount
LMK TECHNOLOGIES	Hydrophilic glue, pail lid , Kit T 8in	6/10/2025	\$1,884.16
MENARDS	Paint	6/10/2025	\$1,236.74
NALCO COMPANY LLC	Deionizer system rental	6/10/2025	\$202.25
PAYMENTUS GROUP INC	Transaction fees	6/10/2025	\$1,850.00
PEREGRINE CORPORATION	Utility Billing	6/10/2025	\$1,741.03
POLYDYNE INC	Clarifloc	6/10/2025	\$45,752.00
PROTANIC	Underground fuel tanks	6/10/2025	\$1,475.00
QUINCY COMPRESSOR LLC	Oil filters	6/10/2025	\$922.91
REDWING BUSINESS ADVANTAGE	Safety shoes	6/10/2025	\$200.00
ROBINSON ENGINEERING LTD	Engineering Towers	6/10/2025	\$899.61
VULCAN CONSTRUCTION MATERIALS	Stone	6/10/2025	\$1,107.75
ZORO TOOLS INC	Paint	6/10/2025	\$165.36
	Total		\$1,597,557.04

Facilities Management Department

Schedule of Purchases Under \$15,000

June 17, 2025

	VENDOR	DESCRIPTION	FUND	DEPT	ACCOUNT	AMOUNT
25053	City of Wheaton	Other Contractual Expenses	1000	1103	53830	\$500.00
25053	Village of Glendale Heights	Other Contractual Expenses	1000	1103	53830	\$650.00
25060	Airgas USA, LLC	Rental Of Machinery & Equipment	1000	1100	53410	\$112.65
25124	United States Postal Service	Postage & Postal Charges	1000	1103	53804	\$40.44
25278	Porter Pipe & Supply	Maintenance Supplies	1000	1100	52270	\$1,774.02
25279	Russo Power Equipment	Operating Supplies & Materials and Fuel & Lubricants	1000	1102	52200 52260	\$360.99
25280	Genuine Parts Co. (NAPA Auto Parts)	Fuel & Lubricants and Maintenance Supplies	1000	1102	52260 52270	\$130.48
25281	Outdoor Rooms by Design	Furn/Mach/Equip Small Value	1000	1100	52000	\$6,375.00
25282	Bray Sales Midwest	Maintenance Supplies	1000	1100	52270	\$444.06
25283	Barco Products, LLC	Furn/Mach/Equip Small Value	1000	1100	52000	\$1,005.14
25284	AHW LLC (Arends Hogan Walker LLC)	Auto/Mach/Equip Parts	1000	1102	52250	\$660.08
25286	The Conservation Foundation	Matching Funds/Contributions	1000	1103	53700	\$1,000.00
25287	Global Industrial (Global Equipment Co Inc)	Furn/Mach/Equip Small Value	1000	1100	52000	\$2,284.04
25290	Ashland Door Solutions	Repair & Maintenance Facilities	1000	1100	53300	\$460.00
25291	Major Appliance Service, Inc.	Repair & Maintenance Other Equipment	1000	1100	53370	\$239.00
25293	Illinois Office of the State Fire Marshal	Repair & Maintenance Facilities	1000	1100	53300	\$70.00
25294	UKG Kronos Systems LLC	Subscription IT Arrangements	1000	1100	53807	\$2,008.28
25295	Elmhurst Occupational Health	Medical Services	1000	1100	53070	\$164.00
25296	Ricmar Industries	Cleaning Supplies	1000	1100	52280	\$116.52
25297	Energy & Environmental Advisors, Inc. (Petro Classroom)	Instruction & Schooling	1000	1100	53610	\$1,225.00
25299	Edward Occupational Health	Medical Services	1000	1100	53070	\$164.00

Facilities Management Department

Schedule of Other Payments

June 17, 2025

CONTRACT #	VENDOR	DESCRIPTION	FUND	DEPT	ACCOUNT	AMOUNT
7127-0001 SERV	A Lamp Concrete Contractors, Inc.	Building Improvements	6000	1220	54010	\$125,250.56
6937-0001 SERV	A&P Grease Trappers, Inc.	Repair & Maintenance Facilities	1000	1100	53300	\$1,125.00
7385-0001 SERV	Amazon.com LLC	Auto/Mach/Equip Parts	1000	1102	52250	\$17.99
7103-0001 SERV	Ashland Lock & Security Solutions	Building Improvements	6000	1220	54010	\$515.10
6678-0001 SERV	Builders Chicago Corporation	Repair & Maintenance Facilities	1000	1100	53300	\$486.63
5410-0001 SERV	City of Wheaton	Water & Sewer	1000	1100	53220	\$40,835.15
5968-0001 SERV	Fehr Graham & Associates LLC	Engineering & Architectural	1000	1100	53010	\$328.13
7161-0001 SERV	Fox Valley Fire & Safety	Repair & Maintenance Facilities	1000	1100	53300	\$8,750.00
6793-0001 SERV	GenServe LLC	Repair & Maintenance Facilities	1000	1100	53300	\$10,176.99
7444-0001 SERV	Grainger	Furn/Mach/Equip Small Value and Maintenance Supplies	1000	1100	52000 52270	\$421.73
7447-0001 SERV	Graybar Electric Company	Maintenance Supplies	1000	1100	52270	\$6,842.77
7533-0001 SERV	Graybar Electric Company	Building Improvements	6000	1220	54010	\$461.16
6641-0001 SERV	Hampton, Lenzini & Renwick, Inc. (HLR)	Building Improvements	6000	1220	54010	\$1,426.60
6650-0001 SERV	Herc Rentals, Inc.	Rental Of Machinery & Equipment	1000	1100	53410	\$740.00
6961-0001 SERV	Hey & Associates, Inc.	Other Professional Services	1000	1100	53090	\$1,463.00
7327-0001 SERV	Johnson Controls, Inc.	Auto/Mach/Equip Parts	1000	1100	52250	\$1,103.45
7417-0001 SERV	Johnson Controls, Inc.	Repair & Maintenance Facilities	1000	1100	53300	\$2,272.33
5900-0001 SERV	Kone, Inc.	Repair & Maintenance Infrastructure	1000	1100	53310	\$29,759.12
6042-0001 SERV	Lamp Incorporated	Building Improvements	6000	1220	54010	\$8,200.00
7343-0001 SERV	Luetkehans, Brady, Garner & Armstrong	Legal Services	1000	1100	53030	\$360.00
7286-0001 SERV	Nicor Gas	Natural Gas	1000	1100	53200	\$1,484.05
7512-0001 SERV	Red Wing Brands of America Inc.	Wearing Apparel	1000	1100	52220	\$165.74
7563-0001 SERV	Royal Pipe & Supply Company	Maintenance Supplies	1000	1100	52270	\$10,925.94
7310-0001 SERV	Trane U.S. Inc	Repair & Maintenance Facilities	1000	1100	53300	\$10,883.83
5425-0001 SERV	Village of Winfield	Water & Sewer	1000	1100	53220	\$78.91
5709-0001 SERV	Wight Construction Services, Inc.	Building Improvements	6000	1220	54010	\$56,601.91



Facilities Management Requisition Over \$30K

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

File #: FM-P-0031-25

Agenda Date: 6/17/2025

Agenda #: 8.A.

AWARDING RESOLUTION
ISSUED TO TOUCHSOURCE LLC
TO PROVIDE AND DELIVER AN OUTDOOR TOUCHSCREEN KIOSK
FOR THE JTK ADMINISTRATION BUILDING, FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT: \$40,877.61)

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and GSA, the County of DuPage will contract with TouchScreen LLC; and

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to TouchScreen LLC, to provide and deliver an outdoor touchscreen kiosk for the JTK Administration Building, for the period June 25, 2025 through June 24, 2030, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said to provide and deliver an outdoor touchscreen kiosk for the JTK Administration Building, for the period June 25, 2025 through June 24, 2030, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, TouchSource LLC, 1370 Miners Drive, Suite 103, Lafayette, CO 80026, for a total contract amount not to exceed \$40,877.61.

Enacted and approved this 24th day of June, 2025 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#: 25-1442	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$40,877.61
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$40,877.61
	CURRENT TERM TOTAL COST: \$40,877.61	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: TouchSource, LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Ronda Barthel	VENDOR CONTACT PHONE: 320-212-1257	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: rondab@touchsource.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to TouchSource, LLC, to provide and deliver an outdoor touchscreen kiosk for the JTK Administration Building, for Facilities Management, for the period June 25, 2025 through June 24, 2030, for a total contract amount not to exceed \$40,877.61. Contract let pursuant to the Intergovernmental Cooperation Act (GSA Cooperative Contract #47QTCA23D0058; TouchSource, LLC Quote #Q-17922).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Facilities Management is looking to improve wayfinding across the County Campus, and establishing a kiosk near the heavily-used 421 South Parking Lot will assist public visitors in locating the County building or department that they are here to conduct business at. It will be located near the Accessible spaces, and help orient visitors after they leave their vehicles.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
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 vendor participates in a national cooperative contract [GSA] that utilized a low-bid process to establish pricing for the kiosk unit.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Provide a new interactive kiosk via this GSA contract to allow visitors to confirm and locate the services they are seeking on the County campus. 2. Staff recommends securing a contract with TouchSource, LLC to provide and deliver a new outdoor touchscreen Kiosk. 3. Other option is to go out for bid, which does not guarantee prices will be lower.

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: TouchSource, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Ronda Barthel	Email: rondab@touchsource.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1370 Miners Drive #103	City: Lafayette	Address: 421 N. County Farm Road	City: Wheaton
State: CO	Zip: 80026	State: IL	Zip: 60187
Phone: 320-212-1257	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: TouchSource, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoff Matteson	Email: Geoffrey.Matteson@dupagecounty.gov
Address: 1370 Miners Drive #103	City: Lafayette	Address: 421 N. County Farm Road	City: Wheaton
State: CO	Zip: 80026	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-200-7973	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 25, 2025	Contract End Date (PO25): June 24, 2030

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		Frontier Outdoor Single-Sided Touch Screen Kiosk	FY25	6000	1220	54010	2502900	33,385.06	33,385.06
2	1	LO		Frontier Outdoor Single-Sided Touch Screen Kiosk	FY26	6000	1220	54010	2502900	1.00	1.00
3	1	LO		5-Year Software Subscription Plan	FY25	1000	1100	53807		7,490.55	7,490.55
4	1	LO		5-Year Software Subscription Plan	FY26	1000	1100	53807		1.00	1.00
5	1	LO		5-Year Software Subscription Plan	FY27	1000	1100	53807			0.00
6	1	LO		5-Year Software Subscription Plan	FY28	1000	1100	53807			0.00
7	1	LO		5-Year Software Subscription Plan	FY29	1000	1100	53807			0.00
8	1	LO		5-Year Software Subscription Plan	FY30	1000	1100	53807			0.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 40,877.61

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide and deliver an outdoor touchscreen kiosk for the JTK Administration Building, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 06/17/25 County Board: 06/24/25 Job #25-02900
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



TouchSource LLC
1370 Miners Drive, Suite 103
Lafayette, CO 80026
United States



Prepared for:
DuPage County

Created by:
Ronda Barthel
+1 3202121257
rondab@touchsource.com

Date:
05-30-2025

Quote number:
Q-17922

Payment method:
50% Deposit, Net 30

Expiration date:
06-30-2025

Why TouchSource?

TouchSource is your proven partner in effortless place-based communications. Collaborate with us to build a sense of place that forges human connections with compelling digital experiences that evolve with the needs of your community. Our turnkey solutions combine user-friendly feature-rich software, design, unlimited remote support, and hardware for effortless upkeep. Effortlessly oversee multiple buildings and displays through our user-friendly dashboard, designed for intuitive management across various locations. TouchSource exclusively uses high quality products and certified professionals, backed by the industry's best warranty services. Over 11,000 customers proudly served the TouchSource way.

TouchSource Difference

EASY TO PLAN	EASY TO DEPLOY	EASY TO OWN
TRANSFORM VISION TO REALITY Plan a unique place-based experience with our digital solutions advisors whose expertise makes it easy to choose the most effective solution. Select from the highest quality products, best feature set and easiest-to-deploy products in the industry.	TURNKEY SOLUTIONS All-in-one, turnkey solutions combine the design, unlimited remote support, software, and hardware for effortless upkeep. Add in our installation services from certified professionals to take one more project step off your plate.	QUALITY THAT STANDS THE TEST OF TIME TouchSource uses only time-tested products, backed by the industry's best warranty services. We design our systems to be complete, quality tested, and designed to last. Why risk time, credibility and money on unproven vendors?
DESIGN THE EXPERIENCE Full-service professional design so your digital solution delivers a memorable experience that shapes your space. Get the installation advice and services you need for an easy-to-manage project.	PROJECT TEAM Our team of experts advises you every step of the way. You're assigned a customer success manager who gathers your content, reviews design choices, prepares your product and streamlines installation.	POWERFUL EASY TO USE PLATFORM Only TouchSource delivers the Spark PX™ next-generation platform for place-based communications. Instant, intuitive content management across your entire property portfolio.
PREDICTABLE COST OF OWNERSHIP We provide upfront pricing transparency in total cost of ownership. Our reliably high-quality products, unlimited remote support and full-service warranty program deliver unmatched cost reliability.	EASY ONBOARDING Our experts take the work off your plate in designing, loading content, quality-testing your software in your display, and troubleshooting questions.	PORTFOLIO-WIDE MANAGEMENT Manage multi-building and multi-display buildings from an intuitive dashboard. Our software is intuitive, designed for business users, and integration-ready.
TRUSTED PARTNERSHIP Justifying building signage investments can be a challenge. We're the industry's most trusted solution because we make it simple to own, deliver only the best, and back our promises.	RELIABLE EXCELLENCE We have a bench of industry experts, scale of solutions, and supplier relationships to deliver a reliably great set of product, services, and ownership experience regardless of supply chain and industry headwinds.	SPARK COMMUNITY EXPERIENCES Deliver compelling, always up-to-date art and content that you can post instantly across your entire network to spark a place-based communications experience for your community.

Ship To:


Geoffrey Matteson
DuPage County
421 North County Farm Road
Wheaton, Illinois 60187
United States

Bill To:

Geoffrey Matteson
DuPage County
421 North County Farm Road
Wheaton, Illinois 60187
United States

GSA Contract #47QTCA23D0058 Pricing

Kiosk Outdoor Touch (Single Sided)

Product	Description	List Unit Price	Net Total
FR-OUTDOOR-KIOSK-TO 	<p>Frontier Outdoor Single-Sided Touchscreen Kiosk:</p> <ul style="list-style-type: none"> - Outdoor free-standing kiosk design. Built for outdoor use with hardened components, high-temperature tolerant computing platforms, high-strength compression seals, dual waterproof ultra-quiet fans, and ruggedized components in an aluminum structure - Best-in-class commercial grade, fully outdoor-rated 55" FHD LCD panel designed with high brightness (2500 NITS), ambient light detection, high contrast ratio (4000:1) and anti-reflective glass for exceptional outdoor viewing. Designed for the harshest conditions with wide temperature ranges and 5mm tempered glass for the highest level of protection against external impacts - Outdoor-rated, sunlight immune, touch overlay with optional heat strip technology for snow mitigation in colder climates - Weather resistant automotive grade paint finishes with 7 standard colors available - Built for serviceability with locking gas shock assist panel access and climate-stable enclosure to protect the included media player - Built for stability with aluminum base plates and concealed mounting bolts to provide structural stability while maintaining a streamlined profile - Meets ADA requirements for wheelchair access <p>*Does not include permits, installation, and foundation preparation. The crate requires the receiver to use a forklift with recommended 6-foot longs forks. Lift gate service and a pallet jack cannot unload the crate from the trailer.</p>	\$28,326.35	<p>\$28,326.35 x 1 \$28,326.35</p>

TS-INSPIRE	<p>Annual Subscription (Quote Includes Pre-paid for 5-years)</p> <p>Upgrade Your Space with a Window to the World</p> <ul style="list-style-type: none"> - Leasing Experience: Elevate your leasing experience, highlight its greatest assets, deep-dive into floor plans, explore the community, and “wow” prospective tenants - Mobile Directory: Stunning, easy-to-use directories and messaging boards that deliver interactivity how you want it touch, mobile, or both! - Transit Schedules for local rail, bus and other transportation information - Infotainment: Choose an unlimited amount of infotainment, sports and exciting content feeds to draw visitors to your directory - Art Backgrounds: Inspire and engage your audience with art or motion scenery included in your design* - Multi-Language Navigation: Offer multi-lingual navigation with design for one added language included. Translation services available (more languages, PDFs, other content services for an added fee). - QR Code Surveys: Deploy surveys, self-service check-in and other forms using QR codes for mobile delivery - Analytics: Dashboard provides insights into analytics touch and mobile data from users. - Digital Content: Listings, messaging, traffic, local amenities and entertainment combine to invite, inform and inspire visitors - Simple Access: Secure, easy-to-use platform and unlimited remote support 	\$1,498.31	<p>\$7,491.55 x 1 \$7,491.55</p>
TS-SUPPORT-ESS	<p>Included With All Directory Software Subscriptions</p> <p>Responsive, US-Based Support</p> <ul style="list-style-type: none"> - Unlimited telephone, email, chat and web access to support North America-based technicians - Online customer portal support & access to immediate support - Self-service support documents & tools <p>Proactive software updates</p> <ul style="list-style-type: none"> - Security patches - Operating System updates - Web backups - Software updates 	\$0.00	<p>\$0.00 x 1 \$0.00</p>

INSTALL-AT-FREE-STANDING	<p>Installation Activities:</p> <ul style="list-style-type: none"> - Full installation of free-standing kiosk: technician will setup directory in the installation location, install CPU and monitor, and test directory. The technician will clean the area before leaving. - Installation on a floor that can sufficiently support the weight of the kiosk with no ground anchoring. - Cardboard and general debris are disposed of onsite, but removal and disposal of pallets, crates, and existing installations are not included in the scope, but can be added as an additional service. - Work to be performed during normal business hours: 8:00-5:00 pm Monday through Friday. - Labor provided is non-union. - This quote assumes no permit provided by TouchSource or its contractors. <p>Client Requirements:</p> <ul style="list-style-type: none"> - An electrician or building engineer will need to be present to finalize power termination once the directory is in place if power is coming from the base of the unit. - Client must have electrical outlets and data ports at the location in alignment with requirements provided before technician arriving. - Client must provide a resource for approval of installation upon completion. - Installation location must be within 40" of power source if not brought up through base of unit. <p>Additional Cost Considerations:</p> <ul style="list-style-type: none"> - Locations are within 50 miles of a major metro area or additional travel costs may apply. - For heightened security (malls, airports, government buildings, etc.) environments, unimpeded access (i.e. Security escort scheduled in advance) to the installation site will be granted from the client prior to the dispatch. - Any wait time due to lack of client readiness, wait times for facility access, or client availability could be billable at a standard hourly rate. 	\$822.17	\$822.17 x 1 \$822.17
FOUND-DRAWING-AT-FR	<p>Foundation drawing created and stamped by a professionally certified civil engineer.</p> <ul style="list-style-type: none"> - Drawing of kiosk and concrete foundation along with calculations to determine mounting requirements based on kiosk dimensions, concrete thickness, wind load, and other determining factors. <p>Customer requirements for drawing procurement:</p> <ul style="list-style-type: none"> - Installation address of the kiosk - Exact installation location specified with GPS coordinates (longitude and latitude) - Identification of any structures if not mounted to a flat concrete foundation - Direction which kiosk will be facing once installed 	\$733.00	\$733.00 x 1 \$733.00
INSTALL-SS	Site survey of up to (3) installation locations at the same building	\$338.54	\$338.54 x 1 \$338.54
Total: \$37,711.61			

Campus 2D Mapping			
Product	Description	List Unit Price	Net Total
WAY-ANIM-PATH	Animated Paths draw lines with turn-by-turn directions from directory to destination on your building's floor plans. Pricing varies based on the specifics of your building. This quote pricing is based on: Number of Floor Plans - 1, Total Destinations - 30, Number of Directories - 1, Dimension - 2D, Number of Orientations - 1.	\$900.00	\$900.00 x 1 \$900.00
			Total: \$900.00

Summary

Hardware And One Time Fees:	\$31,120.06
Prepaid Subscriptions (60 Months Term):	\$7,491.55
Shipping & Handling:	\$2,266.00
Estimated Taxes:	
Total: \$40,877.61	

Payment Terms & Conditions

This quote is subject to TouchSource Terms & Conditions. Pricing above reflects a discount of 3.35% for payments by cash, check, or bank transfer. Payments via credit card are not eligible for this discount and would be charged at the list rate. TouchSource reserves the right to cancel or modify orders due to errors. Customer shall reserve the right to approve any such modification in writing. All turnaround times are dependent upon: (1) receipt of required information for programming, (2) approval of custom cabinets (if applicable), and (3) receipt of deposit. For TouchSource Express, full payment required at time of purchase.

Unless otherwise stipulated, the quotation is subject to the TouchSource terms and conditions following this quote or available online here: https://get.touchsource.com/hubfs/Service_Agreement.pdf

IN WITNESS WHEREOF, the parties have caused this Hardware Sale and SAAS Agreement to be executed by their undersigned duly authorized representatives as of the Effective Date.

TouchSource

DuPage County

Signature: 

Signature:

Name: Ronda Barthel

Name:

Date:

Purchase Order:

Billing Information

Billing Contact:

Email Address:

Phone Number:

HARDWARE SALE AND SAAS AGREEMENT

This Hardware Sale and SAAS Agreement (this “**Agreement**”) is between TouchSource, LLC (“**TouchSource**”) having its address at 1370 Miners Dr. #103, Lafayette, CO 80026, and DuPage County (“**Purchaser**”), who hereby agree as follows:

1. DEFINITIONS

“**Documentation**” shall mean the specifications, user guides and other materials for the Hardware and the Software made available by TouchSource to Purchaser in written or electronic form.

“**Fees**” means the amounts payable hereunder as more particularly described on the attached Exhibit A, and Exhibit B.

“**Purchaser Materials**” means all images, content, data, software and other materials provided by Purchaser or used by Purchaser in connection with this Agreement and not provided by TouchSource hereunder. For the avoidance of doubt, Purchaser Materials does not include any information or data collected directly by the Software.

“**TouchSource Data**” means anonymous usage information, including statistics, usage data, and any databases produced therein collected by or processed in the Software and does not include any personally identifiable information.

“**Software**” means any computer program(s) included, installed, or operated on any Hardware, including updates, enhancements, translations, modifications and derivatives thereof as may be supplied by TouchSource during the term hereof.

“**Hardware**” means the computer equipment and hardware listed on the attached Exhibit B, including any associated components, enclosures, or other tangible personal property.

“**Term**” means the period specified on Exhibit A and renewal periods as subsequently elected by and paid for by Purchaser as shall be specified in writing between the parties hereto... The Initial Term together with the Renewal Term (if any) is referred to herein as the “Term.”

2. USAGE/TITLE/FEES

- (a) Purchaser is entitled to use the Software during the Term only as set forth herein and on Exhibit A.
- (b) Purchaser may not: (i) rent, loan, or re-license the Software or Documentation or any portion thereof; (ii) make copies, translations or derivative works of the Software or Documentation; (iii) reverse engineer the Software, except as expressly permitted by applicable law, or create from it any work, whether in tangible or intangible form, that constitutes a “derivative work” within the meaning of the definition set forth in Section 101 of the U.S. Copyright Act.
- (c) Any trade name or trademarks used with the Software and any licenses and rights granted hereunder may not be distributed, sold, sub-licensed, or otherwise made available or transferred, in whole or in part, to any third party without the prior written consent of TouchSource. Purchaser shall not remove or alter any legends, copyright or trade secret notices from Software or Documentation.
- (d) Purchaser agrees to pay the Fees for the use of the Software, as more particularly described on the attached Exhibit A.

3. SERVICE LEVEL

TouchSource shall provide the service level as selected on Exhibit A attached hereto (“Service Level”). TouchSource may provide or resell third-party media and information as part of specific subscription or service included in the selected Service Level (“**Content**”). Certain Service Level’s may contain lower fees in exchange for allowing TouchSource to display advertisements or other Content from its partners. Purchaser is required to comply with all obligations and restrictions of Purchaser at the selected Service Level.

4. UNAUTHORIZED USE.

Purchaser agrees to notify TouchSource immediately of the unauthorized possession, use, or knowledge of any component of the Software to which Purchaser is given access under this Agreement and of other information made available to Purchaser under this Agreement, by any person or organization not authorized by this Agreement to have such possession, use or knowledge.

5. TERMINATION/DEFAULT

- (a) This Agreement shall be effective when signed by both parties hereto and is for the Term(s) specified on Exhibit A to this Agreement.
- (b) Either Party may terminate this Agreement at any time during the Term upon the failure of the other Party to observe or perform any of the covenants, terms and conditions of this Agreement where such non-performance is not fully remedied by the breaching Party within thirty (30) days after written notice by the non-breaching Party (other than as specified in subsection (c)).
- (c) Termination of this Agreement under this Section 5 shall be in addition to, and not a waiver of, any remedy at law or in equity. In the event of any termination, Purchaser shall immediately cease to use the Software, and shall return all Documentation to TouchSource. On the effective date of any termination or expiration of this Agreement, all amounts then owed by Purchaser to TouchSource for services rendered up to the date of termination will become immediately due and payable, even if later payment dates had been mutually agreed upon by the parties.

6. WARRANTY

TouchSource warrants that during the term of the Agreement, the Software will perform substantially in accordance with the Documentation. In the event of any non-conformance of such Software to the specifications, Purchaser shall promptly so notify TouchSource and provide TouchSource with information that allows TouchSource to investigate the claimed error. In any event such notice must be received by TouchSource no later than 30 days from the end of the Term. TouchSource's sole obligation and Purchaser's exclusive remedy under this warranty shall be limited to TouchSource using commercially reasonable efforts to promptly correct such defects or, in TouchSource's sole discretion, terminating this Agreement and refunding any prepaid license and service fees paid by Purchaser in accordance with Exhibit A. TouchSource's warranty obligations shall be void if the Software is modified by anyone other than TouchSource. **THE FOREGOING WARRANTY IS GIVEN IN LIEU OF, AND TOUCHSOURCE HEREBY DISCLAIMS, ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, DATA ACCURACY, SYSTEMS INTEGRATION AND NONINFRINGEMENT. PURCHASER EXPRESSLY ACKNOWLEDGES THAT BECAUSE OF THE COMPLEX NATURE OF COMPUTER SOFTWARE, TOUCHSOURCE CANNOT AND DOES NOT WARRANT THAT THE OPERATION OF THE SOFTWARE WILL BE WITHOUT INTERRUPTION OR ERROR-FREE.**

7. INDEMNIFICATION

To the extent permitted by applicable law, Purchaser shall, at its own expense, indemnify, defend and hold harmless TouchSource from and against any claim, loss, liability or demand (including reasonable attorneys' fees) arising out of or in connection with: (i) any negligence or willful misconduct of the Purchaser, its employees and/or agents, (ii) any breach of this Agreement by the Purchaser, (iii) any violation of law by Purchaser associated with Purchaser's failure to meet any regulatory obligations, including any applicable privacy laws, arising from the Purchaser's use of the Hardware or the Software, and (iv) any claims that any Purchaser Materials violate or infringe any third party intellectual property or proprietary rights. TouchSource shall, at its own expense, indemnify, defend and hold harmless Purchaser and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the intentionally wrongful act or omission, neglect or misconduct of TouchSource, its employees, agents, vendors, or its subcontractors including, but not limited to, any claims that may be made by the employees, agents, vendors, or subcontractors themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Contractor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.). TouchSource shall further indemnify, defend and hold harmless Purchaser against any third party claim that the Hardware and, or, Software provided hereunder infringes such third party's patent or copyright (an "Infringement Claim"), and indemnify Purchaser from the resulting costs and damages awarded against Purchaser to the third party making such Infringement Claim, by a court of competent jurisdiction or agreed to in settlement; provided that Purchaser: (i) notifies TouchSource promptly in writing of such Claim, and (ii) reasonably cooperates in response to a TouchSource request for assistance. Nothing contained herein shall be construed as prohibiting the Purchaser, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The indemnifying Party shall likewise be liable for the cost, fees and expenses incurred in the defense of any such claims, actions, or suits. Nothing contained herein shall be construed as constituting a waiver of Purchaser's defenses or immunities under the Illinois Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq.

8. LIMITATION OF LIABILITY

IN NO EVENT WILL EITHER PARTY OR BE LIABLE FOR ANY LOSS OF REVENUES, PROFITS, OTHER ECONOMIC LOSS OR GOODWILL OR OTHER INCIDENTAL, CONSEQUENTIAL OR INDIRECT DAMAGES OF ANY KIND, RESULTING FROM THIS AGREEMENT EXCEEDING TWICE (2X) THE AMOUNTS PAID BY PURCHASER PURSUANT TO THIS AGREEMENT, DUE TO THE PARTY'S PERFORMANCE OR FAILURE TO PERFORM PURSUANT TO THE TERMS OF THIS AGREEMENT OR ANY OF THE ATTACHMENTS HERETO, OR FROM THE FURNISHING, PERFORMANCE, DELAY IN DELIVERY, OR USE OR LOSS OF USE OF ANY SOFTWARE, HARDWARE, CONTENT, OR OTHER MATERIALS DELIVERED TO PURCHASER HEREUNDER, WHETHER RESULTING FROM BREACH OF CONTRACT, BREACH OF WARRANTY, OR TORT, INCLUDING NEGLIGENCE, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE AGGREGATE LIABILITY UNDER THIS AGREEMENT RESULTING FROM BREACH OF CONTRACT, BREACH OF WARRANTY, AND TORT, INCLUDING NEGLIGENCE OF EITHER PARTY, SHALL BE LIMITED TO THE LICENSE FEES ACTUALLY PAID BY PURCHASER TO TOUCHSOURCE IN THE 60 MONTH PERIOD IMMEDIATELY PRECEDING THE CLAIM.

9. MAINTENANCE/SUPPORT

- (a) **MAINTENANCE.** Unless otherwise specified, TouchSource has the sole right and responsibility to maintain and update the Software. In connection with such maintenance and update, Purchaser shall provide to TouchSource any testing assistance that TouchSource may reasonably request.
- (b) **STANDARD ENHANCEMENTS.** TouchSource reserves the right, as reasonably necessary or convenient for TouchSource's own purposes or to improve the quality of the Software, to change access procedures, types of equipment utilized in the TouchSource computing environment, system interfaces, operating and other system and network software, utilities, and database software (collectively "**Standard Enhancements**"), and to implement Standard Enhancements to the Software. Whenever practicable, TouchSource shall give Purchaser advance notice of the scheduled implementation of any Standard Enhancement and will use commercially reasonable efforts to reduce disruption to the Purchaser's software usage.
- (c) **ACCESS INTERRUPTIONS.** Purchaser acknowledges and agrees that in order for TouchSource to perform the maintenance services set forth herein, TouchSource may be required from time to time to interrupt Purchaser's ability to access the Software. TouchSource will use commercially reasonable efforts to minimize access disruptions during normal business hours.

10. PAYMENTS AND TAXES

Purchaser shall pay to TouchSource the Fee(s) in accordance with the payment terms specified in Exhibit A and Exhibit B, as applicable, in accordance with the provisions of the Illinois Local Government Prompt Payment Act, 50 ILCS 550/1 *et seq.* Purchaser shall be responsible for the payment of any and all applicable taxes, fees and duties, including any related value added tax, arising under this Agreement, other than income taxes levied upon TouchSource. In addition to any other sums payable thereunder, Purchaser shall pay to or reimburse TouchSource for all applicable taxes, however designated (except TouchSource income taxes), arising from this Agreement. TouchSource reserves the right, upon seven (7) days' advance written notice to Purchaser, to suspend operation of Software should Purchaser fail to make full payment upon the date said payment is due. TouchSource, at its sole discretion, may charge interest in accordance with the terms of the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, for Purchaser's failure to make any payment in a timely manner.

11. CONFIDENTIAL INFORMATION

- (a) TouchSource and Purchaser each expressly undertakes to retain in confidence all information transmitted to it by the other party pursuant to this Agreement that the disclosing party identifies as being proprietary and/or confidential or that, by the nature of the circumstances surrounding the disclosure, ought in good faith to be treated as proprietary and/or confidential ("**Confidential Information**"), and will make no use of such Confidential Information except under the terms and during the existence of this Agreement. TouchSource and Purchaser shall treat the terms and conditions of this Agreement as confidential; however, either party may disclose such information in confidence to its legal and financial consultants as required in the ordinary course of that party's business, and may disclose said Confidential Information to the extent required by applicable law or court order.
- (b) Confidential Information shall not include any information that: (i) is at the time of disclosure or subsequently becomes publicly available without the receiving party's breach of any obligations owed the disclosing party; (ii) became known to the receiving party prior to the disclosing party's disclosure of such information to the receiving party; (iii) became known to the receiving party from a source other than the disclosing party other than by the breach of an obligation of confidentiality owed to the disclosing party; or (iv) is independently developed by the receiving party. Information that is aggregated or derived from Purchaser's use of the deliverables or the Software shall not be deemed Confidential Information of Purchaser.
- (c) Notwithstanding anything to the contrary herein, Purchaser grants to TouchSource the right to use Purchaser Materials, information, data and records solely in connection with making the Software available and in performance or provision of the Services under this Agreement, and the right to use such materials, information, data and records in perpetuity in an anonymized and/or aggregated fashion, to, among other things, enhance the Software and services provided by the Company to its customers and users of the Software.

12. INTELLECTUAL PROPERTY

- (a) All inventions, copyright work, design right work, business methods, patents or other intellectual property created by TouchSource, individually or jointly with the Purchaser and specifically relating to the Hardware, Software, or any Services, excluding any Purchaser Materials (collectively, the "**System**"), shall be the sole and exclusive property of TouchSource.
- (b) The Purchaser also acknowledges that TouchSource owns and retains all intellectual property rights relating to the System including without limitation trademarks, copyrights, patents and trade secrets. The Purchaser shall not acquire any right, title and interest in or to the System (other than any Hardware sold to Purchaser pursuant to this Agreement), and except as expressly provided otherwise in this Agreement, the Purchaser may not translate, disassemble, reverse engineer, decompile or create derivative works based on the System.
- (c) All right, title and interest without limitation, including all intellectual property rights, in and to the System, related materials and any copies thereof and any changes, modifications or corrections to the System, and all documentation, code and logic which describes and/or comprises the System belongs to TouchSource. Unless otherwise agreed to in writing by the parties hereto, if the Purchaser conceives of or introduces any modifications or corrections of any type or nature to the System, then the Purchaser hereby irrevocably assigns to TouchSource all such rights, title and interest to such modifications or corrections and agrees to execute all documents necessary to implement such assignment as requested by TouchSource.
- (d) All ownership rights, title and interest in the TouchSource Data shall be and remain solely vested with TouchSource. TouchSource, in its sole

discretion, may license, sell, or provide the TouchSource Data to third parties for any purpose. Notwithstanding anything to the contrary herein, including Section 11 of this Agreement, Purchaser hereby waives any right to restrict TouchSource's use in any manner of the TouchSource Data, except as otherwise required by law.

- (e) The provisions of this Article 11 shall survive the termination or expiration of this Agreement.

13. HARDWARE PURCHASE

- (a) The Purchaser agrees to purchase from TouchSource the Hardware detailed in Exhibit B, at the price provided for therein (the "Hardware Price"). The Purchaser agrees to pay the specified fees plus any applicable taxes for the hardware by the dates listed and as otherwise required on Exhibit B (the "Hardware Price Terms").
- (b) Upon receipt of the Hardware Price by TouchSource and satisfaction of the Hardware Price Terms, TouchSource shall transfer to the Purchaser good, clear and marketable title to the Hardware.
- (c) TouchSource provides a limited warranty against manufacturing defects of the Hardware as follows: (i) two (2) years from the Purchase Date (as defined in Exhibit B) on all Hardware installed within a TouchSource enclosure, and (ii) 1 year from the date Purchase Date on all Hardware not installed within a TouchSource enclosure. TouchSource makes no other warranty or guarantee for any other defects, failures, damages or limitations, caused for any reason other than as stated above. THE FOREGOING WARRANTY IS GIVEN IN LIEU OF, AND TOUCHSOURCE HEREBY DISCLAIMS, ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, SYSTEMS INTEGRATION AND NONINFRINGEMENT. PURCHASER EXPRESSLY ACKNOWLEDGES THAT BECAUSE OF THE COMPLEX NATURE OF COMPUTER HARDWARE, TOUCHSOURCE CANNOT AND DOES NOT WARRANT THAT THE OPERATION OF THE HARDWARE WILL BE WITHOUT INTERRUPTION OR ERROR-FREE.

14. SHIPPING AND INSTALLATION

- (a) Purchaser is responsible for providing a complete and accurate delivery address for any Hardware required to be shipped. A representative of Purchaser must be available to sign for any deliveries. Failure to accept delivery may result in additional charges.
- (b) Installation of any Hardware Purchased shall not be included unless indicated on Exhibit B. Purchaser is responsible for preparing the install location and providing the required services, power, internet connectivity, permits, licenses, access and the like, including any such requirements as identified in any Hardware schematics, drawings, or similar documentation made available by TouchSource. Failure to provide adequate site preparation may result in service charges by TouchSource at its standard hourly rates to cover lost time of its service personnel.

15. MISCELLANEOUS

- (a) CHOICE OF LAW/VENUE. The validity and performance of this Agreement shall be governed by the laws of the State of Illinois. Determination of any disputes shall be in the state or federal courts in DuPage County, Illinois, and the parties hereby consent to exclusive personal jurisdiction in such courts for all matters arising under this Agreement.
- (b) ENTIRE AGREEMENT. This Agreement together with any Exhibit(s) and mutually designated Appendices that may be attached hereto constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes all other prior communications written or verbal.
- (c) MODIFICATIONS. Any modification to this Agreement must be agreed to in writing by both parties.

GSA Contract Information

- DUNS #: 09-428-9885
- GSA Contract #: 47QTCA23D0058
- *Type: MAS
- SAM UEI: SXPPMQT2MLH9
- CAGE/NCAGA: 45D22
- DBA: TouchSource
- NAICS Category: & Codes:
- Large Category: Information Technology
- Sub Category: IT Hardware
- NAICS Codes for Company: 334112, 334111, 334210
- SIN: 33411 Purchasing of New Electronic Equipment

EXHIBIT A
SERVICE LEVEL

DESIGN SERVICES

The Purchaser is entitled to standard design services as part of a software purchase through TouchSource. Standard design service includes selection of a standard design layout as provided by TouchSource including changes to match customer branding as well as any additional features as specified in the chosen subscription(s) unless otherwise quoted. Any additional design requirements set forth by the customer outside of the scope of the standardized layouts may be subject to additional fees.

In cases where the design is completed and approved by the Purchaser prior to order shipment, the Purchaser is entitled to 30 days past the date of shipment to standard design edits free of charge. After the 30 days have lapsed, revision requests may be subject to additional fees unless otherwise stated in the contract.

In cases where the hardware must be shipped prior to design completion and approval, the purchaser has 30 days past the date of shipment in which to contact TouchSource to request completion of the final design. Once the final design is approved by the Purchaser or a 3rd party designated by the Purchaser, TouchSource will consider the order fulfilled and the day of final approval will start the 30 day period of free standard revisions. If the Purchaser fails to contact TouchSource in the 30 days allotted after the hardware is shipped, all design edits requested by the Purchaser will be subject to custom design fees going forward.

Fees: \$7,491.55

Term of the Agreement: 60 months from the Effective Date (the "Initial Term").

Initials:

EXHIBIT B HARDWARE

FABRICATION SERVICES

All enclosures fabricated through TouchSource are quoted with the assumption that all aspects will be executed through TouchSource or by a preferred vendor or partner. Should a purchaser wish to use an alternate vendor for any stage of the scoped project, TouchSource is not responsible for the planning, execution, or quality of services.

Fees/Hardware Price: \$33,386.06

Hardware Price Terms:

Hardware Warranty Inclusions

- Unlimited remote troubleshooting of hardware defects;
- Repair and replacement of malfunctioning equipment due to manufacturer defects;
- Repair/replacement based on shipment of faulty equipment to us and return of repaired/replaced equipment to client (shipment via ground service); and
- Billable onsite support, if necessary.
- As long as you are paying for your TouchSource Express subscription, your hardware purchase is under warranty.

The warranty period offered by TouchSource begins at date of shipment but does not include coverage of damage that may occur in transit if the Purchaser signs for the damaged shipment at delivery.

Extended Warranty Details

If purchased, the 3-Year additional hardware warranty starts at the expiration date of the initial warranty period and assumes the same scope as the initial warranty.

Equipment Warranty Exclusions

To the full extent permitted by law, TouchSource does not warrant or guarantee, and is not responsible for:

- Defects, failures, damages or performance limitations caused in whole or in part by (A) power failures, surges, failures in third-party communication networks, fires, floods, snow, ice, lightning, excessive heat or cold, highly corrosive environments, accidents, actions of third parties, or other events outside of TouchSource' control, or (B) the customer's abuse, mishandling, misuse, computer viruses, negligence, improper storage, servicing or operation, or unauthorized attempts to repair or alter the equipment or component in any way. The customer shall provide qualified technical personnel to maintain and repair the equipment and components.
- Equipment built to the customer's specifications that is later found not to meet the customer's needs or expectations.
- The performance of the equipment or components when used in combination with enclosures and equipment not purchased from TouchSource.
- Warranty may be voided if TouchSource components are housed more than 15 feet away from each other and/or if they do not have some type of active ventilation—such as a small CPU fan.

Additional Hardware Warranty Notes

- OEM or third-party equipment that is incorporated into TouchSource equipment is covered for the same period as such TouchSource equipment's Standard Equipment Warranty unless the OEM or third-party equipment carries its own limited warranty.
- Items Sold As Resale. Items sold as resale are such items that are not manufactured by TouchSource but may be utilized in conjunction with, independently of or incorporated into, TouchSource manufactured equipment (such as tubes, printers and antenna transmission lines) and are covered only by the specific warranty terms of the supplier or original equipment manufacturer of those items. IF AN ORDER COVERS EQUIPMENT NOT OWNED BY TOUCHSOURCE, IT IS SOLD SUBJECT TO TOUCHSOURCE'S ACQUISITION OF SUCH EQUIPMENT.
- Used Equipment. IF THE EQUIPMENT SPECIFIED IN AN ORDER IS DESCRIBED AS USED, IT IS SOLD "AS IS" AND WITH NO WARRANTY.

Initials:

4

ALTA FRONTIER
Samsung Outdoor Monitor
Install Sequence

1x Brushed Stainless Steel Front Top Panel
"Optional Powdercoated Tiger Drylac 49/99999 Bengal Silver

1x Brushed Stainless Steel Front Bottom Panel
"Optional Powdercoated Tiger Drylac 49/99999 Bengal Silver



3



2

4x 10-32 x 1/2" Sealing Screws
Micmaster # 98070A172
Remove for removal of Front Cover
during install and maintenance



Top Cover, Main Body and Base Plate
Aluminum Powdercoated
Tiger Drylac 49/99999 Bengal Silver

(8) -11/16" Mounting Holes. See Dimensions at bottom left. Hardware by others. See Civil Engineering drawing for anchor requirements and torque values.

Electrical and Data Access Hole

Power/Data is Hard Wired through Bottom.

A

2.19 — .688 8 places



7.00 4.00 1.50

12.19 10.00 10.00

Open for Electrical and Data Access
Consult Factory for Optional locations

A

Bottom Front Cover removed for clarity

TOUCH SOURCE

DIMENSIONS ARE IN INCHES ±			±	DRAWN	D.J.F.	3/3/24
UNLESS OTHERWISE SPECIFIED:			TOLERANCES:			
FRACTIONAL	FRACTIONAL	DECIMAL	±	±	±	±
TWO PLACE DECIMAL	TWO PLACE DECIMAL	THREE PLACE DECIMAL	±	±	±	±
INTERPRET GEOMETRIC TOLERANCING PER MATERIAL	INTERPRET GEOMETRIC TOLERANCING PER MATERIAL	INTERPRET GEOMETRIC TOLERANCING PER MATERIAL	±	±	±	±
PROPERTY AND CONFIDENTIAL			THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF TOUCH SOURCE. ANY REUSE OR DISSEMINATION OF THIS INFORMATION WITHOUT THE WRITTEN PERMISSION OF TOUCH SOURCE IS PROHIBITED.			
COMMENTS:			COMMENTS:			
FINISH			FINISH			

TITLE:

ATFR-55V-R5

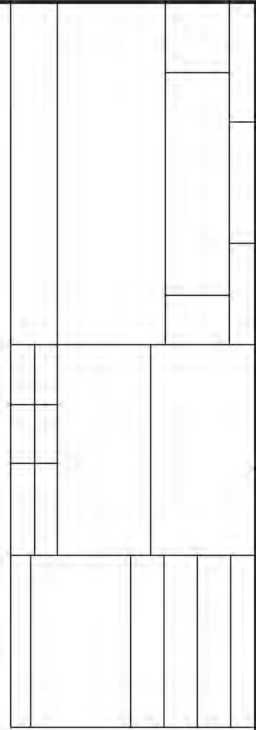
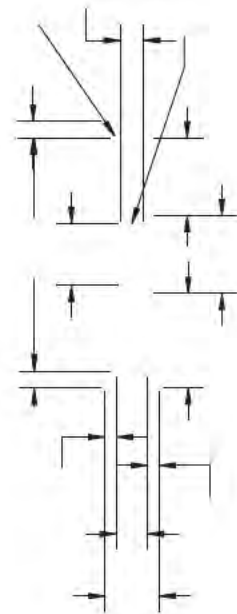
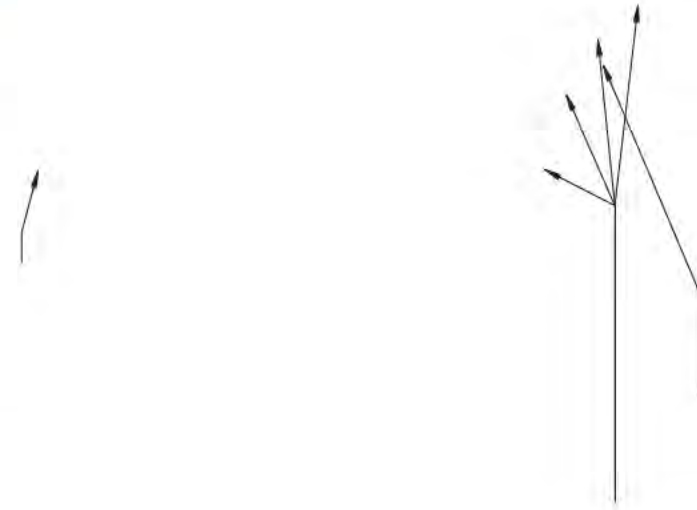
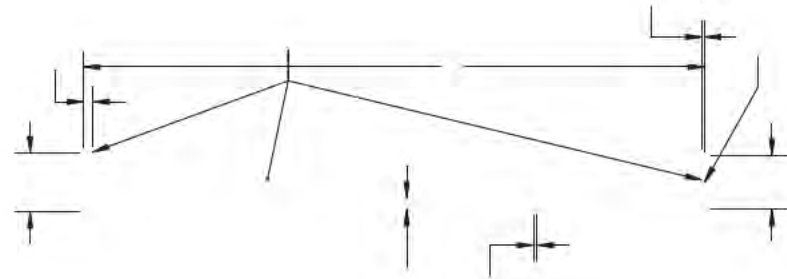
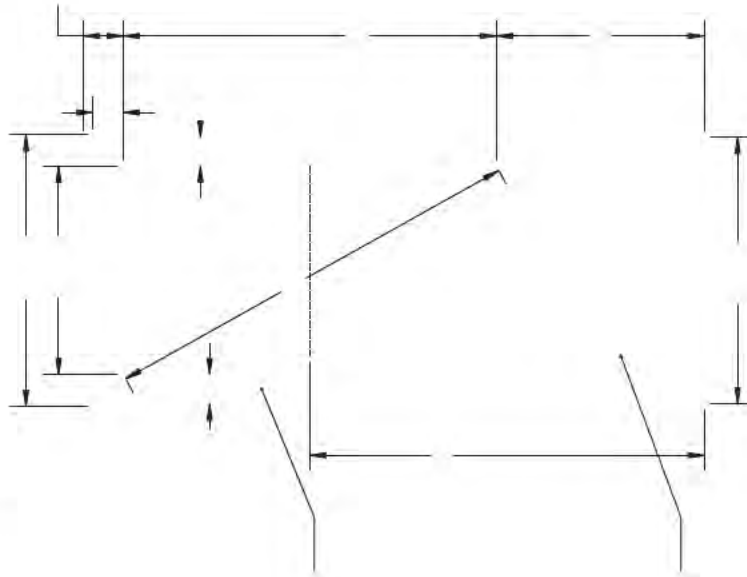
SIZE DWG. NO. REV
B ATFR-55V-R5 Install 5

4

3

2

1



4

ALTA FRONTIER

Samsung Outdoor Monitor Maintenance Sequence

1. Remove 4x Screws from Top Cover. Once removed remove Top Panel by lifting up and pull bottom of Top Panel forward then lower panel away from unit.

3. Remove 2 monitor brackets fasteners to allow monitors to pivot and/or be removed

2x Rubber Bumper
Mcmaster #9544K5

3

4. Monitor brackets are attached to monitors with supplied hardware

2



1

Remove 4x Screws

to allow front panel to be removed

2x Filtered Air Flow towards top of unit, Top Cover removed for clarity
Filter Guard Part Number 19155K4
Mcmaster-Carr Filter Replacement # 19155K8

5. Hook monitor brackets to monitor hanger brackets and install 2 monitor bracket screws

1x Filtered Air Flow into shrouded CPU Media Player.
Filter Guard Part Number 19155K4
Mcmaster-Carr Filter Replacement # 19155K8

6. Access to CPU Media Player power button is at the bottom edge, for Maintenance remove 6x 6-32 x 1/4" screws and remove shroud.

2. To remove Bottom Front Panel lift up and pull forward.

Non-Touch

55" Samsung Monitor
Outdoor rated
OH55F
Uses 4x 1.00" spacers

Touch

55" Samsung Monitor
Outdoor rated
OH55F with
TSI Touch BZV055072
Uses 4x .25" spacer

A

A

TOUCH SOURCE

UNLESS OTHERWISE SPECIFIED:

DIMENSIONS ARE IN INCHES

TOLERANCES:

FRACTIONAL: 1/16

ANGULAR: MACHINE

BEND: 1/2

THREE PLACED: DECIMAL: 1/100

INTERPRET GEOMETRIC TOLERANCING PER: MATERIAL

FINISH

DRAWN

NAME

DATE

DJF

3/3/24

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TOUCHSOURCE IS PROHIBITED.

COMMENTS:

TITLE:

ATFR-55V-R5

SIZE DWG. NO.

B ATFR-55V-R5 Install

REV

5

Field Modification of product voids

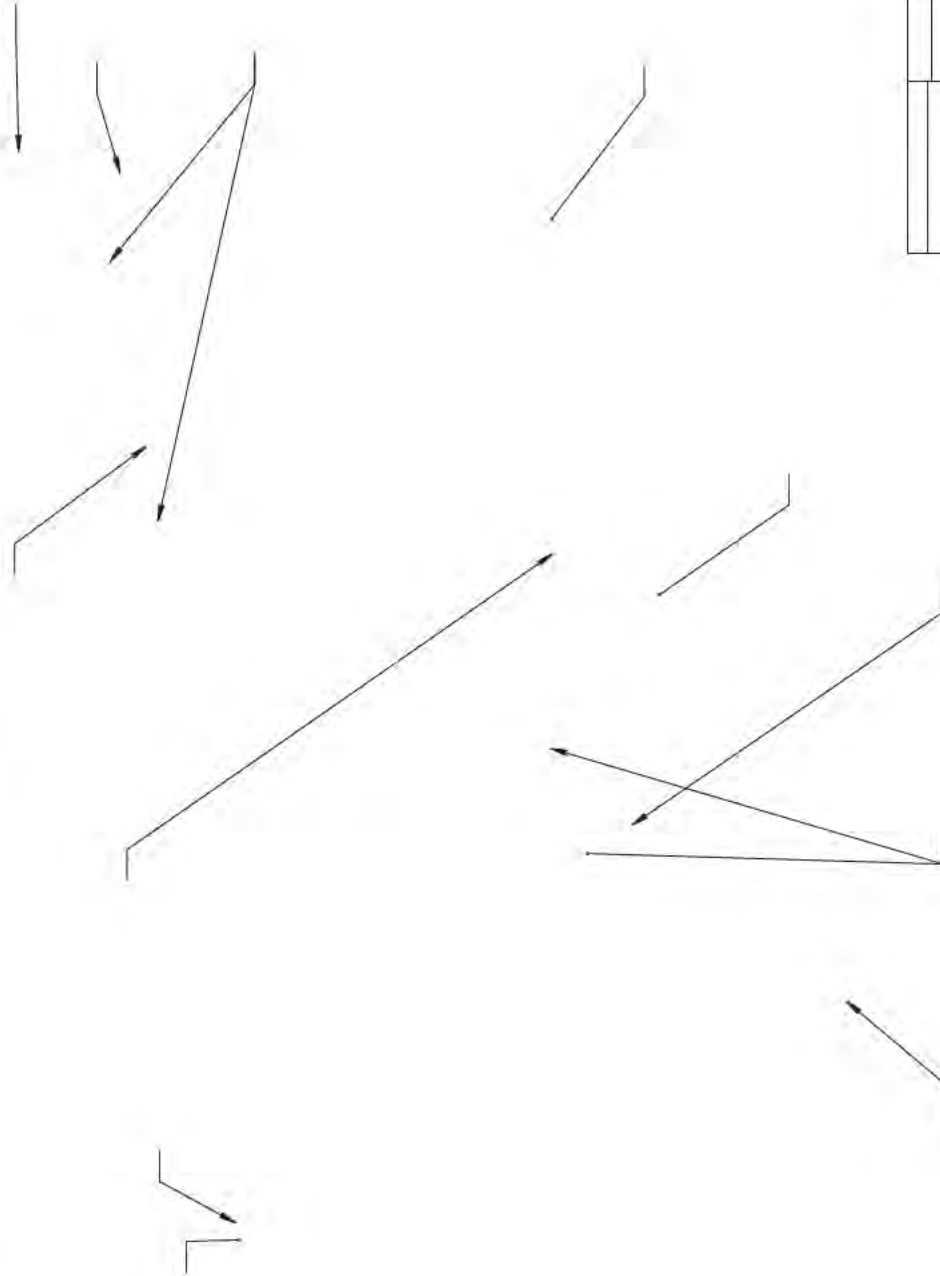
Installation on flat even surface is required

Install per Local Code and Compliance

2

3

4



4

2

3

1



B

Min. 40"

B

A

A

Installation on flat even surface is required

TouchSource

UNLESS OTHERWISE SPECIFIED:
DIMENSIONS ARE IN INCHES

NAME DATE
D.J.F. 3/3/24

TOLERANCES:
FRACTIONAL:
ANGULAR: MATCH ± .0000
TWO PLACE DECIMAL ± .00
THREE PLACE DECIMAL ± .000
INTERPRET GEOMETRIC
TOLERANCES PER:
MATERIAL

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TOUCHSOURCE IS PROHIBITED.
COMMENTS:

TITLE:

Install per Local Code and Compliance

ATFR-55V-R5

ATFR-55V-Rev5 ADA Mounting Height Recommendation

SIZE DWG. NO. REV
B ATFR-55V-R5 Install

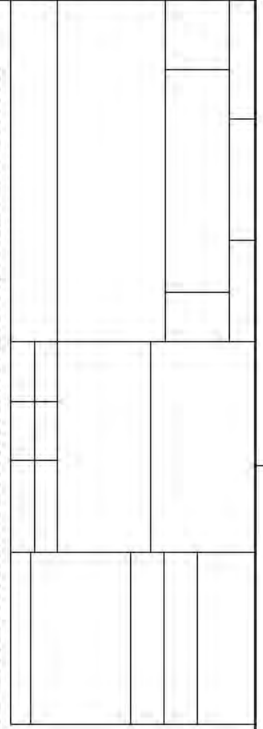
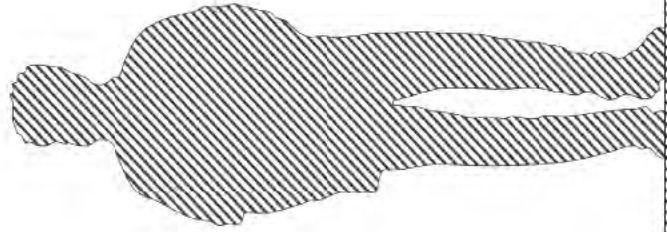
Field Modification of product voids



2

3

4





FEATURES

- Animated paths
- Directions-on-the-go
- Automated tenant location updates
- Branded designs
- Layered 2D or 3D maps
- Station-to-station wayfinding
- QR Codes and text-to-mobile



Visit touchsource.com
to learn more

CONTACT US

(866) 476-1872

info@touchsource.com

TouchSource Wayfinding

Simple Directions, Great Experience

Get visitors where they need to go fast—without the need to stop and ask someone for directions. Guide users through buildings and campuses with eye-catching maps that are easy to understand. Our technology lets users scan the maps into their mobile devices for on-the-go wayfinding.

TouchSource Wayfinding Features

We collaboratively work with you on your property's needs, goals, directory sizes and branding to deliver stunning and easy-to-use wayfinding maps that delight visitors. Services and features include:

- **Updates Automatically.** When a tenant moves to a different location, your map updates itself for effortless upkeep.
- **Animated Paths.** Animated lines for turn-by-turn directions from directory to destination using the buildings floor plans that are rendered beautifully.
- **Layered 2D or 3D Maps.** Select just the right options for optimized spatial orientation including 2D and 3D renderings. Wayfinding design inputs include your floor plans that are mapped to the kiosk or display location for directionally-correct compass orientation. Delivers an optimal visitor experience so they quickly find where they're going.
- **Directions-on-the-Go.** Take the map with you from the directory to your mobile device via QR codes and text-to-mobile for easy in-building navigation.
- **Station-to-Station Wayfinding.** Get visitors quickly to the right location across your large property campuses.
- **Branded & Localized Design.** Customize the look and feel of your maps to match your branding, local amenities, stairways, elevators and localized property features.
- **Wayfinding Managed Services.** Our team of experts will update your maps, directions, and locations as your facility changes. Construction re-routes, new facilities, additional wings, or redeployment of your directories will all be handled with TouchSource's team of in-house designers.

Wayfinding is an add-on service and requires a subscription of TouchSource Engage or higher (including Engage, Inspire, DMN and, if for a video wall, Immerse)

About TouchSource

TouchSource delivers simple solutions for smart spaces that engage people. Our captivating digital displays and IoT-connected directory solutions improve the experience of tenants, visitors and retail shoppers. Our digital signage solutions are simple to deploy, easy to use and low effort to maintain. We take the pain out of technology changes as you upgrade your spaces with beautifully-designed, functionally-fit digital signs and directories. Just ask our customers who we've proudly served over 11,000 times the TouchSource way.

Second Floor



Visit touchsource.com
for a gallery of
examples

2D Map



OUR UNIQUE APPROACH TO PEOPLE-CENTRIC WAYFINDING

TouchSource offers simple, custom-designed wayfinding solutions to help the visitors of a facility easily find where they need to go. Whether a desired destination is within the building or somewhere else on a campus, TouchSource will show the way.

Our in-building solutions offer presentations in basic 2D as well as layered 3D maps that show the user a full path from the directory all the way to the destination. If wayfinding is required for multiple buildings, we also offer campus (or property) mapping solutions. All maps come with a QR code, so a visitor can scan and take the map with them on a mobile device.

Our mapping solution is destination-based, and all possible destinations in a facility will be mapped, whether a building is at full occupancy or not. Because of this, when a space is newly occupied, or a space changes occupants, these changes can be made easily in the TouchSource Portal. The maps will be in place as soon as the directory updates. The only time that help will be required from the TouchSource team for wayfinding changes will be when structural changes are made to buildings and suites, such as new suites or entrances, new walls, merged suites, corridor re-routing, etc.

HOW IT WORKS

In-Building Wayfinding

A TouchSource Directory allows the user to search from a list of desired destinations such as Company Offices, Departments or Practices, as well as Individuals, Physicians or Faculty. Mapping to Conference Rooms, Retail Suites, Coffee Shops and other Building Amenities are commonly implemented. A "You Are Here" marker will show the location of the directory where the user is standing. For each directory, the map will be oriented in the direction that the user is facing, to make it as easy as possible for a visitor to find their way. Along with an animated path to the desired destination, we also display an info-box to show the destination name and location.

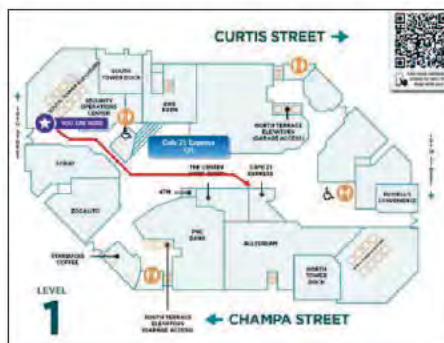
2D Mapping

With 2D Maps, we have the ability to show one floor at a time. 2D mapping is best for buildings that have simple layouts and a small number of rooms/suites per floor. When wayfinding to other floors, the "You Are Here" marker will be shown as partially transparent, and the starting point of the wayfinding path will begin at the elevator on that floor with instructions for the user to take the elevator.

Sometimes it is best to create a small inset/thumbnailed of the floor where the user is standing, to clarify how to get to an elevator. Animated Paths are most popular, showing a path from the directory or elevator all the way to the destination. We also offer a simpler solution called Dynamic Labels, which shows a short arrow pointing to the suite.

2D Mapping Examples

Two dimensional examples of wayfinding are shown below.



3D Map

1st to 2nd Floor

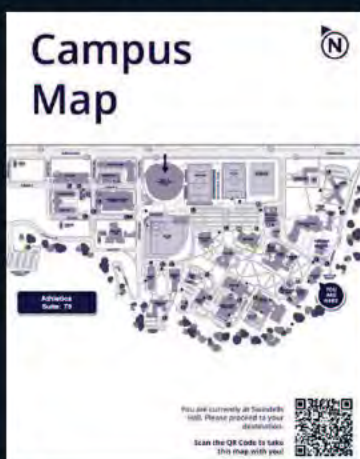


3D Mapping

3D Mapping is a clear and complete solution and is highly recommended for complex buildings/properties. With 3D maps, we rotate, skew and tilt the maps, extruding some elements to create a three-dimensional effect. When wayfinding to other floors, we show one labeled floor above the other to give the visitor a clear indication that their destination will be on another floor. Unlike 2D wayfinding, we can guide the user all the way from the directory to the elevators, then up or down the elevators, and through the corridors to a destination. We create animated paths from the directory all the way to the destination.



Campus Map



Campus Mapping

Campus mapping is most often included as an addition to in-building wayfinding. A campus map is typically shown in two dimensions with North pointing up. In many cases, we can make use of the campus map design that is already in use for the property or campus. If wayfinding is required outside of the building where the visitor is standing, we will show the campus map view, and direct the visitor from that building to the entrance of another building on campus. We can implement either animated paths or dynamic labels for campus mapping.

When multiple buildings contain directories, we implement "Station-to-Station" wayfinding. For the average user, getting from one building to the next with Campus Wayfinding is the ultimate goal. Once in the other building, the user can wayfind within the new building using the directory within that lobby.

TouchSource Wayfinding

Actual Customer Maps

2D

3D

FEATURES

- Animated paths
- Directions-on-the-go
- Automated tenant location updates
- Branded designs
- Layered 2D or 3D maps
- Station-to-station wayfinding
- QR Codes and text-to-mobile maps

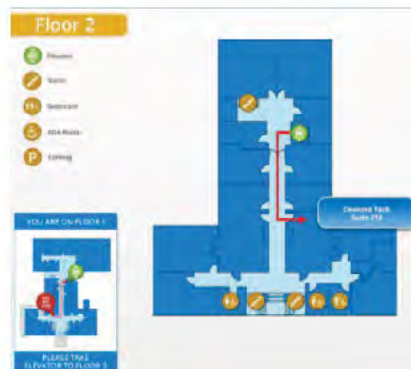


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to learn more

CONTACT US

(866) 476-1872

info@touchsource.com



TouchSource Product Installation

Leave Installation to Our Professionals

Product installation can be challenging to source and coordinate on your own. The expertise for Audio/Visual (A/V) installations requires specialized training. Using TouchSource to install your products allows you to take advantage of our professionally certified A/V installers. We recommend a Site Survey where our professionals go through a 40-point checklist to assess and proactively plan for a successful installation.

When selecting TouchSource as your product installer, we review your installation location to determine if it qualifies for standard installation pricing. If your installation has non-standard wall/floor materials, is at a location outside of a metro area, or requires extra people to install your unit, there will be additional cost that you'll want to put in your budget. Additionally, there are actions you must take before any products can be installed. Being armed with information on how to prepare for installation saves you time, hassle, and unwelcome surprises.

Quick Guide to Services

We'll cover what's included, what's extra and how to prepare in this guide.

Service Type	Standard	Non-Standard (upcharge)
Walls / Recessed Displays	Drywall or concrete if on a weight-bearing wall	Brick, granite, marble, tile or anything not listed as standard
Kiosks	Floor-Mounted: concrete, carpet over concrete	Brick, granite, marble, tile or anything not listed as standard
Site Location	Within 50 Miles of a major metropolitan area	Outside of 50 Miles of a major metropolitan area
Removal and Recycling of Old Digital Displays		Disposal/ recycling of existing hardware
TouchSource Enclosure Modifications		Minor product hardware modifications, such as increasing width of cutouts on mounting systems to accommodate existing or incorrectly positioned or hard-to-reach power/internet outlets.

FEATURES

- Professional A/V installation
- 40-point checklist site survey for timely, optimal installations
- Turnkey product delivery
- Confirmation of product fitment with exact measurements, photos, confirmation of power and data availability
- ADA-compliance is reviewed
- Viewing and user experience with the planned site is evaluated
- Building walkthrough to confirm products can be delivered to the install site without disruption
- Measurements, photos, and installation advice is documented for the review with the client

LEARN MORE

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info@touchsource.com

touchsource.com

Customer Site Preparation

The following steps need to be completed by you or your contractors before products can be installed.

If one or any of these items isn't known or ready for installation, you may experience extra costs, delays or issues.

- Electrical outlets and internet connection (hardwired, wireless, or cellular): Power and internet need to be ready and available in the specific product installation location in alignment with product specification requirements before scheduled installation date.
- Wall cavities or alcoves must be completed by customer and sized to fit the unit per product specifications.
- Client on-site contact: Contact to confirm the location of work and allow for delivery of the product(s) to the location(s) before the installation team arrives.
- On-site contact must also be provided for approval of installation upon completion.



EXTRA SERVICES

- Installation on nonstandard materials such as brick, granite, marble, tile or material other than drywall.
- Removal of existing hardware.
- Disposal/recycling of existing hardware
- TouchSource product hardware modifications, such as increasing width of cutouts on mounting systems to accommodate existing or incorrectly positioned or hard-to-reach power/internet outlet
- Installation locations outside of major metro areas has a surcharge dependent on distance

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touchsource.com

TouchSource Installation Service

What's Included in a Standard Installation?

When purchasing installation services, a quote for standard installation will include the following:

- Technician will install the product including: Display mounting hardware at the approved location, installing the CPU and monitor, plugging in Internet/power provided by client, and testing the program functionality.
- Area will be cleaned and light debris will be disposed of onsite in a receptacle provided by the client. Customers need to dispose of shipping crates, pallets and cardboard.
- Work will be performed during normal business hours (8:00AM - 5:00PM, Monday - Friday) by non-union installers, assuming no permit is needed.
- Location is within 50 miles of a major metropolitan area. (An upcharge is assessed for more remote locations.)

Installation Extras

You may opt to pre-purchase some added services such as removal of old equipment when you order it in advance of installation.

Available with an upcharge if ordered prior to installation:

- Installation on non-standard materials such as brick, granite, marble, tile or material other than drywall.
- Removal of existing hardware.
- Disposal/recycling of existing hardware.
- Minor TouchSource product hardware modifications, such as increasing width of cutouts on mounting systems to accommodate existing or incorrectly positioned or hard-to-reach power/internet outlets.
- Installation locations outside of major metro areas has a surcharge dependent on distance.

Installation Exclusions

These services are outside of our scope: construction, electrical, data or third-party housing alteration services. We can refer to a provider upon request.

Never included in installation:

- Site preparation and construction work such as recessed product alcove/cavity construction and framing; wall/floor leveling; adjustments to third-party enclosure or encasements; or enlarging walls to fit products.
- Electrical and internet work such as outlet installation or repositioning; product hardwiring or wire termination; or power and internet troubleshooting.
- Cable routing within building such as routing cables from a controller room to product locations.
- Onsite fabrication to accommodate existing structures.
- Customers need to dispose of shipping crates, pallets and cardboard. Our installers are A/V specialists who are not prepared to dispose of shipping debris.
- Elevator product installation.



SITE SURVEY INSPECTION

- ADA compliance review
- Material and condition of wall
- Wall and/or floor “flatness” levels
- Alcove and framing inspected
- Wall cavity measurement
- A/C power and/or ethernet cable outlets inspected
- Viewing experience
- Building entry mapped and reviewed to confirm items can fit through doors, hallways, rooms
- Over 40 detailed items including photographs, measurements, advice on location, ingress and ADA compliance tips are provided

LEARN MORE

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info@touchsource.com

touchsource.com

TouchSource Site Survey

Ensure that Installation Goes Smoothly

There are multiple items that need to be checked, measured, and confirmed to guarantee your that TouchSource product can be installed in your proposed location. To save time, stay on schedule, and get your new system up and running as quickly as possible, a TouchSource Site Survey is recommended.

Professional 40-Point Inspection

A certified A/V technician will visit your property and complete a thorough inspection of the proposed installation site. They will document all the details so that our Support team can proactively review and identify any areas of concern in advance of your shipment date.

Items checked include these install preparation categories:

- Material and condition of wall, framing, and/or floor are inspected
- Wall and/or floor “flatness” levels are measured
- Alcove and framing inspected and measured
- Wall cavity measurement for level
- A/C power and/or ethernet cable outlets inspected
- ADA compliance in terms of height from floor, distance from wall
- Viewing experience including amount of direct sunlight, physical obstructions, and other items
- Building entry mapped and reviewed to confirm items can fit through doors, hallways, rooms, etc.

A full report with photos is created and provided for installation success, and for your records which will aid in maintenance and upkeep.



Visit touchsource.com to learn more about the rise of smarter spaces for a new generation of cities, business and consumers.

About TouchSource

TouchSource delivers simple solutions for smart spaces that engage people. Our captivating digital displays and IoT-connected directory solutions improve the experience of tenants, visitors and retail shoppers. We create intelligent digital experiences in residential, business, retail, healthcare and public spaces with relevant, engaging content that moves people where it matters. Our digital signage solutions are simple to deploy, easy to use and low effort to maintain. We take the pain out of technology change as you upgrade your spaces with beautifully-designed, functionally-fit digital signs and directories. Just ask our customers who we’ve proudly served over 11,000 times the TouchSource way.



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:	Q-17922 (GSA Contract #47QTCA23D0058)
COMPANY NAME:	TouchSource, LLC
CONTACT PERSON:	Ronda Barhel
CONTACT EMAIL:	rondab@touchsource.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: Timothy Dillon

Signature: 

Title: Chief Sales Officer

Date: 5/30/2025



Consent Item

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

File #: 25-1517

Agenda Date: 6/17/2025

Agenda #: 9.A.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

PW 6/17
CB 6/24

Consent

Date: Jun 2, 2025

MinuteTraq (IQM2) ID #: 25-1451

Purchase Order #: 7721-0001 SERV	Original Purchase Order Date:	Change Order #: 1	Department: Facilities Management
Vendor Name: Allied Valve		Vendor #: 21794	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Change contract term from (3) years to (1) year; new term dates 05/28/25 - 05/27/26. Reduce contract amount from \$70,640.00 to \$17,660.00. Line 1: FY25 \$8,830 Line 2: FY26 \$8,830		
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	\$70,640.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$70,640.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$52,980.00)
E	New contract amount (C + D)	\$17,660.00
F	Percent of current contract value this Change Order represents (D / C)	-75.00%
G	Cumulative percent of all Change Orders (B + D/A); (60% maximum on construction contracts)	-75.00%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

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

Decreasing contract in the amount of \$52,980 and reduce the contract term from a three contract to a one year contract

KB	5695	Jun 2, 2025			Jun 3, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	6/9/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Jun 3, 2025

File ID #: 25-1451

Purchase Order #: 7721-0001 SERV

Requesting Department: Facilities Management	Department Contact: Mary Ventrella
Contact Email: mary.ventrella@dupagecounty.gov	Contact Phone: 630-407-5705
Vendor Name: Allied Valve, Inc.	Vendor #: 21794

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

Amendment to Resolution FM-P-0026-25 issued to Allied Valve, Inc., to test, repair, and re-certify safety relief valves for boilers at the Power Plant, for Facilities Management, to change the contract term from a three year term to a one year term for the period May 28, 2025, through May 27, 2026, and to reduce the contract amount from \$70,640 to \$17,660, a decrease of 75.00%.

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

Allied Valve, Inc. is not able to hold their pricing for the (3) three year contract term. Therefore the vendor and Facilities Management has agreed to reduce the current contract to a (1) one year contract term, and reduce the total contract dollar amount from \$70,640 to \$17,660.

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

Bid #25-054-FM

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

- 1) Staff recommends approval to decrease the contract in the amount of \$52,980 and reduce the contract term from (3) three years to (1) year contact term.
- 2) No other options.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

No fiscal impact.



Facilities Management Resolution

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

File #: FM-R-0004-25

Agenda Date: 6/17/2025

Agenda #: 9.B.

RESCISSION OF REQUISITION 25-0748
ISSUED TO WIPFLI LLP
TO PROVIDE ACCOUNTING SERVICES
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT OF \$16,370)

WHEREAS, on March 18, 2025, the DuPage County Public Works Committee approved Requisition 25-0748 for a contract purchase order to Wipfli LLP, to provide accounting services, for the period March 18, 2025 to March 17, 2026, for Facilities Management; and

WHEREAS, the awarded vendor is unable to meet all of the qualifications on the original RFP #25-028-FM.

NOW, THEREFORE, BE IT RESOLVED, by the DuPage County Board that Requisition 25-0748, approved by the DuPage County Public Works Committee on March 18, 2025, shall be and is hereby repealed and rescinded in its entirety effective immediately.

Enacted and approved this 24th day of June, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Facilities Management Requisition Under \$30K

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

File #: 25-1395

Agenda Date: 6/17/2025

Agenda #: 10.A.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1395	RFP, BID, QUOTE OR RENEWAL #: 25-028-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$23,500.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$94,000.00
	CURRENT TERM TOTAL COST: \$23,500.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Baker Tilly Advisory Group Parent, LP	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT: Jesse Nelson	VENDOR CONTACT PHONE: 517-336-3951	DEPT CONTACT PHONE #: X5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL: jesse.nelson@bakertilly.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Baker Tilly Advisory Group Parent, LP, to provide accounting services and support related to the Pursuit of the Federal Renewable Energy Tax Credit as part of the Inflation Reduction Act 2022, for Facilities Management, for the period June 17, 2025 through June 16, 2026, for a total contract amount not to exceed \$23,500, per RFP#25-028-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Phase I solar array installation at the JTK Building that was completed in 2024 is currently eligible under the Inflation Reduction Act (IRA) for a credit/rebate of 40% of the project cost. The total expenditure of the project is \$423,468 which would be approximately \$169,000 in rebate/credit for the county. County staff does not have the experience or expertise to file the correct documents and requires professional accounting services and support to obtain this rebate/credit from the Federal government.			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP#25-028-FM was released to the public on 1/23/24. Four vendors submitted proposals and those proposals were evaluated in four categories. Baker Tilly Advisory Group Parent, LP met the criteria and was rated the highest points.
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) Approve a contract to Baker Tilly Advisory Group Parent, LP due to their experience and expertise in this matter. 2) Do not approve a contract to Baker Tilly Advisory Group Parent, LP . 3) Perform services in-house. Department does not have qualified staff with experience or expertise to provide this service in-house.

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: Baker Tilly Advisory Group Parent, LP	Vendor#:	Dept: Facilities Management	Division:
Attn: Jesse Nelson	Email: jesse.nelson@bakertilly.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: PO Box 7398	City: Madison	Address: 421 N. County Farm Road	City: Wheaton
State: WI	Zip: 53707-7398	State: IL	Zip: 60187
Phone: 517-336-3951	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 17, 2025	Contract End Date (PO25): Jun 16, 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	LO		Accounting Services	FY25	1000	1100	53000		23,500.00	23,500.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 23,500.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide accounting services and support related to the Pursuit of the Federal Renewable Energy Tax Credit as part of the Inflation Reduction Act 2022, 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 Cathie Figlewski, Mary Ventrella, & Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 6/17/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

February 12, 2025

DuPage County

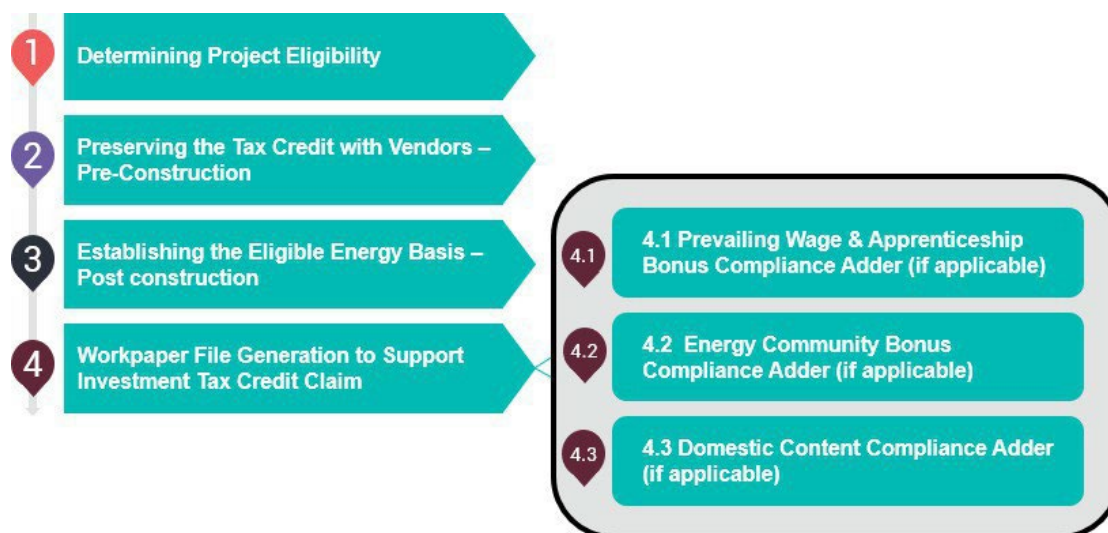
Proposal for accounting services for solar improvement projects

PRICE

In a separate email attachment, provide the following prices:

a) Detailed Price Proposal including one-time and recurring rates for services as requested. This Price Proposal should include estimated hours required, and Total Project Cost.

Pricing for the first phase of the project listed in PROJECT UNDERSTANDING will be billed based on recorded time and expense at Baker Tilly's standard fees.



PHASE	IRA COMPLIANCE MANAGEMENT	FEE EACH
1	Project Eligibility Memo	N/A
2	Vendor Management*	N/A
3	IRA Cost Segregation and Energy Property Basis	Time & expense not to exceed - \$9,000
4	Workpaper File Generation to Support Tax Credit Claim	Time & expense not to exceed - \$11,000
4.1	PW&A Compliance Program and Certification**	N/A
4.2	IRA Energy Community	N/A
4.3	Domestic Content	N/A
4.4	Tax-Exempt Compliance Form 990-T	Time & expense not to exceed - \$3,500
Total IRA Compliance Cost		Time & expense not to exceed - \$23,500

*Phase 2 pricing reduced for pre-construction work with vendors assuming Domestic Content is N/A.

**Projects which must backflush prior wages will incur an additional admin charge to administer data entry.

A separate agreement will be required for services phases 4.1-4.4.

Notwithstanding anything to the contrary in the RFP, this proposal is expressly contingent on our ability to negotiate mutually acceptable terms and conditions to the County's Agreement prior to executing a final contract.

Any out-of-scope fees for non-IRA compliance, will be at billed at Baker Tilly's standard billing rates

STANDARD HOURLY RATES (THROUGH DEC. 21, 2025)			
Principals / Directors	\$350.00	To	\$650.00
Senior Managers / Managers	\$245.00	To	\$340.00
Consultants / Accountants	\$160.00	To	\$250.00
Support / Municipal Bond Disclosure Specialists	\$130.00	To	\$220.00
Interns / Staff / Admin Support	\$110.00	To	\$135.00

Billing rates are subject to change periodically after outer date above due to changing requirements and economic conditions. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.

Travel time and out-of-pocket expenses are in addition to these amounts, will be itemized separately, and will always be billed at actual cost with no mark-up. Travel time is billed at half Baker Tilly's standard hourly rates.



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
ACCOUNTING SERVICES FOR SOLAR IMPROVEMENT PROJECTS 25-028-FM
BID TABULATION

✓

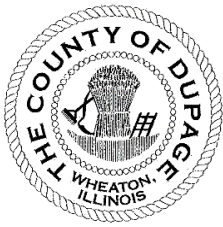
Criteria	Available Points	Baker Tilly Advisory Group Parent, LP	CliftonLarsonAllen LLP	Ernst & Young U.S. LLP
Firm Qualifications	20	19	20	20
Key Qualifications	25	22	21	21
Project Understanding	25	22	23	21
Price	30	30	24	24
Total	100	93	87	86

Fee and Rate Proposal (Design Only)	\$ 23,500.00	\$ 29,400.00	\$ 30,000.00
Percentage of points	100%	80%	78%
Points awarded (wtd against lowest price)	30	24	24

NOTES

1. Wipfli LLP has been deemed non-responsible due to their being unable to meet the qualifications .

RFP Posted on 01/23/2025	VC,HK
Bid Opened On 2/11/2025, 2:30 PM by	
Invitations Sent	99
Total Requesting Documents	5
Total Bid Responses Received	4



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

AWARDED CONTRACTOR DISCLOSURE

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-028-FM
COMPANY NAME:	Baker Tilly Advisory Group, LP
CONTACT PERSON:	Jesse Nelson
CONTACT EMAIL:	jesse.nelson@bakertilly.com

Section II: Contractor Reporting

In accordance with 35 ILCS 200/18-50.2, the County requires the Awarded Contractor to provide (i) whether it is 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 (ii) whether the it or any of its subcontractors hold any certifications for those categories or if it or any of its subcontractors are self-certifying.

If self-certifying, the Awarded Contractor and its subcontractors shall disclose if it qualifies as a small business under federal Small Business Administration standards. Following award of a contract by the County, the Contractor shall complete the requested information for itself, and for each subcontractor within 60 calendar days of the date of award. If awarded, Contractor will enter information in the following website: <https://mwv.dupageco.org/> or under the Procurement Division website under "Vendor Questionnaire" at <https://www.dupagecounty.gov/purchasing/>.

Section III: Certification

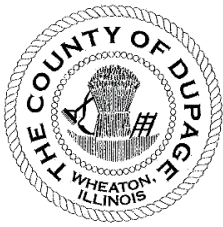
By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Jesse Nelson

Signature: _____

Title: Principal

Date: February 11, 2025



JOINT PURCHASING AGREEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-028-FM
COMPANY NAME:	Baker Tilly Advisory Group, LP
CONTACT PERSON:	Jesse Nelson
CONTACT EMAIL:	jesse.nelson@bakertilly.com

Section II: Participation

If awarded, would your firm be willing to extend its bid to other DuPage County taxing bodies (e.g., school districts, townships, cities, and villages) for the purpose of Joint Purchasing in cases where the approximate quantity and/or usage is unknown?

☐ Yes

☒ No

Section III: Additional Requirements

If "Yes" in Section II above, please list below any desired additional requirements or specifications that are beyond those listed in the County's Bid.

Section IV: Joint Purchasing Limitations

If the County accepts this bid, the County and the Awarded Contractor will develop Joint Purchasing procedures. The County will distribute these Joint Purchasing procedures to the taxing bodies. Beyond that, the County will not be involved in the purchasing other than to receive a copy of the other taxing body's Purchase Order. The other taxing body's Purchase Order will reference the County's contract number. Invoicing and payments will be entirely between the other taxing bodies and the Awarded Contractor.

Section V: Certification

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

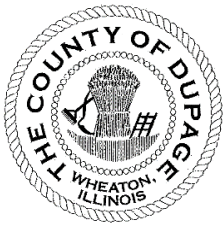
Signature on File

Printed Name: Jesse Nelson

Signature: _____

Title: Principal

Date: February 11, 2025



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

LIMITATIONS ON THE AUTHORITY OF THE COUNTY OF DUPAGE TO CONTRACT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-028-FM
COMPANY NAME:	Baker Tilly Advisory Group, LP
CONTACT PERSON:	Jesse Nelson
CONTACT EMAIL:	jesse.nelson@bakertilly.com

Section II: Limitations

The County of DuPage ("County") is a non-home rule unit of local government under the Constitution and laws of the State of Illinois. Pursuant to Section 7 of Article VII of the Illinois Constitution of 1970, counties and municipalities which are not home rule units have only the powers granted to them by law and the powers set forth in the state constitution. Accordingly, and unlike Cook County and many of Illinois's larger municipalities, every action DuPage County takes must be tied to a specific constitutional or statutory grant of authority or be necessarily inferred from that specifically granted authority. Any action the County takes in excess of that authority is *ultra vires* and void *ab initio* as a matter of law.

During the course of the procurement process, vendors frequently provide standard form contracts or propose exceptions that contain terms which, though commercially reasonable in a particular industry, are outside of the County's authority to agree to. The most common areas of conflict involve proposed provisions that require the County to provide a vendor with an indemnity, exclude the state's attorney's participation in the selection and control of outside counsel, or provide for more aggressive payment and interest terms than are permitted by law.

Indemnification

DuPage County has no authority to provide an indemnity to a vendor. As noted above, the County has only those powers conferred by the Illinois Constitution or state law or which can be necessarily inferred from those powers. While state law does require the County to indemnify its officers and employees and authorizes it to indemnify a limited number of other governmental entities, the legislature has not authorized counties to indemnify private vendors. Moreover, the Illinois Constitution requires that all expenditures of public funds be for public purposes. In an indemnity agreement, the indemnifying party agrees to be liable for the costs associated with the defense of the other party. If the indemnified party is not a public entity, then an indemnification agreement would impermissibly require an expenditure of public funds the benefit of that private party and not for the public. Finally, an indemnity contract is an extension of the public credit and an agreement to undertake a liability. Such an extension of credit requires an appropriation for that purpose sufficient to cover the obligation at the time of contract formation.

Choice of Counsel, Waiver of Defenses

Under Illinois law, the state's attorney shall "defend all actions and proceedings brought against his county." Historical and judicial precedents along with various opinions of Illinois's attorneys general, interpret this language to mean that **the state's attorney is the exclusive legal representative of his county**. The state's attorney will generally appoint any attorney recommended to him by an indemnifying party or its insurance carrier who meets his approval as a "special" assistant state's attorney for the purposes of the litigation. While the state's attorney must retain the right to approve outside counsel and control the litigation, he will not interfere unreasonably with the indemnifying party's attorney selection or legal strategy (or those of its insurance carrier). The County has no authority to retain or permit counsel to represent its interests nor can it contract away the duties of the state's attorney. For this reason, the County also cannot contractually waive any defenses, privileges or immunities which may be available to it in litigation.

Payment Terms

The provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 et. seq. apply to all purchases made by DuPage County. The Act provides that the County must approve or disapprove of an invoice for goods or services within 30 days of the presentation of the invoice or delivery of the goods or services – whichever is later. The County then has 30 days after approval to pay any portion of the invoice which it has not disapproved. Interest, when permitted under the Act, accrues on a monthly basis at 1%. While the County may not offer payment or interest terms which are more generous to the vendor than authorized by the Act, the parties may agree to provide an incentive for more rapid payments.

Section III: Acceptance

The above list is not exhaustive, but it does address the most common areas of concern during the contract negotiation phase. **Accordingly, all prospective offerors are on notice that the County is without the authority to accept nor will it respond to any exceptions which purport to impose a duty on the County to indemnify a vendor, abridge the duties of the state's attorney, waive any legal privilege, defense, or immunity available to it, or obligate it to payment and interest terms other than as permitted by the Local Government Prompt Payment Act. Further all prospective offerors are on notice that any such provision in any standard form contract is unenforceable and void as a matter of law whether or not approved by the County.**

Please acknowledge your Acceptance of the Limitations on the Authority of the County of DuPage to Contract as stated above. Your signature below shall establish your consent to a contract subject to such limitation on the County's authority to contract. This page must also be incorporated as an exhibit to any contract the County will be asked to sign.

Receipt of the above ACCEPTANCE is hereby acknowledged by:

Printed Name: Jesse Nelson Signature on File
Signature: _____

Title: Principal Date: February 11, 2025



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

PROPOSAL FORM

Section I: Contact Information

Complete the contact information below.

RFP NUMBER:	25-028-FM
COMPANY NAME:	Baker Tilly Advisory Group, LP
MAIN ADDRESS:	2852 Eyde Parkway, Suite 150
CITY, STATE, ZIP CODE:	East Lansing, MI 48823
TELEPHONE NO.:	(517) 336 3951
CONTACT PERSON:	Jesse Nelson
CONTACT EMAIL:	jesse.nelson@bakertilly.com

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

Jesse Nelson
(President or Partner)

(Vice-President or Partner)

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement 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, _____, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time 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 Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

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

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

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

Further, the Offeror certifies that they have 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 Offeror, 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 cost schedule.

PROPOSAL AWARD CRITERIA

The Offeror acknowledges and agrees that the proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

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

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

Signature on File

Offeror: Jesse Nelson

Signature: _____

Title: Principal

Date: February 11, 2025



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-028-FM
COMPANY NAME:	Baker Tilly Advisory Group, LP
CONTACT PERSON:	Jesse Nelson
CONTACT EMAIL:	jesse.nelson@bakertilly.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: Jesse Nelson Signature: 

Title: Principal Date: June 12, 2025

February 12, 2025

DuPage County

Proposal for accounting services for solar improvement projects

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The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. © 2025 Baker Tilly Advisory Group, LP.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP and its subsidiary entities provide professional services through an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations and professional standards. Baker Tilly US, LLP is a licensed independent CPA firm that provides attest services to clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and business advisory services to their clients. Baker Tilly Advisory Group, LP and its subsidiary entities are not licensed CPA firms.

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COVER LETTER

February 12, 2025

Baker Tilly Advisory Group, LP
2852 Eyde Parkway
Suite 150
East Lansing, MI 48823

bakertilly.com

Donna Weidman, Procurement
DuPage County
Delivered electronically

Dear Ms. Weidman:

The Inflation Reduction Act (IRA) is the largest legislative energy incentive in U.S. history, providing unique opportunities for local governments. DuPage County (the County) has made a capital investment in a new solar panel installation and will be able to obtain tax credits for qualifying clean energy or efficiency projects, which can total as much as 50% or more of the qualifying project costs.

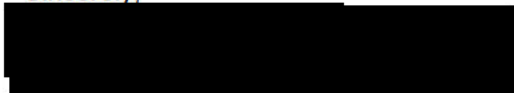
Based on our experience working with the County and what we have learned about your project, we are confident Baker Tilly is the right fit to serve you with forward-thinking IRA and tax advisory services because you will:

- **Work alongside an integrated team of tax, energy and local government specialists** who can help the County navigate the complexities of the IRA and how to effectively position your projects to receive and enhance eligible credits
- **Achieve a powerful strategy to leverage IRA opportunities** for loans, grants and tax incentives — and comply with all requirements
- **Learn how IRA credits align** with other aspects of your capital plans
- **Work with a local engagement team and gain access to coast-to-coast resources** to supplement the expertise of your Michigan-based engagement team as your needs evolve

As a large government, the County is a complex organization with complex needs. In the face of ongoing transformation, you need a firm that can help you navigate that change and chart the right course. Our proposal describes our unique value proposition for how we plan to tailor our approach to accomplish your key objectives.

The County will continue to be a valued client of Baker Tilly. I, Jesse Nelson, am legally authorized to contractually bind on behalf of Baker Tilly.

Sincerely,

A black rectangular redaction box covering the signature of Jesse Nelson.

Jesse Nelson, CPA, Partner
Baker Tilly US, LLP
+1 (517) 336 3951 | jesse.nelson@bakertilly.com

FIRM QUALIFICATIONS

Offering our resources: Baker Tilly at a glance

Our [ranking as the 10th-largest accounting firm](#) means we're actively leading and shaping the industry landscape. We have a seat at the table with regulators and [industry or sector name] associations, which translates to the opportunity to share our clients' perspectives and bring valuable insights back to the County.

What does our size mean for you? It's about having a powerhouse team of passionate professionals unafraid to roll up their sleeves and provide hands-on support for the County. It's about team members brimming with thoughtful ideas, backed by the scale of a firm genuinely dedicated to your success.

When you choose Baker Tilly, you're not just choosing a leading advisory, tax and assurance firm. You're choosing a skilled navigator for the road ahead.

Our size isn't just a number

It's a testament to our resilience and ability to lead you into the future, no matter the climate. With nearly a century of experience, we've honed our skills and adapted to evolving markets.



10th-
largest U.S.
accounting firm



6,700+
team members,
600+ principals



90+
years in
business



1,800+
Certified Public
Accountants



\$1.81B
firm revenue
in FY2024



50+
U.S. office
locations



250+
workplace and
culture awards

GIVING YOU THE TOOLS YOU NEED TO NAVIGATE THE FUTURE

Baker Tilly will successfully guide the County through changing landscapes with skills, stability and strength as one of the oldest and largest advisory, assurance and tax firms in the United States.

Applying renewable energy industry experience to develop creative tax strategies that maximize value

The County is pursuing IRA tax credits its Solar Photovoltaic System to its JTK Administration Building. Since 2008, Baker Tilly's renewable energy professionals have provided industry-specialized services to more than 200 clients and supported more than \$3.45 billion in projects that are either under construction or in operation. We understand there are many challenges involved in the development and execution of energy and infrastructure projects.



4,000

Serving nearly
4,000 state
and local
governments



90

90 years of
industry
experience



\$3B

\$3+ billion
projects
developed

Rest assured our technical expertise leverages real-world experience in project development and interpretation of policies that drive each project to support you throughout the project life cycle, from concept to completion.

Whether you are looking to develop a new energy project or expand or consolidate existing facilities, our professionals can help you streamline efforts, coordinate processes and facilitate strategic business decisions to maximize your overall return on investment.

Biofuels industry focus

Our clients include hundreds of natural gas, renewable energy, public power, water, wastewater, stormwater and refuse utilities, as well as investor-owned utilities, electric cooperatives, transit systems, tribal organizations and joint action agencies.

The trend to become more sustainable continues to push across many industries. Our renewable energy and renewable fuels specialists are industry leaders who advise manufacturers, utilities and engineering firms both domestically and internationally.

Renewable energy marketplace experience

Our roots in the renewable energy marketplace run deep. In fact, it was more than 30 years ago our firm began its commitment to helping biofuel producers implement solutions to increasing energy needs. Today, Baker Tilly delivers audit, tax and advisory services to energy producers across the United States. We currently serve over 40 biogas clients with significant portfolios of projects in development and several renewable fuel clients with combined production capacity of more than 700 million gallons.

Energy and infrastructure advisory services throughout the project life cycle

There are challenges embedded throughout the development and execution of energy and infrastructure projects. Our clients come to us for technical expertise, real-world experience in project development and careful interpretation of policies that drive each project. With a bench of industry and infrastructure specialists, we can help the County navigate the unprecedented tax incentives included in the IRA.

Should your needs evolve, we are prepared to offer advisory services that complement our longstanding strengths in the areas of advisory, assurance and tax.

ENERGY AND INFRASTRUCTURE ADVISORY SERVICES		
Accounting and audit	Mergers and acquisitions	Site selection
Cost aggregation	New markets tax credits	Strategic tax
Due diligence	Project development support	Tax credit monetization
Facility expansion strategy and execution	Municipal advisory related to project finance and bonds	Transaction support
Financial modeling	Public incentive procurement	Valuation

Development support

Whether you are looking to develop a new energy project, expand or consolidate existing facilities or build new facilities, our energy and infrastructure professionals can help you streamline efforts, coordinate processes and facilitate strategic business decisions to maximize your overall return on capital. Successful expansion projects hinge on an intimate understanding of the strategic drivers. We work closely with management to establish a business case, identify profit centers, prioritize development spending and obtain funding to effectively plan and execute development and expansion projects.

Project finance specialization

Changes in an organization can trigger the need for an infusion of capital to meet short-term or long-term goals. Our project finance advisors provide organization leaders cost-effective financing alternatives tailored to their needs with our extensive knowledge of:

- Federal, state and local tax credits
- Capital markets
- Negotiated incentives
- Traditional lenders
- State and federal funding programs
- Nontraditional capital sources

We work to minimize your local funding requirements and enhance your overall return by optimizing the funding with tax credits, negotiated incentives and other loan programs. We can present the transaction with detailed business and financial due diligence, assist with preparation of offering documents, present financing scenarios and effectively tell your story, negotiate favorable terms, assist with closing and address your ongoing compliance needs.

Cost segregation expertise

Baker Tilly's specialists conduct cost segregation studies to help our clients increase their cash flow and the amount they deduct on state and federal returns and can receive via direct payment. They play a critical role in determining a project's eligible basis for the purposes of claiming direct pay investment tax credits. Personal property is often buried in the lump-sum costs of a building purchase or construction project and ends up classified as real property. A cost segregation study can unearth those assets and recover tax value. As part of the study, we look for other opportunities to capitalize on the tax benefits associated with construction, expansion and renovation. Our cost segregation team includes engineers, architects, appraisers, CPAs and, when needed, IRS controversy specialists, who assist with IRS examinations and refinement of positions.

What sets us apart?

Rest assured we'll apply insights from our experience over the past decade with tax credit incentives and grants available in the CARES Act, American Rescue Plan Act (ARPA), Infrastructure Investment and Jobs Act (IIJA) and IRA to position you for short- and long-term success. **Beyond that, The County can expect to receive the following from Baker Tilly:**

Responsive service paired with national, specialized resources	Compliance program and tax credit monetization advisory experience	Tax strategies hinged on our industry focus	Proven results
The County will benefit from the qualifications, technology tools and resources of our top 10 advisory, tax and assurance firm, delivered with personalized attention and responsive service from a dedicated IRA services team.	In addition to offering the County an in-depth understanding of the IRA tax credit regime and bonus incentives, your Baker Tilly team has experience developing compliance management programs of a similar scope and complexity.	Your multidisciplinary team combines energy and tax credit finance expertise with targeted experience serving public sector clients to help you develop a strategy for taking advantage of the opportunities presented by the IRA. We understand industry-specific tax risks and implications for claiming and monetizing incentives.	The County will work alongside our dedicated Principals and managers, have access to a waste-to-energy team of tax specialists, prior project developers, engineers and lenders, and rely on our commitment to high-quality service for a fair and competitive fee. As evidence of success, our teams have monetized \$10+ billion worth of tax incentives to date.

Delivering specialized expertise to our public sector clients

State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other sectors. Recognizing this complexity and eager to serve as a true valued advisor to the public sector, Baker Tilly formalized its dedicated public sector specialization more than 50 years ago. **Today, more than 350 Baker Tilly professionals — including nearly 30 principals — focus directly on serving governments and provide hundreds of thousands of client service hours annually to organizations like the County.**

Nationwide, our public sector practice serves nearly 4,000 state and local governmental entities, including municipalities, counties, school districts, utilities, transit organizations, airports and special authorities. Several of these client groups are now served by dedicated specialists in distinct sub-practices.



COMMITMENT TO THE PUBLIC SECTOR

Baker Tilly has been in business for more than 90 years, and public sector entities were some of our first clients.

Highlighting our representative experience as evidence of success

Baker Tilly works with tax-exempt entities, governments, organizations and companies on various studies, including energy infrastructure studies related to tax credits. In recent years, Baker Tilly has provided the following representative listing of energy feasibility and/or study development and execution services. In addition, **Baker Tilly is in the development phases with nearly 100 IRA tax credit engagements for clean energy projects.**

REPRESENTATIVE IRA SERVICE PROJECTS		
Client	Services provided	Year
City of Austin, IN	<ul style="list-style-type: none"> Solar installation feasibility analysis to provide energy at reduced costs to the wastewater treatment plant Currently engaged and assisting the city with IRA tax incentive services and long-term rural development financing for a 1 MW solar installation to provide energy to the wastewater treatment plant 	2022-2023
City of Evansville, IN	<ul style="list-style-type: none"> Biogas project for wastewater treatment plant Currently engaged and assisting the city with IRA tax incentive services and long-term state revolving fund financing for a biogas installation to provide energy to the wastewater treatment plant 	2022-2023
City of Grand Island, NE	<ul style="list-style-type: none"> Solar installation feasibility analysis to provide energy at reduced costs to electric utility customers 	2023

REPRESENTATIVE IRA SERVICE PROJECTS		
	<ul style="list-style-type: none"> Currently engaged and assisting the city with IRA tax incentive services and long-term financing for a 10 MW solar installation to provide energy to its electric customers 	
Delhi Charter Township, MI	<ul style="list-style-type: none"> Biogas project to provide energy at reduced costs to its wastewater treatment plant Currently engaged and assisting the city with IRA tax incentive services and long-term state revolving fund financing for a biogas installation to provide energy to the wastewater treatment plant 	2023
Tippecanoe County, IN	<ul style="list-style-type: none"> Solar installation to provide energy at reduced costs to a municipal building Currently engaged and assisting the city with IRA tax incentive services and long-term financing for a solar installation to provide energy to the municipal building 	2023
City of Dodge City, KS	<ul style="list-style-type: none"> Biogas project for wastewater treatment plant Currently engaged and assisting the city with IRA tax incentive services for a biogas installation to provide energy to the wastewater treatment plant 	2023
City of Rochester, MN	<ul style="list-style-type: none"> Geothermal installation to provide heating and cooling at reduced costs to municipal buildings Currently engaged and assisting the city with IRA tax incentive services and long-term financing for a geothermal project to provide energy to the municipal buildings 	2023

PROVIDING VALUABLE PAST EXPERIENCE TO PUBLIC SECTOR ORGANIZATIONS

At Baker Tilly, relationships matter. Our team has a record of successfully enhancing and protecting similar clients' missions — resulting in experience-based insights.

FIRM QUALIFICATIONS

e) Business Licenses, Tax ID and any other significant certification document supporting the Bidder's expertise.

A copy of our business license is included below. Baker Tilly's tax ID is [REDACTED]



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS-Secretary of State

S030812
APRIL 25, 2024

ILLINOIS CORPORATION SERVICE COMPANY
801 ADLAI STEVENSON DRIVE
SPRINGFIELD, IL. 62703-4261

RE BAKER TILLY ADVISORY GROUP, LP

Dear Sir or Madam:

Congratulations! We're pleased to inform you that your request to transact business in the State of Illinois has been approved, and your Limited Partnership was recorded with the Illinois Secretary of State's Office on 04/25/2024. We wish you success with your new business!

Special Alert:

As of January 1, 2024, the federal Corporate Transparency Act (CTA) requires businesses to file Beneficial Ownership Information (BOI) to the U.S. Treasury's Financial Crimes Enforcement Network (FinCEN).

Unless included in FinCEN's list of 23 exemptions, businesses created:

- o Before January 1, 2024, must file a BOI by January 1, 2025
- o In 2024, must file a BOI within 90 days of creation
- o In 2025 (and after) must file within 30 days of creation

Visit www.fincen.gov for more information.

Again, congratulations on this exciting accomplishment! Please contact my Business Services Department if you have any questions.
THIS OFFICE LOOKS FORWARD TO ASSISTING YOU IN THE FUTURE.

SINCERELY YOURS,

ALEXI GIANNOULIAS
ILLINOIS SECRETARY OF STATE
BUSINESS SERVICES DEPARTMENT
LIMITED LIABILITY DIVISION
217-524-8008
ILSOS.GOV

f) List of three (3) references including engagement profile, client name, contact name, title, email, and telephone contact information. References from public sector entities for contracts that are similar in size and scope are preferred.

Demonstrating that we've been down this path before

The experiences of our clients speak more about Baker Tilly's capabilities than any proposal ever could. That's why we encourage you to talk with our clients. Here are a few individuals who welcome the opportunity to share their Baker Tilly experience.

Each will give you an authentic perspective as you consider your own needs.

LANSING BOARD OF WATER & LIGHT

Name	Josh Irving	Title	Senior Grant Specialist
Phone	+1 (616) 558 5634	Email	josh.irving@lbwl.com
Services	IRA tax credit advisory and grant support Baker Tilly provides federal and state-level funding opportunity support to Lansing BWL, matching priority projects to grant opportunities, tracking the grant opportunities, and advising Lansing BWL on open opportunities. Baker Tilly also provides as-needed grant writing services to Lansing BWL. To date, Baker Tilly has assisted Lansing BWL in submitting complete, timely, and competitive grant applications to the Michigan Public Service Commission's Low Carbon Energy Infrastructure Enhancement and Development Grant and the Michigan Department of Environment, Great Lakes, and Energy's Grid Resilience Grant Program (Federal funding distributed by the State). As a result of the application Baker Tilly put together, Lansing BWL was awarded \$12M through the Low Carbon Energy Infrastructure grant. We are currently working with Lansing BWL to advise, evaluate and claim IRA tax credits for energy projects they are developing.		

CITY OF ROCHESTER, MINNESOTA

Name	Scot Ramsey	Title	Manager of Facilities and Property Administration
Phone	+1 (507) 328 2026	Email	sramsey@rochestermn.gov
Services	2023 IRA (Geothermal) Currently engaged and assisting the city to provide IRA tax incentive services and long-term financing for a geothermal project to provide energy to the municipal buildings at reduced costs		

METROPOLITAN SCHOOL DISTRICT OF BOONE TOWNSHIP

Name	Jeff Brooks	Title	Superintendent
Phone	+1 (219) 996 4771	Email	brooksje@hebronschools.k12.in.us
Services	Assistance with Inflation Reduction Act direct pay tax compliance and filings		

KEY QUALIFICATIONS

Leading the County's accounting services

The County will work with a multidisciplinary team that combines local government experience with and tax expertise. They will work hard to intimately understand your operations, serve as a sounding board and help you stay ahead of opportunities. We believe in strong personal relationships, and this means a personal interest in the success of the County's project from some of our most experienced team members.

PRIMARY ENGAGEMENT TEAM



Jesse Nelson, CPA
PARTNER
T: +1 (517) 336 3951
E: jesse.nelson@bakertilly.com



Sean Walsh
SENIOR CONSULTANT
T: +1 (517) 336 3925
E: sean.walsh@bakertilly.com

SUPPORTING SUBJECT MATTER SPECIALISTS

TAX SPECIALISTS



Robert Moczulewski, CPA
PARTNER

PREVAILING WAGE & APPRENTICESHIP



Cory Wendt
PRINCIPAL



Laura Cataldo
DIRECTOR

ENERGY CONSULTANTS



Joel Laubenstein
PARTNER



Albert Youssef, P.E., PMP
MANAGER

ENGINEERING REVIEW AND DESIGN



Chris Hayton
SENIOR MANAGER

DOMESTIC CONTENT



Tony Ollmann, CPA
PARTNER

Resumes for the engagement team are included on the following pages.

Meeting every milestone with a results-driven work plan

Road maps matter. They keep us on track, focused on your goals. This is why they are built into our project management approach in the form of a detailed work plan with key milestones, client sign-offs and deliverables for each project phase.

Here's how we get there:

- **Kickoff:** In this meeting before the initial on-site visit, we'll work with the project steering committee to get your input on goals, timeline and deliverables.
- **Approval:** Both the County and Baker Tilly's principal in charge will approve the final plan.
- **Progress summaries:** We'll outline in writing all work accomplished during the initial and subsequent reporting periods.
- **Communication:** The County will get updates throughout the engagement, detailing progress on specific activities and deliverables. Each activity and deliverable will reflect its status and percentage of completion.
- **Resolution:** We will communicate any problems — actual or anticipated — immediately to make sure the County and our firm understand the issues and what is needed for timely resolution.
- **Changes:** Our team members will share any significant changes in our agreed-upon work plans with the County.

PROJECT UNDERSTANDING

Our understanding

The County plans to build a solar improvement project under 1MW that will be approximately \$423 million in value (The "Project"). The Project completed construction on October 17, 2024.

The County is aware that it may be eligible for a Federal Tax Credit because of the Project qualifying under the IRA22. The Act's "energy security" subtitle includes tax provisions providing credits and incentives for the production and consumption of clean energy, carbon emissions reduction, electric vehicle purchases and, among other items, promoting domestic energy security.

Based upon initial discussions, the County is interested in having Baker Tilly support its goal to preserve, enhance, and claim an Investment Tax Credit (ITC) or a Production Tax Credit (PTC) from its Project to the County. The following outlines Baker Tilly's proposed approach to this engagement:

Scope, objectives and approach

It is anticipated that this Project will be completed in phases from the initial pursuit of the IRA22 applicability through the construction of the Project. The scope of the Project includes four main phases to assist the County with how to Determine, Preserve, Enhance and Claim the IRA 22 tax credit. Additional bonus criteria certifications, related to Prevailing Wage & Apprenticeship, Energy Community, or Domestic Content, will be issued under separate engagement after Phase 1 as required for each Project as appendices A, B and C (as applicable).

Baker Tilly's detailed approach/work plan is summarized as follows:

Phase 1. Determining Project Eligibility for an IRA22 Tax Credit

- a. Provide assistance with interpretation and application of the IRA22 guidance to the Project's set of facts and circumstances to the Project.
- b. Understand the Property Type versus IRS rules.
- c. Coordinate data request from Client.
- d. Analyze the proposed sources and uses of funds, existing Project budgets and financial model prepared by management, and other relevant documents to gain an understanding of the Project on a preliminary basis.
- e. Analyze the planned legal structure for ownership of the Project.
- f. Analyze Project documents that establish the eligible Project costs which are considered eligible for ITC or PTC (if applicable). This will include review of the Project's process design, associated capitalized costs, use of any grant proceeds, timeline regarding construction and placed in service activities, and actions taken to-date that may support compliance with the IRS Begun Construction and placed in service requirements.
- g. Estimate the size range of the tax credit for the Project.
- h. Confirm if project is subject to Prevailing Wage & Apprenticeship (PW&A) to obtain credit adder.
- i. Confirm if the Energy Community adder could apply to the Project site.
- j. Confirm if the Domestic Content adder could apply to the Project.
- k. Prepare an updated written summary which outlines our initial views regarding the Project's eligibility for the ITC or PTC, estimated ITC or PTC amounts, suggested steps to meet any Begun Construction and/or placed in service requirements under the IRA22 timeline requirements. This will include review of the County's ability to retain and utilize the ITC or PTC tax benefits.

Phase 2. Preserving the Tax Credit – Pre-Construction Communication to Contractors and Vendors

- a. Identify all key Contractors and Vendors within scope for the Project Type and the total Project budget.
- b. Analyze Project plans with Client Project manager as it relates to impacts on credit amount and key action steps for preserving the tax credit with use of prevailing wage and apprenticeship.
- c. Assist Client to communicate to its Contractors and Vendors the compliance requirements of IRA22 to obtain the Domestic Content and/or Prevailing Wage & Apprenticeship credit adders.
- d. Review Property Type Sizing, as requested, to the extent it pertains to tax credit considerations.
- e. Support the County in assembling project labor agreements, preparing requests to Department of Labor for additional labor classifications, and communicating requests to contractors to set-up payroll data in LCP.
- f. Set-up the Contractors in the Baker Tilly and LCP portals for PW&A compliance program for the Project instance.

Phase 3. Establishing The Eligible Energy Basis – Post Construction

- a. Establish total cost basis of the Project and perform a cost segregation study to determine the Eligible Cost Basis of the Energy Property.
- b. Review Client's own expenditures, in addition to the Project vendors, for qualifying expenditures which could qualify as Energy Property.
- c. Upon construction completion, perform a site visit (as needed) to complete the cost segregation study, delineate key process areas with upstream production facility that can be part of Energy Property, and document the Project on an as-built basis.
- d. From cost segregation study, categorize the depreciation lives of assets included in the study according to MACRS rules. This includes both capitalized items as well as items that may be expensed for tax purposes.
- e. Document with vendors how the Project was placed in-service.
- f. Determine final tax credit eligible basis, subject to management review and agreement, for purposes of claiming the tax credit.
- g. Issue a schedule of values showing the buildup of Energy Property basis along with other asset classifications from the fixed asset schedule for the final Project costs.

Phase 4. Claiming the Tax Credit - Project Workpaper File Generation

- a. Document compliance with "begun construction" tests as required by the Internal Revenue Service (IRS) (if applicable).
- b. Document compliance with "placed in service" tests as required by the IRS.
- c. Document Project Type eligibility based upon IRS code and other IRS and Environmental Protection Agency (EPA) memoranda.
- d. Document timing Tax Credit can be claimed or transferred.
- e. Provide any additional information which would help support the Project's claiming a Tax Credit in the event of an IRS audit.
- f. Provide the necessary workpapers to the County to support its claim or transfer of the Tax Credit and assist with the preparation of the prescribed tax form.

Additionally, Baker Tilly will assess the Project for eligible bonus credit criteria related to Prevailing Wage & Apprenticeship (5X multiplier), Energy Community and the Domestic Content under separate engagements.

d) Provide proposed procedures for internal problem escalation and process for notifying the County in the event of a problem.

Quick, quality issue consultation

It's a part of the accounting territory. There will be issues that need resolution, topics that require consultation and audit complexities that need additional research. These are not roadblocks when you have the right plan in place. It's why we keep an open line of communication with you and your governance team, jointly addressing any issues that require resolution during your audit and throughout the year.

We can spot potential issues or audit complexities during our daily interactions among team members, during periodic meetings and via analysis of relevant audit activities. When we do, we have a solid, effective plan of action.

Our first step is to connect with the right internal process owner and ask the right questions. Do we have the correct assumptions? Or is additional research needed? Most issues can be resolved at the team level by gaining a deeper understanding and, if needed, finding a reasonable solution that adheres to accounting standards. We work to minimize follow-up requests by resolving these issues on-site (or virtually) before our fieldwork ends.

Is there a technical issue that needs consultation? We have a list of topics that do, and when we encounter them, we work to resolve these directly within the engagement team through your dedicated quality review principal.

When we need more support, our professional practice group (PPG) steps in. This team is dedicated to getting to the right answer quickly and effectively. They're the hub for all firm accounting and assurance quality control and policy developments. Each industry/sector group has a professional practice leader who is a local resource and first-line contact for your audit professionals.

Accounting is complicated

With Baker Tilly, you can have open discussions about the issues and the areas of concern before coming to a resolution.

Our clients notice a difference in the way Baker Tilly resolves issues. It's faster. More streamlined. This is because the team you work with spots and communicates these issues early — and they're the same team connected to the final decisions.



Facilities Management Requisition Over \$30K

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

File #: FM-P-0032-25

Agenda Date: 6/17/2025

Agenda #: 10.B.

AWARDING RESOLUTION ISSUED TO
HUEN ELECTRIC, INC.
TO PROVIDE AND INSTALL PHASE II SOLAR PANELS ON THE ROOF
OF THE JTK ADMINISTRATION BUILDING
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED \$574,833)

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 Huen Electric, Inc. to provide and install Phase II solar panels on the roof of the JTK Administration Building, for the period June 24, 2025, through June 23, 2026, for Facilities Management; and

WHEREAS, upon completion of this project revenues will be generated, specifically ComEd rebate estimated to be \$34,772, and an estimated \$112,179 in Solar Renewable Energy Credits (SRECs). It is the desire of the Public Works Committee to transfer these two revenue sources to the Infrastructure Fund, revenue account 6000-1220-46000, to be utilized for future energy reduction or sustainability projects completed by the Facilities Management Department.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for the Phase II installation of solar panels for the JTK Administration Building, for the period June 24, 2025, through June 23, 2026, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Huen Electric, Inc. 1801 W. 16th St., Broadview, IL 60155 for a contract total amount not to exceed \$574,833, per lowest responsible bid #25-075-FM,

BE IT FURTHER RESOLVED, that all ComEd rebates and SRECs credits received from this solar installation are transferred to the Infrastructure Fund, revenue account 6000-1220-46000, to be used for future energy reduction or sustainability projects completed by the Facilities Management Department.

Enacted and approved this 24th day of June, 2025 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#: 25-1493	RFP, BID, QUOTE OR RENEWAL #: 25-075-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$574,833.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$574,833.00
	CURRENT TERM TOTAL COST: \$574,833.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Huen Electric, Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Ian Johnston
VENDOR CONTACT: Ron Baker	VENDOR CONTACT PHONE: 708-240-1477	DEPT CONTACT PHONE #: 630-407-5680	DEPT CONTACT EMAIL: Ian.Johnstone@dupagecounty.gov
VENDOR CONTACT EMAIL: rbaker@huenelectric.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 Huen Electric, Inc., for Phase II installation of solar panels on the roof of the JTK Administrative Building, for Facilities Management, for the period June 24, 2025, through June 23, 2026, for a total contract amount not to exceed \$574,833 per lowest responsible bid #25-075-FM, Partial EECBG.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Facilities Management received EECB grant dollars which will contribute to 44% of the cost for phase II solar panel installation on the roof of the JTK Administration building.			

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

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: Huen Electric, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Dan Pesavento	Email: dpesavento@huenelectric.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1801 W. 16th Street	City: Broadview	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60155	State: IL	Zip: 60187
Phone: 708-343-5511	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: MYR Group, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Accounts Payable	Email: ap@huenelectric.com	Attn: Ian Johnstone	Email: ian.johnstone@dupagecounty.gov
Address: 1701 Golf Road #1012	City: Rolling Meadows	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60008	State: IL	Zip: 60187
Phone: 847-979-5845	Fax:	Phone: 630-407-5680	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 24, 2025	Contract End Date (PO25): Jun 23, 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	LO		Building Improvements - EECBG	FY25	5000	2704	54010	DE- SE0000181	256,029.00	256,029.00
2	1	LO		Building Improvements	FY25	6000	1220	54010	2401301	243,826.00	243,826.00
3	1	LO		Contingency	FY25	6000	1220	54010	2401301	74,977.00	74,977.00
4	1	LO		Contingency	FY26	6000	1220	54010	2401301	1.00	1.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 574,833.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. JTK Phase II Solar Panel Installation
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez and Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 6/17/25 CB: 6/24/25 Project#24-01301
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
SOLAR PHOTOVOLTAIC SYSTEM INSTALLATION PHASE II 25-075-FM
BID TABULATION

✓

NO.	ITEM	UOM	QTY	Huen Electric, Inc.	National Solar Energy, LLC
				PRICE	PRICE
1	Solar Photovoltaic System	LS	1	\$ 474,855.00	\$ 507,500.00
2	Allowance for Construction Engineering Oversight Services	LS	1	\$ 25,000.00	\$ 25,000.00
GRAND TOTAL				\$ 499,855.00	\$ 532,500.00

NOTES

1. Public Works has requested a contingency of 15%, \$499,855.00 + \$74,978.00 (contingency) = \$574,833.00.
2. Windfree Wind & Solar Energy Design Co. was deemed non-responsive for not providing pricing as requested.
3. Verde Solutions was deemed non-responsive for not providing pricing as requested.

Bid Opening 06/05/2025 @ 10:00 AM	DW, KH
Invitations Sent	53
Total Vendors Requesting Documents	3
Total Bid Responses	4

BID PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	JTK Phase II 25-075-FM
COMPANY NAME:	Huen Electric, Inc.
CONTACT PERSON:	Ron Baker
CONTACT EMAIL:	rbaker@huenelectric.com

Section II: Pricing

F.O.B: All goods are to be shipped F.O.B. Destination, delivered, and installed.

Provide and install a photovoltaic system on the remaining roof space of the 421 JTK Administration Building according to the Drawings and Specifications of Bid # 25-008-FM. The approximate 140-kilowatt system will have an approximate total number of 359 solar panels. Sixty (60) of the total panel number will be furnished by DuPage County. DuPage County staff will complete building interior conduit installation while the awarded bidder is responsible for the furnishing of said conduit. The awarded bidder will be responsible for furnishing and installation of building interior conduit conductors and electrical terminations.

All (i) iron and steel products; (ii) manufactured products; and (iii) construction materials; except for the Solar Photovoltaic (PV) Modules, provided as a part of this contract shall be Build America, Buy America (BABA) compliant. Formal manufacturing letters certifying BABA compliance are required for all mentioned categorical products. PV Modules shall, at a minimum, be domestically assembled as described in the Department of Energy Waiver Number 2025-09. A copy of the waiver is available upon request.

This TRADE CONTRACTOR shall include an allowance of \$25,000.00 in their base bid for Construction Engineering Oversight services performed by Clark Dietz. Contract amounts will be adjusted by change order for amounts greater or less than the allowance. Allowance to be utilized only at the direction of the County.

NO.	ITEM	UOM	PRICE
1	Provide and install a photovoltaic system as specified above	LSUM	\$ 474,855.00
2	Contingency	LSUM	\$ 25,000.00
GRAND TOTAL			\$ 499,855.00
GRAND TOTAL Four Hundred and Ninety-Nine Thousand, Eight Hundred and Fifty-Five Dollars (In words)			

Please provide the following information regarding the products and lead times associated with the above Base Bid:

Solar Photovoltaic (PV) Module Manufacturer TBD

Typical PV Module Part No. TBD

Estimated lead time for shipment of PV Modules TBD

Section III: Addendum

THE UNDERSIGNED:

Acknowledges receipt of:

Addenda: No. 1 dated 6.02.25

Section IV: 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: Dan Pesavento

Signature on File

Signature: [Signature]

Title: Chief Operating Officer

Date: 6.03.2005



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:	JTK Phase II 25-075-FM
COMPANY NAME:	Huen Electric, Inc.
MAIN ADDRESS:	1801 W. 16th Street
CITY, STATE, ZIP CODE:	Broadview, IL 60155
TELEPHONE NO.:	708.240.1477
BID CONTACT PERSON:	Ron Baker
CONTACT EMAIL:	rbaker@huenelectric.com

Section II: Contract Administration Information

Complete the contract administration information below.

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME:	Huen Electric, Inc.	NAME:	MYR Group, Inc.
CONTACT:	Dan Pesavento	CONTACT:	Accounts Payable
ADDRESS:	1801 W. 16th Street	ADDRESS:	1701 Golf Road #1012
CITY, ST., ZIP:	Broadview, IL 60155	CITY, ST., ZIP:	Rolling Meadows, IL 60008
PHONE NO.:	708.343.5511	PHONE NO.:	847.979.5845
EMAIL:	dpesavento@huenelectric.com	EMAIL:	ap@huenelectric.com

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:

Rick Swartz

(President or Partner)

Don Egan

(Vice-President or Partner)

Bill Fry

(Secretary or Partner)

Kelly Huntington

(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, _____, 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: Dan Pesavento

Signature on File

Signature: _____

Title: Chief Operating Officer

Date: June 2, 2025



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:	JTK Phase II 25-075-FM
COMPANY NAME:	Huen Electric, Inc.
CONTACT PERSON:	Dan Pesavento
CONTACT EMAIL:	dpesavento@huenelectric.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.

Signature on File

Printed Name: Dan Pesavento

Signature: 

Title: Chief Operating Officer

Date: May 30, 2025



Facilities Management Requisition Over \$30K

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

File #: FM-P-0030-25

Agenda Date: 6/17/2025

Agenda #: 6.A.

AWARDING RESOLUTION
ISSUED TO A&P GREASE TRAPPERS, INC.
FOR SANITARY, GREASE TRAP AND STORM BASIN PUMPING,
JETTING AND CLEANING
AS NEEDED FOR THE COUNTY CAMPUS
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED: \$214,155.00)

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 A&P Grease Trappers, Inc, for sanitary, grease trap and storm basin pumping, jetting, and cleaning, as needed for the County campus, for Facilities Management, for the two-year period June 25, 2025 through June, 24 2027, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for sanitary, grease trap, and storm basin pumping, jetting and cleaning as needed, for the two-year period June 25, 2025 through June, 24 2027, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, A&P Grease Trappers, Inc., PO Box 456, West Chicago, IL 60186, for a total contract amount not to exceed \$214,155.00, per lowest responsible bid accepted in the best interest of the county, per staff's decision memo for bid #25-072-FM. (\$160,450 for Facilities Management, \$23,705 for Animal Services, and \$30,000 for the Division of Transportation)

Enacted and approved this 24th of June, 2025 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#: 25-1469	RFP, BID, QUOTE OR RENEWAL #: 25-072-FM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$214,155.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$428,310.00
	CURRENT TERM TOTAL COST: \$214,155.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: A&P Grease Trappers, Inc.	VENDOR #: 12241	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Nicole Sliger	VENDOR CONTACT PHONE: 630-231-0905	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: info@apgresetrappers.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
<p>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 A&P Grease Trappers, Inc, for sanitary, grease trap and storm basin pumping, jetting, and cleaning, as needed for the County campus, for Facilities Management, for the two-year period June 25, 2025 through June, 24 2027, for a total contract amount not to exceed \$214,155.00, per lowest responsible bid accepted in the best interest of the county, per staff's decision memo for bid #25-072-FM, (\$160,450 for Facilities Management, \$23,705 for Animal Services, and \$30,000 for the Division of Transportation)</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished A contract for sanitary, grease trap and storm basin pumping, jetting, and cleaning is needed to prevent odorous backup, expensive repairs, and to avoid any potential health issues.</p>			

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 THAN LOWEST BID	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Best interest of the County due to cost.
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. Staff recommends proceeding with the next lowest responsible bidder. A&P Grease Trappers has been used by the County in the past and their work has proven reliable and satisfactory. 2. Proceed with the lowest bidder and spend a significant amount of additional money. 3. Do nothing, which staff does not recommend.

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: A&P Grease Trappers, Inc.	Vendor#: 12241	Dept: Facilities Management	Division:
Attn: Nicole Sliger	Email: info@apgreasetrappers.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 801 N. Raddant Road	City: Batavia	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60510	State: IL	Zip: 60187
Phone: (630) 231-0905	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: A&P Grease Trappers, Inc.	Vendor#: 12241	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 456	City: West Chicago	Address: various locations	City: Wheaton
State: IL	Zip: 60186	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 25, 2025	Contract End Date (PO25): Jun 24, 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		Facilities Management	FY25	1000	1100	53300		33,483.33	33,483.33
2	1	LO		Animal Sevices	FY25	1100	1300	53300		5,926.25	5,926.25
3	1	LO		Division of Transportation-140	FY25	1500	3510	53300		5,500.00	5,500.00
4	1	LO		Division of Transportation-180	FY25	1500	3520	53300		3,000.00	3,000.00
5	1	LO		Facilities Management	FY26	1000	1100	53300		53,483.33	53,483.33
6	1	LO		Animal Services	FY26	1100	1300	53300		11,852.50	11,852.50
7	1	LO		Division of Transportation-140	FY26	1500	3510	53300		7,000.00	7,000.00
8	1	LO		Division of Transportation-180	FY26	1500	3520	53300		6,000.00	6,000.00
9	1	LO		Facilities Management	FY27	1000	1100	53300		73,483.34	73,483.34
10	1	LO		Animal Services	FY27	1100	1300	53300		5,926.25	5,926.25
11	1	LO		Division of Transportation-140	FY27	1500	3510	53300		5,500.00	5,500.00
12	1	LO		Division of Transportation-180	FY27	1500	3520	53300		3,000.00	3,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 214,155.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide sanitary, grease trap and storm basin pumping, jetting, and cleaning, as needed for the County campus.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez, Kathy (Black) Curcio, and Kristie Lecaros
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 06/17/25 DOT Committee: 06/17/25 Animal Services 06/17/25 County Board: 06/24/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
SANITARY, GREASE TRAP AND STORM BASIN, JETTING AND CLEANING 25-072-FM
BID TABULATION

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			A&P Grease Trappers Inc.		All City Environmental Services, Inc.		The Stone Group	
NO.	ITEM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
SECTION 1 - PUMPS								
1	2 basins cleaned & jetted. Jetting approx. 200 ft.	2	\$ 225.00	\$ 450.00	\$ 884.82	\$ 1,769.64	\$ 1,450.00	\$ 2,900.00
2	Storm basin & trough drains pumped cleaned & jetted. Storm basin size 4' X 10'	8	\$ 225.00	\$ 1,800.00	\$ 643.51	\$ 5,148.08	\$ 1,940.00	\$ 15,520.00
3	Grease trap 55 gal. 21" X 30" X 33-1/2" cleaned and pumped	18	\$ 225.00	\$ 4,050.00	\$ 201.10	\$ 3,619.80	\$ 1,940.00	\$ 34,920.00
4	Storm pit 5' X9'	2	\$ 225.00	\$ 450.00	\$ 201.10	\$ 402.20	\$ 1,455.00	\$ 2,910.00
5	Sewage pit 3' X 10'	2	\$ 125.00	\$ 250.00	\$ 201.10	\$ 402.20	\$ 1,455.00	\$ 2,910.00
6	Storm water basin 3' X 4' pumped	2	\$ 125.00	\$ 250.00	\$ 201.10	\$ 402.20	\$ 1,455.00	\$ 2,910.00
7	Triple basin 4' X 8' X 12" deep pumped and cleaned	4	\$ 300.00	\$ 1,200.00	\$ 723.95	\$ 2,895.80	\$ 1,940.00	\$ 7,760.00
8	Triple basin 3-4' X 8' X 12" deep pumped and cleaned	4	\$ 300.00	\$ 1,200.00	\$ 723.95	\$ 2,895.80	\$ 1,940.00	\$ 7,760.00
9	Sewage ejector pit 5' X 18" pumped & cleaned	24	\$ 450.00	\$ 10,800.00	\$ 723.95	\$ 17,374.80	\$ 1,940.00	\$ 46,560.00
10	Sewage ejector pit 5'5" X 8' pumped & cleaned	24	\$ 550.00	\$ 13,200.00	\$ 884.82	\$ 21,235.68	\$ 1,940.00	\$ 46,560.00
11	Storm pit 4' X 8' pumped	2	\$ 225.00	\$ 450.00	\$ 201.10	\$ 402.20	\$ 1,940.00	\$ 3,880.00
12	Lift station 5' x 13' pumped and cleaned	2	\$ 325.00	\$ 650.00	\$ 522.85	\$ 1,045.70	\$ 1,940.00	\$ 3,880.00
13	Grease trap 35 gal. 40" X 22" X 24" cleaned and pumped	18	\$ 130.00	\$ 2,340.00	\$ 160.88	\$ 2,895.84	\$ 1,455.00	\$ 26,190.00
14	Sewage lift station basin size 6' X 15' pumped	18	\$ 474.50	\$ 8,541.00	\$ 587.20	\$ 10,569.60	\$ 1,940.00	\$ 34,920.00
15	Three (3) sewage basins 4' X 8' jetted and cleaned between manholes and into lift station 6" pipe X 400'	18	\$ 1,267.00	\$ 22,806.00	\$ 1,568.55	\$ 28,233.90	\$ 1,940.00	\$ 34,920.00
16	Grease trap approximately 75 gal. 3' X 2' X 5'16" pumped	18	\$ 225.00	\$ 4,050.00	\$ 297.62	\$ 5,357.16	\$ 1,455.00	\$ 26,190.00
17	Lift station 5'x10' basin pumped and cleaned	2	\$ 365.00	\$ 730.00	\$ 361.97	\$ 723.94	\$ 1,455.00	\$ 2,910.00
18	Storm Water basin 4'x10' pumped and cleaned	2	\$ 225.00	\$ 450.00	\$ 361.97	\$ 723.94	\$ 1,455.00	\$ 2,910.00
19	Sewage pit 6'x10' pumped and cleaned	2	\$ 225.00	\$ 450.00	\$ 361.97	\$ 723.94	\$ 1,455.00	\$ 2,910.00
20	Main line 100' jetted	2	\$ 475.00	\$ 950.00	\$ 241.32	\$ 482.64	\$ 1,455.00	\$ 2,910.00
21	Two (2) manholes cleaned & jetted	8	\$ 475.00	\$ 3,800.00	\$ 723.95	\$ 5,791.60	\$ 1,940.00	\$ 15,520.00
22	Five (5) storm basins pumped	2	\$ 74.45	\$ 148.90	\$ 1,005.48	\$ 2,010.96	\$ 3,880.00	\$ 7,760.00
23	Grease Trap 35 gal. 33" x 25" x 25"	4	\$ 110.50	\$ 442.00	\$ 136.75	\$ 547.00	\$ 1,455.00	\$ 5,820.00
24	Jetted 50' line to basin	18	\$ 97.50	\$ 1,755.00	\$ 120.66	\$ 2,171.88	\$ 1,434.00	\$ 25,812.00
25	Washing machines three (3) triple basins pumped and cleaned	8	\$ 125.00	\$ 1,000.00	\$ 201.10	\$ 1,608.80	\$ 1,455.00	\$ 11,640.00
26	Twelve (12) sump pump pits cleaned	2	\$ 179.93	\$ 359.86	\$ 2,413.15	\$ 4,826.30	\$ 5,820.00	\$ 11,640.00
27	Three (3) sump pump pits cleaned	2	\$ 475.00	\$ 950.00	\$ 608.12	\$ 1,216.24	\$ 1,940.00	\$ 3,880.00
28	Grease trap basin 5' X 11' pumped out and cleaned	18	\$ 180.00	\$ 3,240.00	\$ 289.58	\$ 5,212.44	\$ 1,940.00	\$ 34,920.00
29	Garbage Compactor drained, cleaned & jetted. Approximately 30'	8	\$ 1,300.00	\$ 10,400.00	\$ 522.85	\$ 4,182.80	\$ 2,425.00	\$ 19,400.00
30	Three (3) manholes cleaned & jetted	18	\$ 682.50	\$ 12,285.00	\$ 844.60	\$ 15,202.80	\$ 2,425.00	\$ 43,650.00
31	Six (6) manholes cleaned & jetted 850' of pipe	8	\$ 2,632.50	\$ 21,060.00	\$ 3,257.76	\$ 26,062.08	\$ 5,820.00	\$ 46,560.00
32	Sewage pit pumped & cleaned 5' X 10' Basin	8	\$ 325.00	\$ 2,600.00	\$ 522.85	\$ 4,182.80	\$ 1,940.00	\$ 15,520.00
33	Lift station sewage pit 5'x10' pumped & cleaned	2	\$ 365.00	\$ 730.00	\$ 442.41	\$ 884.82	\$ 1,940.00	\$ 3,880.00
34	Lift station sewage pit 5'x8' pumped & cleaned	2	\$ 275.00	\$ 550.00	\$ 442.41	\$ 884.82	\$ 1,940.00	\$ 3,880.00
35	Grease Trap 17 gal. 20" x 30"	2	\$ 85.00	\$ 170.00	\$ 136.75	\$ 273.50	\$ 1,455.00	\$ 2,910.00



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
SANITARY, GREASE TRAP AND STORM BASIN, JETTING AND CLEANING 25-072-FM
BID TABULATION

NO.	ITEM	QTY	A&P Grease Trappers Inc.		All City Environmental Services, Inc.		The Stone Group	
			PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
36	Storm water basin 5'x8' pumped & cleaned	2	\$ 90.12	\$ 180.24	\$ 361.97	\$ 723.94	\$ 1,940.00	\$ 3,880.00
37	Three (3) basins pumped out 17" X 32"	4	\$ 487.50	\$ 1,950.00	\$ 603.29	\$ 2,413.16	\$ 1,455.00	\$ 5,820.00
38	Three (3) basins pumped out 17" X 32"	8	\$ 375.00	\$ 3,000.00	\$ 603.29	\$ 4,826.32	\$ 1,455.00	\$ 11,640.00
39	One (1) medium holding tank pumped out	52	\$ 162.50	\$ 8,450.00	\$ 201.10	\$ 10,457.20	\$ 1,940.00	\$ 100,880.00
40	Triple basin 24'x4' cleaned, pumped, & jetted	6	\$ 487.50	\$ 2,925.00	\$ 603.29	\$ 3,619.74	\$ 1,940.00	\$ 11,640.00
41	Trough drain 15' cleaned & jetted	6	\$ 357.50	\$ 2,145.00	\$ 442.41	\$ 2,654.46	\$ 1,940.00	\$ 11,640.00
42	Base pumped & cleaned 21" X 24" deep	2	\$ 292.50	\$ 585.00	\$ 361.97	\$ 723.94	\$ 1,455.00	\$ 2,910.00
43	Kennel troughs five (5) rooms 28' long grates, center has small basin, 6" X 24" deep pumped & jetted	8	\$ 292.50	\$ 2,340.00	\$ 1,246.80	\$ 9,974.40	\$ 2,910.00	\$ 23,280.00
44	Two (2) basins cleaned & jetted North side of the bldg. to main. Approximately 350'	8	\$ 550.00	\$ 4,400.00	\$ 884.82	\$ 7,078.56	\$ 1,455.00	\$ 11,640.00
45	Three (3) basins cleaned & jetted East side of the bldg. to main. Approximately 350'	8	\$ 1,755.00	\$ 14,040.00	\$ 844.60	\$ 6,756.80	\$ 1,455.00	\$ 11,640.00
46	Trough drains 136' plus center grate cleaned & pumped plus one center basin in the middle of the troughs. (three (3) drains total) three (3) equals 408' of jetting, three (3) center grates & three (3) manhole basins	6	\$ 1,007.50	\$ 6,045.00	\$ 2,171.84	\$ 13,031.04	\$ 3,880.00	\$ 23,280.00
47	Three (3) triple basins cleaned & pumped	8	\$ 682.50	\$ 5,460.00	\$ 1,246.80	\$ 9,974.40	\$ 3,880.00	\$ 31,040.00
48	Three (3) manholes cleaned & jetted	8	\$ 216.67	\$ 1,733.36	\$ 844.60	\$ 6,756.80	\$ 2,910.00	\$ 23,280.00
49	4'x10' basin pump and cleaned	4	\$ 350.00	\$ 1,400.00	\$ 361.97	\$ 1,447.88	\$ 1,940.00	\$ 7,760.00
50	Holding tank for trough drains pumped (1500 gal)	2	\$ 1,040.00	\$ 2,080.00	\$ 563.07	\$ 1,126.14	\$ 1,940.00	\$ 3,880.00
51	Three (3) basins cleaned & pumped, triple basin cleaned & pumped	12	\$ 390.00	\$ 4,680.00	\$ 1,287.01	\$ 15,444.12	\$ 1,940.00	\$ 23,280.00
52	Trough drains cleaned & jetted 100'	12	\$ 487.50	\$ 5,850.00	\$ 482.63	\$ 5,791.56	\$ 2,425.00	\$ 29,100.00
53	Lift Station Sewage Pit 4' x 8' Pumped & Cleaned	8	\$ 225.00	\$ 1,800.00	\$ 603.29	\$ 4,826.32	\$ 2,425.00	\$ 19,400.00
SECTION 2 - ROADWAYS								
54	Roadways around the campus. Twenty-five (25) storm basins cleaned and jetted as needed.	50	\$ 850.00	\$ 42,500.00	\$ 201.10	\$ 10,055.00	\$ 970.00	\$ 48,500.00
SECTION 3 - EMERGENCY CALLOUT								
55	Emergency Callout Monday - Friday, normal business hours (6:00 a.m. - 4:30 p.m.) including Vac/Jet truck and operator to include Jetting and complete pumping of any one of the above Basins.	100	\$ 850.00	\$ 85,000.00	\$ 241.32	\$ 24,132.00	\$ 485.00	\$ 48,500.00
56	Emergency Callout Evenings & Saturdays, including Vac/Jet truck and Operator to include jetting and complete pumping of only one of the above Basins.	60	\$ 950.00	\$ 57,000.00	\$ 281.53	\$ 16,891.80	\$ 525.00	\$ 31,500.00
57	Emergency Callout Sundays & Holidays, including Vac/Jet truck and operator (Sundays & Holidays) to include jetting and complete pumping of any one of the above Basins.	20	\$ 950.00	\$ 19,000.00	\$ 361.97	\$ 7,239.40	\$ 610.00	\$ 12,200.00
58	Charge per Emergency Callout, including travel charge.	20	\$ 200.00	\$ 4,000.00	\$ 241.32	\$ 4,826.40	\$ 485.00	\$ 9,700.00
SECTION 4 - NON-EMERGENCY CALLOUT								
59	Non-Emergency Callout Monday - Friday, Normal Business Hours (6:00 a.m. - 4:30 p.m.)	80	\$ 700.00	\$ 56,000.00	\$ 361.97	\$ 28,957.60	\$ 485.00	\$ 38,800.00
SECTION 5 - MISCELLANEOUS WORK								
60	Jet 100' Line	20	\$ 475.00	\$ 9,500.00	\$ 804.38	\$ 16,087.60	\$ 1,275.00	\$ 25,500.00
61	Pump 100 gallons	20	\$ 325.00	\$ 6,500.00	\$ 402.19	\$ 8,043.80	\$ 1,455.00	\$ 29,100.00



THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
SANITARY, GREASE TRAP AND STORM BASIN, JETTING AND CLEANING 25-072-FM
BID TABULATION

✓

			A&P Grease Trappers Inc.		All City Environmental Services, Inc		The Stone Group	
NO.	ITEM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
GRAND TOTAL				\$ 483,121.36		\$ 405,224.28		\$ 1,164,912.00

NOTES

- A&P Grease Trappers Inc. Bid Tabulation was adjusted to correct for submission errors:
 - NO. 2, when multiplied, (\$225.00 x 8 = \$1,800.00), resulted in an increase of \$900.00.
 - NO. 13, when multiplied, (\$130.00 x 18 = \$2,340.00), resulted in an increase of \$1,170.00.
 - NO. 13, when multiplied, (\$130.00 x 18 = \$2,340.00), resulted in an increase of \$1,170.00.
 - NO. 21, when multiplied, (\$475.00 x 8 = \$3,800.00), resulted in an increase of \$2,850.00.
 - NO. 22, when multiplied, (\$74.45 x 2 = \$148.90), resulted in a decrease of \$14,741.10.
 - NO. 28, when multiplied, (\$180.00 x 18 = \$3,240.00), resulted in an increase of \$1,800.00.
 - NO. 38, when multiplied, (\$375.00 x 8 = \$3,000.00), resulted in a decrease of \$24.00.
 - NO. 52, when multiplied, (\$487.50 x 12 = \$5,850.00), resulted in an increase of \$1,950.00.
 - NO. 55, when multiplied, (\$850.00 x 100 = \$85,000.00), resulted in an increase of \$76,500.00.
 - NO. 57, when multiplied, (\$950.00 x 20 = \$19,000.00), resulted in a decrease of \$38,000.00.
- The Stone Group Bid Tabulation was adjusted to correct for submission errors:
 - NO. 1, when multiplied, (\$1,450.00 x 2 = \$2,900.00), resulted in a decrease of \$10.00.
 - NO. 24, when multiplied, (\$1,434.00 x 18 = \$25,812.00), resulted in a decrease of \$8.00.
 - NO. 30, when multiplied, (\$2,425.00 x 18 = \$43,650.00), resulted in an increase of \$90.00.
 - NO. 49, when multiplied, (\$1,940.00 x 4 = \$7,760.00), resulted in an increase of \$5,000.00.
 - NO. 50, when multiplied, (\$1940.00 x 2 = \$3,880.00), resulted in an increase of \$60.00.
 - GRAND TOTAL was corrected from \$1,164,870.00 to \$1,164,912.00.

Bid Opening 5/21/2025 @ 11:00 A.M.	VC, SR
Invitations Sent	20
Total Vendors Requesting Documents	0
Total Bid Responses	3

BID PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-072-FM
COMPANY NAME:	A&P Grease Trappers Inc.
CONTACT PERSON:	Patrick Sliger
CONTACT EMAIL:	info@apgreasetrappers.com

Section II: Pricing

Quantities listed are estimates only and are provided for canvassing purposes. Contractors may bid on one or more categories. The County reserves the right to award by total bid, by single item or by any combination of items, in accordance with our language in the Bid Document relating to Contractor selection (or rejection) in the best interest of the County of DuPage. The listed quantities are for a two-year period.

PUMP #	LOCATION	DESCRIPTION	QTY	PRICE	EXTENDED PRICE
SECTION 1 - PUMPS					
1	421 N. County Farm Rd (Front of Bldg. along County Farm Rd.)	2 basins cleaned & jetted. Jetting approx. 200 ft. One (1) time per year OR as needed.	2	\$ 225.00	\$ 450.00
2	421 N. County Farm Rd. (North Dock)	Storm basin & trough drains pumped cleaned & jetted. Storm basin size 4' X 10'. Four (4) times per year	8	\$ 225.00	\$ 900.00
3	421 N. County Farm Rd. (1 st floor by utility elevator)	Grease trap 55 gal. 21" X 30" X 33-1/2" cleaned and pumped (must be done early in the a.m.). Every six (6) weeks	18	\$ 225.00	\$ 4,050.00
4	421 N. County Farm Rd. (North Mechanical Room)	Storm pit 5' X 9'. One (1) time per year OR as needed.	2	\$ 225.00	\$ 450.00
5	421 N. County Farm Rd. (North Mechanical Room)	Sewage pit 3' X 10'. One (1) time per year OR as needed.	2	\$ 125.00	\$ 250.00
6	421 N. County Farm Rd. (Tunnel-4 Various locations)	Storm water basin 3' X 4' pumped. One (1) time per year OR as needed.	2	\$ 125.00	\$ 250.00
7	479 N. County Farm Rd. (Lower-level parking garage)	Triple basin 4' X 8' X 12" deep pumped and cleaned. Two (2) times per year.	4	\$ 300.00	\$ 1,200.00
8	509 N. County Farm Rd. (East side of bldg. outside parking garage)	Triple basin 3-4' X 8' X 12" deep pumped and cleaned. Two (2) times per year.	4	\$ 300.00	\$ 1,200.00

PUMP #	LOCATION	DESCRIPTION	QTY	PRICE	EXTENDED PRICE
9	501 N. County Farm Rd. (North side of jail bldg. A- side)	Sewage ejector pit 5' X 18' pumped & cleaned. Every four (4) weeks.	24	\$ 450.00	\$ 10,800.00
10	501 N. County Farm Rd. (Jail B-side in basement)	Sewage ejector pit 5'5" X 8' pumped & cleaned. Every four (4) weeks.	24	\$ 550.00	\$ 13,200.00
11	501 N. County Farm Rd. (Jail B in basement)	Storm pit 4' X 8' pumped. One (1) time per year OR as needed.	2	\$ 225.00	\$ 450.00
12	501 N. County Farm Rd. (Jail A-side in basement by fire pumps)	Lift station 5' x 13' pumped and cleaned. One (1) time per year.	2	\$ 325.00	\$ 650.00
13	501 N. County Farm Rd. (Jail B-side Kitchen)	Grease trap 35 gal. 40" X 22" X 24" cleaned and pumped (must be done early in the a.m.). Every six (6) weeks.	18	\$ 130.00	\$ 1,170.00
14	505 N. County Farm Rd. (Fence area)	Sewage lift station basin size 6' X 15' pumped. Every six (6) weeks.	18	\$ 474.50	\$ 8,541.00
15	505 N. County Farm Rd. (West side of bldg. next to fence)	Three (3) sewage basins 4' X 8' jetted and cleaned between manholes and into lift station 6" pipe X 400'. Every six (6) weeks.	18	\$ 1,267.00	\$ 22,806.00
16	505 N. County Farm Rd. (Kitchen)	Grease trap approximately 75 gal. 3' X 2' X 5' 16 pumped. (Must be done early in the a.m.). Every six (6) weeks.	18	\$ 225.00	\$ 4,050.00
17	505 N. County Farm Rd. (Inside-North Mechanical Room)	Lift station 5'x10' basin pumped and cleaned. One (1) time per year.	2	\$ 365.00	\$ 730.00
18	503 N. County Farm Rd. (West Side)	Storm Water basin 4'x10' pumped and cleaned. One (1) time per year OR as needed.	2	\$ 225.00	\$ 450.00
19	503 N. County Farm Rd. (West Side)	Sewage pit 6'x10' pumped and cleaned. One (1) time per year OR as needed.	2	\$ 225.00	\$ 450.00
20	424 N. County Farm Rd. (Main Line East Side)	Main line 100' jetted. One (1) time per year.	2	\$ 475.00	\$ 950.00
21	424 N. County Farm Rd. (Main Line West Side)	Two (2) manholes cleaned & jetted. Four (4) times per year.	8	\$ 475.00	\$ 950.00
22	424 N. County Farm Rd. (Inside)	Five (5) storm basins pumped. One (1) time per year OR as needed.	2	\$ 74.45	\$ 148.90.00
23	420 N County Farm Rd. (Inside kitchen)	Grease Trap 35 gal. 33" x 25" x 25". Two (2) times per year.	4	\$ 110.50	\$ 442.00
24	414 N. County Farm Rd. (Surgical Suite)	Jetted 50' line to basin. Every 6 weeks.	18	\$ 97.50	\$ 1,755.00
25	414 N. County Farm Rd. (Sally Port)	Washing machines three (3) triple basins pumped and cleaned. Four (4) times per year.	8	\$ 125.00	\$ 1,000.00
26	410 N. County Farm Rd. (Tunnel Area)	Twelve (12) sump pump pits cleaned. One (1) time per year OR as needed.	2	\$ 179.93	\$ 359.86
27	410 N. County Farm Rd. (Lower Level)	Three (3) sump pump pits cleaned. One (1) time per year OR as needed.	2	\$ 475.00	\$ 950.00

PUMP #	LOCATION	DESCRIPTION	QTY	PRICE	EXTENDED PRICE
28	400 N. County Farm Rd. (Outside on west side of bldg.)	Grease trap basin 5' X 11' pumped out and cleaned. Every 6 weeks.	18	\$ 180.00	\$ 1,440.00
29	400 N. County Farm Rd. (Outside on west side of bldg.)	Garbage Compactor drained, cleaned & jetted. Approximately 30'. Four (4) times per year.	8	\$ 1,300.00	\$ 10,400.00
30	400 N. County Farm Rd. (West side of bldg.)	Three (3) manholes cleaned & jetted. Every 6 weeks.	18	\$ 682.50	\$ 12,285.00
31	400 N. County Farm Rd. (East side of bldg. in gated area)	Six (6) manholes cleaned & jetted. 850' of pipe. Four (4) times per year.	8	\$ 2,632.50	\$ 21,060.00
32	400 N. County Farm Rd. (South Mechanical Room. Ground Floor)	Sewage pit pumped & cleaned 5' X 10' Basin. Four (4) times per year.	8	\$ 325.00	\$ 2,600.00
33	400 N. County Farm Rd. (Inside -Southeast Mechanical Room)	Lift station sewage pit 5'x10' pumped & cleaned. One (1) time per year.	2	\$ 365.00	\$ 730.00
34	400 N. County Farm Rd. (Inside -Northeast Mechanical Room)	Lift station sewage pit 5'x8' pumped & cleaned. One (1) time per year OR as needed.	2	\$ 275.00	\$ 550.00
35	400 N. County Farm Rd. (Kitchen- slop sink storage area)	Grease Trap 17 gal, 20" x 30". Two (2) times per year.	2	\$ 85.00	\$ 170.00
36	400 N. County Farm Rd. (Northeast Mechanical Room)	Storm water basin 5'x8' pumped & cleaned. One (1) time per year OR as needed.	2	\$ 90.12	\$ 180.24
37	200 N. County Farm Rd. (East side of garage)	Three (3) basins pumped out 17" X 32". Two (2) times per year.	4	\$ 487.50	\$ 1,950.00
38	200 N. County Farm Rd. (West side of garage)	Three (3) basins pumped out 17" X 32". Four (4) times per year.	8	\$ 375.00	\$ 3,024.00
39	170 N. County Farm Rd. (Off Manchester Rd.)	One (1) medium holding tank pumped out. Every 2 weeks.	52	\$ 162.50	\$ 8,450.00
40	170 N. County Farm Rd. (Off Manchester Rd.)	Triple basin 24'x4' cleaned, pumped, & jetted. Three (3) times per year OR as needed.	6	\$ 487.50	\$ 2,925.00
41	170 N. County Farm Rd. (Off Manchester Rd.)	Trough drain 15' cleaned & jetted. Three (3) times per year OR as needed.	6	\$ 357.50	\$ 2,145.00
42	2255 Manchester Road	Base pumped & cleaned 21" X 24" deep. One (1) time per year.	2	\$ 292.50	\$ 585.00
43	2255 Manchester Road	Kennel troughs five (5) rooms 28' long grates, center has small basin, 6" X 24" deep pumped & jetted. Four (4) times per year.	8	\$ 292.50	\$ 2,340.00
44	2255 Manchester Road	Two (2) basins cleaned & jetted North side of bldg. to main. Approximately 350'. Four (4) times per year.	8	\$ 550.00	\$ 4,400.00
45	2255 Manchester Road	Three (3) basins cleaned & jetted East side of bldg. to main. Approximately 350'. Four (4) times per year.	8	\$ 1,755.00	\$ 14,040.00

PUMP #	LOCATION	DESCRIPTION	QTY	PRICE	EXTENDED PRICE
46	140 N. County Farm Rd. (Inside)	Trough drains 136' plus center grate cleaned & pumped plus one center basin in the middle of the troughs. (three (3) drains total) three (3) equals 408' of jetting, three (3) center grates & three (3) manhole basins. Three (3) times per year.	6	\$ 1,007.50	\$ 6,045.00
47	140 N. County Farm Rd. (East wall center of building)	Three (3) triple basins cleaned & pumped. Four (4) times per year.	8	\$ 682.50	\$ 5,460.00
48	140 N. County Farm Rd. (Inside)	Three (3) manholes cleaned & jetted. Four (4) times per year.	8	\$ 216.67	\$ 1,733.36
49	140 N. County Farm Rd. (Inside East Mechanical Room Lift Station)	4'x10' basin pump and cleaned. Two (2) times per year.	4	\$ 350.00	\$ 1,400.00
50	Fueling Station (Outside)	Holding tank for trough drains pumped (1500 gal). One (1) time per year OR as needed.	2	\$ 1,040.00	\$ 2,080.00
51	180 N. County Farm Rd. (Inside)	Three (3) basins cleaned & pumped; triple basin cleaned & pumped. Six (6) times per year.	12	\$ 390.00	\$ 4,680.00
52	180 N. County Farm Rd. (East side by overhead doors)	Trough drains cleaned & jetted 100'. Six (6) times per year.	12	\$ 487.50	\$ 3,900.00
53	180 N. County Farm Rd. (Inside)	Lift Station Sewage Pit 4' x 8' Pumped & Cleaned. Four (4) times per year.	8	\$ 225.00	\$ 1,800.00
SECTION 2 – ROADWAYS					
54	DuPage County Campus	Roadways around the campus. Twenty-five (25) storm basins cleaned and jetted AS NEEDED.	50	\$ 850.00	\$ 42,500.00
SECTION 3 - EMERGENCY CALLOUT					
55	DuPage County Campus	Emergency Callout Monday – Friday, normal business hours (6:00am – 4:30pm) including Vac/Jet truck and operator to include Jetting and complete pumping of any one of the above Basins. 50 hours per year.	100	\$ 850.00	\$ 8,500.00
56	DuPage County Campus	Emergency Callout Evenings & Saturdays, including Vac/Jet truck and Operator to Include jetting and complete pumping of only one of the above Basins. 30 hours per year.	60	\$ 950.00	\$ 57,000.00
57	DuPage County Campus	Emergency Callout Sundays & Holidays, including Vac/Jet truck and operator (Sundays & Holidays) to include jetting and complete pumping of any one of the above Basins. 10 hours per year.	20	\$ 950.00	\$ 57,000.00
58	DuPage County Campus	Charge per Emergency Callout, including travel charge. 10 callouts per year.	20	\$ 200.00	\$ 4,000.00

PUMP #	LOCATION	DESCRIPTION	QTY	PRICE	EXTENDED PRICE
SECTION 4 - NON-EMERGENCY CALLOUT					
59	DuPage County Campus	Non-Emergency Callout Monday – Friday, normal Business Hours (6:00am – 4:30pm) including Vac/Jet truck and operator to include jetting and complete pumping of any one of the areas not listed above. 40 hours per year.	80	\$ 700.00	\$ 56,000.000
SECTION 5 - MISCELLANEOUS WORK (IF NEEDED DURING NORMAL HOURS 6:00AM-4:30PM)					
60	DuPage County Campus	Jet 100' Line. Ten (10) times per year OR As Needed	20	\$ 475.00	\$ 9,500.00
61	DuPage County Campus	Pump 100 gallons. Ten (10) times per year OR As Needed	20	\$ 325.00	\$ 6,500.00
GRAND TOTAL					\$
GRAND TOTAL (In words)					

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: Nicole Sliger Signature: [REDACTED]

Title: Manager Date: 5/7/2025



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

DISPOSAL METHODS FORM

Section I: Contact Information

Complete the contact information below.

BID NUMBER:	25-072-FM
COMPANY NAME:	A&P Grease Trappers Inc.
CONTACT PERSON:	Nicole Sliger
CONTACT EMAIL:	Info@apgreasetrappers.com

Section II: Provide Disposal Methods in the space below for the following materials

1. Material from sanitary sewers

Kishwaukee Water Reclamation District
801 Sycamore Rd
Dekalb, IL 60115

2. Material from grease traps/basins

Kishwaukee Water Reclamation District
801 Sycamore Rd
Dekalb, IL 60115

Glenbard Wastewater Authority
945 Bemis Road | Glen Ellyn, IL 60137
Office: (630) 790-1901 Ext. #142
Fax: (630) 858-8119

3. Parking structure basins

Kishwaukee Water Reclamation District
801 Sycamore Rd
Dekalb, IL 60115

Section III: Certification

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

Printed Name: Nicole Sliger

Signature: 

Title: Manager

Date: 5/7/2025



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:	25-072-FM
COMPANY NAME:	A&P Grease Trappers Inc.
MAIN ADDRESS:	801 N Raddant Rd
CITY, STATE, ZIP CODE:	Batavia, IL, 60510
TELEPHONE NO.:	630-231-0905
BID CONTACT PERSON:	Nicole Sliger
CONTACT EMAIL:	info@apgreasetrappers.com

Section II: Contract Administration Information

Complete the contract administration information below.

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME:		NAME:	Johana Rios
CONTACT:		CONTACT:	
ADDRESS:		ADDRESS:	801 N Raddant Rd
CITY, ST., ZIP:		CITY, ST., ZIP:	Batavia, IL 60510
PHONE NO.:		PHONE NO.:	630-231-0905
EMAIL:		EMAIL:	Info@apgreasetrappers.com

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:

(President or Partner)

(Vice-President or Partner)

(Secretary or Partner)

(Treasurer or Partner)

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

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

Signature: _____

Title: Pres.

Date: 5/30/25



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:	25-072-FM
COMPANY NAME:	A&P Grease Trappers Inc.
CONTACT PERSON:	Nicole Sliger
CONTACT EMAIL:	info@apgreasetrappers.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:

Patrice Sliger

Signature:



Title:

President

Date:

5/30/25



Public Works Requisition \$30,000 and Over

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

File #: PW-P-0015-25

Agenda Date: 6/17/2025

Agenda #: 14.C.

AWARDING RESOLUTION ISSUED TO
SHEFFIELD SAFETY & LOSS CONTROL, LLC
FOR SAFETY PROGRAM MANAGEMENT SERVICES
FOR PUBLIC WORKS
(CONTRACT TOTAL AMOUNT \$150,000)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to Sheffield Safety & Loss Control, LLC, for Safety Program Management Services, for the period of June 25, 2025 through June 24, 2026, for Public Works

NOW, THEREFORE BE IT RESOLVED, that said contract is for Safety Program Management Services, for the period of June 25, 2025 through June 24, 2026 for Public Works per 25-046-PW, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Sheffield Safety & Loss Control, LLC., 24216 W. Lockport Street, Plainfield, Illinois. 60544, for a contract total amount of \$150,000.

Enacted and approved this 24th day of June, 2025 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#:	RFP, BID, QUOTE OR RENEWAL #: 25-046-PW	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$150,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$600,000.00
	CURRENT TERM TOTAL COST: \$150,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Sheffield Safety and Loss, LLC	VENDOR #: 39176	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Paul Wojcieszak	VENDOR CONTACT PHONE: 779-234-9207	DEPT CONTACT PHONE #: 630.985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: wojcieszak@sheffieldsafety.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Sheffield Safety and Loss Company, LLC., for Safety Program Management for various County Departments, for the period of June 25, 2025, to June 24, 2026, for a total contract amount not to exceed \$150,000, per lowest responsible bid #25-046-PW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished A Safety Program Manager is required to review and support County employees in maintaining training schedules and making recommendations for safer work environments.			

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.
RFP (REQUEST FOR PROPOSAL)	

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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. A request for proposal was sent out for a Safety Program Manager. We received two responsive, responsible bidders that were evaluated. Based off the evaluation criteria, Sheffield Safety and Loss was selected.
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. Award Sheffield Safety and Loss Control, LLC the contract for the Safety Program Manager in the amount of \$150,000. 2. Do not award Sheffield Safety and Loss Control and award the second lowest bidder. Not recommended due to the selection committees recommendation and price variation. 3. Do not award the Safety Program Manager bid. Not recommended due to the importance of having a Safety Program Manager on call to review safety procedures and manuals.

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.

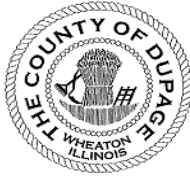
SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Sheffield Safety and Loss Control, LLC	Vendor#: 39176	Dept: DuPage County Public Works	Division: Public Works
Attn: Paul Wojciezak	Email: wojciezak@sheffieldsafety.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 24216 W. Lockport St.	City: Plainfield	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60544	State: IL	Zip: 60517
Phone: 773-525-5532	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same As Above	Vendor#: Same As Above	Dept: Same As Above	Division: Same As Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 25, 2025	Contract End Date (PO25): Jun 24, 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		PW - Safety Program Manager	FY25	2000	2665	53090		15,000.00	15,000.00
2	1	EA		PW - Safety Program Manager	FY26	2000	2665	53090		10,000.00	10,000.00
3	1	EA		SW - Safety Program Manager	FY25	1600	3000	53090		15,000.00	15,000.00
4	1	EA		SW - Safety Program Manager	FY26	1600	3000	53090		10,000.00	10,000.00
5	1	EA		DOT - Safety Program Manager	FY25	1500	3510	53090		15,000.00	15,000.00
6	1	EA		DOT - Safety Program Manager	FY26	1500	3510	53090		10,000.00	10,000.00
7	1	EA		FM - Safety Program Manager	FY25	1000	1100	53090		15,000.00	15,000.00
8	1	EA		FM - Safety Program Manager	FY26	1000	1100	53090		10,000.00	10,000.00
9	1	EA		FIN - Safety Program Manager	FY25	1100	1212	53090		25,000.00	25,000.00
10	1	EA		FIN - Safety Program Manager	FY26	1100	1212	53090		25,000.00	25,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 150,000.00

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

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



**THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
SAFETY PROGRAM MANAGER 25-046-PW
BID TABULATION**

✓

Criteria	Available Points	Sheffield Safety and Loss Control, Inc.	Hygieneering, Inc.
Firm Qualifications	30	28	26
Key Qualifications	25	23	22
Project Understanding	25	24	21
Price	20	20	17
Total	100	96	86

Fee and Rate Proposal (Design Only)	\$ 124,800.00	\$ 148,050.00
Percentage of points	100%	84%
Points awarded (wtd against lowest price)	20	17

NOTES

1. John Newquist has been deemed nonresponsive for not including required document(s).
2. National Safety Consulting has been deemed nonresponsive for not including required document(s).
3. Virtelligence, Inc. has been deemed nonresponsive for not including required document(s).

RFP Posted on 4/24/2025	DW, BR, SR
Bid Opened On 5/9/2025, 10:00 A.M. by	
Invitations Sent	162
Total Requesting Documents	1
Total Bid Responses Received	5



May 8, 2025

Attn: Finance Department
Procurement Division
The County of DuPage

RE: Invitation #25-046-PW Safety Program Manager Services

Sheffield Safety & Loss Control, LLC. has the received the Request for Proposal along with all its addendums and is pleased to submit a proposal for Safety Program Manager Services to the County of DuPage Invitation #25-046-PW. The work tasks identified below will be performed as directed by level of importance as determined by the County of DuPage.

Scope of Services

The Safety Program Manager's responsibilities include, but are not limited to, the following tasks:

- Diagnostic Review of existing Safety Manual and Training Programs.
- Create training deck of yearly required courses and optional safety courses.
- Review Safety Training Plan for each department and update as needed.
- Establish Training budget including outside vendors as needs require.
- Evaluate potential exposures and provide recommended solutions or countermeasures.
- Develop an Implementation Plan for each department.
- Recommend vendors in-house for cost savings
- Provide and/or coordinate with others to conduct the required training classes.
- Perform on site safety inspections and recommend specific improvements to improve the safety of the work activity being performed.
- Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.

Point of Contact

The point of contact and safety program manager will be:

Paul Wojcieszak, CSP, CHST

Owner/President

773-617-4230

wojcieszak@sheffieldsafety.com

Additional support will be provided by individuals possessing ASPs, CHSTs, CSPs and Administrative Staff. Any modifications to personnel will only occur with approval by the County of DuPage.

The above-described services will begin immediately following County Board approval and receipt of a signed contract from the County of DuPage. Services will be provided for one year from the date of signed contract.

If you have any questions, please feel free to contact me directly at 773-617-4230. Sheffield Safety & Loss Control looks forward to working with you on developing your safety & loss control program.

Sincerely,



Paul Wojcieszak CSP, CHST

Sheffield Safety & Loss Control, LLC

Included Addendums

Firm Description & Qualifications

- Proposed Team
- Project Understanding
- Key Qualifications

Forms

- Signature Page
- Proposal Form
- Internal Revenue Service W-9
- Business License
- Good Standing Certificate
- Required Vendor Ethics Disclosure Statement
- Limitations on the Authority of the DuPage to Contract
- References
- Awarded Contractor Disclosure
- Joint Purchase Agreement
- Bidder's Subcontractors

Appendices

- City Fatality Incident Report / Safety Management Accident Report
- Proposed Schedule

Firm Description & Qualifications

Sheffield Safety is a Safety Consulting firm founded in 2003 by Paul Wojcieszak CSP, CHST & David Cherven, CSP, CHST and located in the heart of downtown Plainfield with offices on the north side of Chicago, Illinois and Houston Texas. Sheffield Safety also has a state-of-the-art training center with interactive learning stations centrally located in Plainfield IL.

With over 25 full time employees, 21 based in Plainfield IL, who are all industry experts, trained in safety standards, OSHA regulations and dedicated to our client's success. Sheffield Safety's consultants specialize in all aspects of an employee safety and loss control program, including, but not limited to electrical, cranes, rigging, steel erection, work zone safety, lock out/tag out, confined space procedures, NFPA 70E requirements, walking/working surfaces, fall protection, and heavy equipment operation are some examples. Sheffield Safety's staff consists of 4 Certified Safety Professionals (CSP), 2 Graduate Safety Professionals (GSP), 5 Construction Health and Safety Technicians (CHST), and one Associate Safety Professional (ASP).

Sheffield Safety will have Paul Wojcieszak CSP, CHST as the Project Lead for the County of Dupage. Mr. Wojcieszak has over 25 years of experience in the safety field. He graduated from Illinois State University (ISU) with a Bachelor of science degree in Occupational Safety and Health in 1997. Mr. Wojcieszak is the Director of the ISU Alumni board for the Department of Health Sciences and has served in this position since 2014. He has also the past chairperson of the Illinois Road and Transportation Builders Safety Committee for two terms where he worked with the Illinois Toll Road Authority to set minimum training requirements for all workers on toll road projects. Mr. Wojcieszak is a faculty member of ISU where he has developed courses and currently teaches HSC 271 Construction Safety course one evening a week. Mr. Wojcieszak is also awaiting approval from the United States Patent Office for fall protection products he has developed.

Sheffield Safety was started to assist employers with their Safety & Loss Control programs and has consulted in over 26 states and currently performs over 10% of billing revenue with municipalities. One of our main areas of focus is pre-job planning. Sheffield Safety spends a large portion of our time working with clients to prepare a comprehensive safety program to reduce losses before they occur. We believe that a comprehensive municipality specific safety policy is the basis of any successful safety program. After a solid written program has been developed, the next step would be to train employees on exposures of the job and what can be done to prevent accidents. For this reason, we work with our clients to develop training schedules that will adequately address training needs for their employees. This will assist their employees in developing the ability to recognize hazards and means of corrective action before an injury occurs.

We feel we are uniquely qualified for this RFP as currently Sheffield Safety & Loss Control is servicing clients performing similar operations as requested in this RFP for County of DuPage. Sheffield Safety is providing safety consulting services for the City of Joliet, the third largest city and the second largest water provider in the State of Illinois, which encompasses 3 wastewater plants, 25 wells, 50 lift stations, 650 miles of water main, and 650 miles of sanitary sewer. Sheffield Safety also provides consulting to Aqua America, a wastewater and water utility service plant. Sheffield Safety has conducted audits, safety training, accident investigation assistance on 19 wells, 6 water systems, 3 sewage systems, 5 water treatment facilities throughout Central Illinois. We have also provided safety consulting services for other municipalities such as

Sheffield Safety & Loss Control, LLC
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the City of Braceville, Village of Coal City, Village of Bedford Park, the City of Chicago, Fermi National Laboratory, and Argonne National Laboratory providing safety program development, training, industrial hygiene services and site audits.

Sheffield Safety & Loss Control is uniquely qualified to serve as the County of DuPage's Safety Manager. Sheffield Safety is one of the largest, non-affiliated consulting firms in the Chicagoland area. Our owners are 100 percent engaged in the daily operations of the company. We have one of the largest staff of Certified Safety Professionals in the Midwest who are capable of assisting clients in an immediate fashion. In addition, we have demonstrated our ability to work with large municipalities in developing successful safety programs.

Sheffield Safety & Loss Control's reputation is second to none. Since our inception we have assisted clients in reducing insurance claims made against their policies that include workers compensation, general liability, equipment losses and builders' risk, as well as helping clients maintain compliance with all federal, state, and local requirements. Sheffield Safety focuses on the individual client loss potentials and customizes services to assist these clients in meeting the established goals for their environmental, safety and loss control program.

Proposed Team

Sheffield Safety will provide a team of safety professionals led by Paul Wojcieszak who will be DuPage County's main point of contact. Mr. Wojcieszak will call on his staff to work with the county when their individual skill sets are required. Our proposed team is as follows:

Paul Wojcieszak CSP, CHST
Title - President
Location- Plainfield, IL
Experience – 28 years
Years with Sheffield - 22 years
Current client load – 2

Amanda Meiner CSP
Title – Safety Consultant
Location- Plainfield, IL
Experience – 5 years
Years with Sheffield - 1 year
Current client load – 1

Paul Ronczkowski MS, CSP
Title – Safety Consultant
Location- Plainfield, IL
Experience – 35+ years
Years with Sheffield - 8 years
Current client load – 1

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John Malabarba
Title – Safety Consultant
Location- Plainfield, IL
Experience – 20 years
Years with Sheffield - 20 years
Current client load – 1

Project Understanding

To ensure the long-term effectiveness of the safety program and uphold regulatory and organizational standards, the project will incorporate a comprehensive ongoing management strategy supported by clearly defined performance metric guarantees. This approach is rooted in continuous improvement and driven by both proactive (leading) and reactive (lagging) safety indicators.

The program will begin with the regular review and updating of safety policies and procedures to ensure alignment with relevant regulations such as OSHA and ISO 45001, as well as any organizational changes. Clear documentation and accessible communication of these policies are essential to ensure that all personnel understand their responsibilities and expectations. A strong emphasis will be placed on training and education through structured onboarding, periodic refreshers, and role-specific hazard awareness sessions. These trainings will be delivered using a combination of in-person workshops, simulations, and interactive learning formats to enhance knowledge retention and engagement.

Risk assessments will be conducted routinely to identify new or evolving hazards, with the implementation of appropriate controls—engineering, administrative, or personal protective equipment (PPE). The effectiveness of these controls will be continuously monitored. A transparent and efficient system will support the reporting and investigation of incidents, near-misses, and safety observations. Prompt investigations will be carried out to identify root causes and initiate corrective and preventive actions.

Scheduled safety audits and workplace inspections will ensure regulatory compliance and highlight areas for improvement. These activities will involve cross-functional teams and standardized checklists to ensure thoroughness. In parallel, performance monitoring will track key safety metrics such as incident rates, training completion rates, and audit results. This data will be used to analyze trends and inform strategic safety decisions. Employee engagement will be promoted through regular communication, active safety committees, and feedback mechanisms. Recognizing and rewarding safe behavior will help reinforce a culture of shared responsibility and safety leadership.

All training, incidents, inspections, and audits will be documented in detail and managed in a consistent and organized manner to ensure accessibility and compliance tracking. Leadership will play a central role by demonstrating visible support, allocating resources, and embedding safety performance into broader organizational goals.

Sheffield Safety will incorporate a suite of key performance metrics, designed to measure both outcomes and leading safety behaviors. Lagging indicators, such as the Total Recordable Incident Rate (TRIR), Lost Time

Injury Frequency Rate (LTIFR), Injury Severity Rate (ISR), and Days Away, Restricted, or Transferred (DART) Rate, will track incident outcomes and the impact of safety events.

Leading indicators will provide predictive insights and help prevent incidents. These include the Safety Training Completion Rate, with a goal of 100% compliance within 30 days of onboarding new employees, and the Near-Miss Reporting Rate, which is expected to increase by 20% annually to support a proactive safety culture. Other leading metrics include the completion rate of scheduled audits—with a target of 95% and timely follow-up within 14 days—and the Corrective Action Closure Rate, which will aim for 90% of issues resolved within 30 days of identification.

Common challenges such as over-reliance on lagging indicators, data quality issues, and cultural resistance will be addressed proactively. Balancing metrics, maintaining consistent reporting practices, and promoting a no-blame reporting culture will help mitigate these risks. Moreover, safety metrics will be customized to reflect industry-specific risks.

In the event that a conflict arises during Sheffield's tenure as safety program manager Mr. Wojcieszak will investigate and get to the root cause of the issue. Once there is a clear understanding of the issues in question has been determined then Mr. Wojcieszak will inform the COD Risk Management Department personnel who directly oversees the contract for their assistance. Ultimately, Sheffield Safety works at the pleasure of the county and we will carry out any direction given to resolve the conflict.

- **Diagnostic Review of Existing Safety and Training Programs.**

When awarded a contract for Safety Program Manager, it is our intent to start immediately providing services to the County of DuPage. At County of DuPage earliest opportunity, we would have our project director, Paul Wojcieszak, CSP, CHST, meet with the County of DuPage management staff to get a full understanding of the current safety program. At this time we will prepare a schedule based on the scope of services and our meetings with County of DuPage personnel to lay out a timetable to accomplish these tasks. We are anticipating this portion to take minimal time. After the initial meeting, our project director will review the existing Safety Manual and Training Programs. After reviewing the documentation and meeting with management personnel, our project director will be in a position to recommend any improvements to the County of DuPage safety system which, while meeting regulatory requirements, would increase cost efficiencies and decrease safety hazards.

- **Create training deck of yearly required courses and optional safety courses.**

After reviewing the current operation for the four (4) departments we will develop a spreadsheet which will list all the training courses required. This spreadsheet will have time frames for which training is required and when employees must be retrained.

- **Review Safety Training Plan for each department and update as needed.**

Sheffield Safety & Loss Control will perform a comprehensive review of The County of DuPage safety programs for each department. This will be conducted to assess the level of compliance and areas that have the need for improvement. Individual sections will be evaluated, and appropriate changes may be recommended to better coordinate with current project needs in order to provide a more useful safety

program. Safety policies that are already in place will be reviewed for relevance, along with implementation procedures for the subcontractor to follow.

Part of implementing a safety program involves determining the areas where a client needs additional training. Sheffield Safety reviews training documentation that applies to the construction industry under 29 CFR 1926 and applicable 29 CFR 1910 OSHA Standards and assesses the level of training that is currently provided for relevance. Following the assessment suggestions based on findings for improvement will be made.

Employers are required to perform frequent & regular inspections of their work areas. Sheffield Safety verifies if the subcontractor conducts weekly safety inspections on a regular basis and what criterion is being used.

- **Assist with Establishment of Training budget including outside vendors as needs require**

After we review current safety training documentation and compare that with training needs as determined by field observations we will develop a training program and associated budget. Developing training programs is an area where we excel over others. Nothing denotes this more than our state-of-the-art safety training center with hands on equipment and demonstrations. In our first two years in this location we have had over 200 students take our classes. Our training center was developed based on the needs and goals of our clients.

- **Evaluate potential exposures and provide recommended solutions or countermeasures.**

Following award, Sheffield Safety will provide an auditing schedule of facilities and locations. We will provide a detailed report with photographs evaluating potential exposures, hazards observed and can provide recommended solutions. We will also document if any corrective actions were taken at the time of the inspection. As ongoing safety site inspections are conducted, we will summarize safety & loss control issues observed; work with supervisors and managers to ensure any exposures are immediately addressed and corrected. We can assist with Job Hazard Analyses that focuses on job tasks to continue safe work practices eliminating future potential exposures.

- **Development an Implementation Plan for each department.**

Sheffield Safety will develop an implementation plan for each department. Sheffield Safety has developed a mentoring program where we work with first line supervisors to educate them on how to perform the safety related function of their jobs. This program consists of an onsite training for the supervisor and followed up with a hands-on demonstration of the task at hand. Then, if need be, we will observe the supervisor and make recommendations for improvement.

- **Recommend vendors in-house for cost savings.**

We currently work with other municipalities where we coordinate training to be conducted by in-house personnel. Examples include: first aid, CPR, bloodborne pathogen being conducted by the local fire department and active shooter/workplace violence being conducted by the local police department.

- **Provide and/or coordinate with others to conduct the required training classes.**

In the event that training needs are outside of our expertise then we will source the industry leading experts and negotiate the best price for them to perform the training. We work with many other safety professionals

such and subject matter experts which we can call upon to perform a vast array of training. A recent example of this is when we were asked to provide the 8 hour NFPA 70e training for a client. We sought out an expert who performs this training on an almost daily basis and recommended him to our client.

After review of County of DuPage safety system, our project director will, based on the specific needs, assign the appropriate staff to successfully complete any and all OSHA and IDOL training. He will have at his disposal any of our Certified Safety Professionals, Construction Health and Safety Technicians, and Industrial Hygienists.

- **Perform on site safety inspections and recommended specific improvements to improve the safety of the work activity being performed.**

Following award and determination of initial assessment, Sheffield Safety will provide auditing schedules of facilities and locations; intending to have at least quarterly inspections of each facility. We will provide a detailed report with photographs summarizing safety & loss control issues observed and if any corrective actions were taken at the time of the inspection. These reports are detailed & will provide The County of DuPage management a summary of where their overall safety & health program is at and what areas need to be improved. The report also is a tool for site personnel as the findings can be discussed by supervision in contractor meetings or with employees as a safety meeting. All audits performed by Sheffield Safety are based on site observations made with the goal of improving the overall safety of the project.

- **Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.**

A thorough accident investigation is a critical aspect to managing any safety program. Errors made during the investigation can lead to the wrong conclusions which can result in management making incorrect decisions which will not improve the safety program and may lead to more accidents in the future

Sheffield Safety will review all accidents, incidents and near misses as they occur. In each instance the goal is the same, prevent reoccurrence. At Sheffield Safety, we use analytical techniques, employee interviews, and other data collection techniques that when applied to accidents are proven to determine the root cause and prevent reoccurrence. After applying these techniques to the accident, we are able to develop recommendations that include remedial actions to implement and help ensure that the accident will not happen again. Sheffield Safety will recommend corrective action for safety violations when appropriate, in accordance with County of DuPage policy.

Near misses are warnings that help us identify problems and patterns that can lead to more serious accidents. As part of any review process Sheffield Safety will identify, prepare and present lessons learned as necessary. Following through on the causes of near misses can help with changes or corrections that will prevent injuries, illnesses, or damage to equipment.

- **Safety Program Manager shall review and make recommendations for various other County departments as needed.**

Sheffield Safety's holistic approach will allow for recommendations to be made to other County departments which will compliment programs from other departments. Using this approach will allow for uniformity between departments.

Key Qualifications

Project Lead

Paul Wojcieszak, CSP, CHST

President and Co-Founder of Sheffield Safety & Loss Control

Paul Wojcieszak has been in the safety industry since 1997. He has provided administration and safety services /loss control consultation during his tenure to over 300 companies including construction companies, municipalities, insurance brokers/carriers and project owners. Currently working with two clients, Mr. Wojcieszak implements safety and health in field operations in accordance with OSHA 1926 and 1910 standards, acting as a liaison between field staff and client management; develops and conducts specialized training for supervisors and employees. He is a 1997 alumnus of the Occupational Safety Program at Illinois State University. He also serves on the Safety Program Board and Development Chair and Marketing Chair, Adjunct Professor, Department of Health & Science, developed and teaches HSC 272 Construction Safety Mgmt.

Key Staff of Safety Professionals

Paul Ronczkowski, MPH, CSP

Senior Safety Consultant

Paul Ronczkowski is a retired faculty member of Illinois State University. Mr. Ronczkowski served on the ISU faculty for over 25 years for the Occupational Safety & Health Program. His experiences have covered safety general industry standards, construction standards, NFPA Life Safety Code and NFPA automatic sprinkler codes and hydraulics. His area of expertise is Safety & Health Program Administration, field safety & health consultation inclusive of comprehensive assessments of physical plants from municipalities to manufacturing. Additional assignments include site audits, safety training, safety program development and safety management services. Mr. Ronczkowski's OSHA compliance expertise and proficiency is emphasized while providing precise safety programs and regulatory documentation to our clients.

John Malabarba, CHST

Senior Safety Consultant

John Malabarba, from the City of Chicago, Department of Aviation, where he worked of over 20 years and the Safety Director for Midway Airport. Mr. Malabarba was responsible for monitoring contractor safety activities, ensuring compliance with OSHA, and maintaining the owner's safety and health requirements. In

addition to implementing the City of Chicago site-specific safety programs, Mr. Malabarba participates in pre-construction and weekly contractor safety meetings, develops and conducts training programs for contractors as needed, reviewing and providing comments to improve contractor safety programs.

Amanda Meiner, CSP, ASP

General Industry, Safety Consultant

As the General Industry Safety Consultant for Sheffield Safety and Loss Control, Ms. Meiner has led safety initiatives across multiple sectors through separate contracts. For the City of Joliet and Department of Public Utilities, she developed and implemented a comprehensive municipal safety program, conducted onsite audits, and chaired safety committees. In a separate contract with the CITGO Petroleum Refineries, Ms. Meiner conducts authorized user fall protection training and performs site-specific safety evaluations. As Safety Manager for a gymnastics chain, developed and facilitated employee training and onboarding programs covering workplace violence, active shooter response, emergency evacuation, fire safety, severe weather preparedness, and general first aid. At the University of Illinois Urbana-Champaign, she served as Safety Manager for the engineering department, where she implemented HAZMAT and COVID-19 safety programs and led the development of an ergonomics initiative for office and laboratory settings. Ms. Meiner worked as an Industrial Hygienist for a consulting firm, managing projects involving air sampling, environmental investigations, and exposure testing for mold, asbestos, lead, COVID-19, silica, and indoor air quality. She also created safety programs such as the Noise Hearing Conservation Program for Illinois Wesleyan University and a Confined Space Entry Program for 360 Hazardous Clean Up. In the healthcare sector, Ms. Meiner served as a Safety Specialist, aligning hospital safety policies with Joint Commission and NFPA standards, and chaired both the Environment of Care and Life Safety Committees.

Administrative Support

Diane Sak is the Administrative Support Manager for Sheffield Safety and Loss Control. Before coming to Sheffield, Ms. Sak was Safety Director for a commercial plumbing company. With crews as large as 25, she was responsible for safety on immense projects such as Silver Cross Hospital, Elmhurst Hospital, University of Chicago Medical Center, as well as many retail businesses. For Sheffield, Ms. Sak not only works as project coordinator, but also schedules safety audits for the majority of our clients. She is also instrumental in ensuring necessary training for the appropriate project. Sheffield depends on Ms. Sak to keep all companies' insurance current, such as General/Professional Liability, WC, and project COIs.

County of DuPage

Sheffield Safety Project lead

Project start: Sun, 6/1

Display week: 1

TASK	ASSIGNED TO	PROGRESS	START	END	Notes
General					
Review Proposed Open Task List with Directors	PW	0%	6/2/25	6/30/25	Ongoing Task
Establish/Propose Monthly Safety Committee with Safety Initiative Kick off Meeting - Rollout of Communication to Staff of Safety Program	PW	0%	6/2/25	6/30/25	
Diagnostic Review of existing Safety Manual.	PW	0%	6/2/25	6/30/25	
Diagnostic Review of existing Training Programs.	PW	0%	7/1/25	7/31/25	
Create training deck of yearly required safety courses.	PR	0%	7/1/25	7/31/25	
Create training deck of yearly optional safety courses.	PR	0%	8/1/25	8/31/25	
Assist with Establishment of Training budget including outside	PR	0%	8/1/25	8/31/25	
Develop an Implementation Plan for each department.	PR	0%	10/1/25	10/31/25	
Review Safety Training Program for each department and update as needed.	PR	0%	12/1/25	12/31/25	
Review training curriculum for each department and update as needed.	PR	0%			
Evaluate potential exposures and provide recommended solutions or countermeasures.	PR	0%			
Recommend vendors in-house for cost savings.	PR	0%			

Jun 2, 2025								Jun 9, 2025				
2	3	4	5	6	7	8		9	10	11	12	13
M	T	W	T	F	S	S		M	T	W	T	F

Jun 2, 2025							Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F

TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Provide and/or coordinate with others to conduct the required training classes.	PR	0%			Ongoing Task
Perform on-site safety inspections and recommended specific improvements to improve the safety of the work activity being	PR	0%			Ongoing Task
Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.	PR	0%			Ongoing Task
Review and Make recommendations for various other County departments, as needed.	PR	0%			Ongoing Task
Review and Coordinate Annual Crane and Rigging Inspections	PR	0%			
Review and Coordinate Confined Space Entry Training for the Competent Person	PR	0%			
Review and Coordinate Fall Protection Training	PR	0%			
Review and Coordinate Annual Excavation and Trenching Training	PR	0%			
Review and Coordinate Forklift Training	PR	0%			
Review and Coordinate Annual General First Aid Training	PR	0%			
Review and Coordinate Annual Inspection for Water Tower Climbing Devices	PR	0%			
Review and Coordinate Annual Hazard Communication Training	PR	0%			
Review and Coordinate Annual Personal Protective Equipment (PPE) Training	PR	0%			
Review and Coordinate Lockout Tagout Training	PR	0%			
Review and Coordinate Bloodborne Pathogens Training	PR	0%			

Jun 2, 2025							Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F

Task	Assigned To	Progress	Start	End	Notes
Review and Revise Facility Emergency Action Plan (EAP)	PR	0%			
Review and Ensure Compliance of Safety Data Sheets (SDS)	PR	0%			
Review and Coordinate Slips, Trips and Falls Prevention Training	PR	0%			
Review and Coordinate Active Shooter/Workplace Violence Training	PR	0%			
Review and Coordinate Heat Stress and Cold Stress Exposure	PR	0%			
Review and Coordinate Driver Safety and Defensive Driving	PR	0%			
Review and Coordinate Ladder Safety Training	PR	0%			
Review and Coordinate Hand and Power Tool Safety Training	PR	0%			
Review and Coordinate Welding, Cutting, and Brazing Safety Training	PR	0%			
Review Respiratory Protection Program	PR	0%			
Review and Coordinate Storage and Handling of Gas Cylinders Safety Training	PR	0%			
Review Noise Hearing Conservation Program	PR	0%			
Review and Coordinate Fire Safety Training	PR	0%			
Review and Coordinate Flammable/Combustible Liquids Safety Training	PR	0%			
Review Hot Work Permits and related record keeping	PR	0%			
Review and Coordinate Chemical Spill Prevention and Clean Up Safety Training	PR	0%			
Division of Transportation					
Meet with Director	PW	0%	6/2/25	6/30/25	
Diagnostic Review of existing Safety Manuals	JM	0%	7/1/25	7/31/25	

TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Diagnostic Review of existing Training Programs.	JM	0%	7/1/25	7/31/25	Ongoing Task
Create training deck of yearly required safety courses.	JM	0%	8/1/25	8/31/25	
Create training deck of yearly optional safety courses.	JM	0%	8/1/25	8/31/25	
Assist with Establishment of Training budget including outside	JM	0%	10/1/25	10/31/25	
Develop an Implementation Plan.	JM	0%	12/1/25	12/31/25	
Review Safety Training Program and update as needed.	JM	0%			
Review training curriculum and update as needed.	JM	0%			
Evaluate potential exposures and provide recommended solutions or countermeasures.	JM	0%			
Recommend vendors in-house for cost savings.	JM	0%			
Provide and/or coordinate with others to conduct the required training classes.	JM	0%			
Perform on-site safety inspections and recommended specific improvements to improve the safety of the work activity being	JM	0%			
Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.	JM	0%			
Review and Coordinate Work Zone Safety	JM	0%			
Review and Coordinate Traffic Control and Flagging Training	JM	0%			
Review and Coordinate Heavy Equipment Operation Safety	JM	0%			
Facilities Management					

Jun 2, 2025							Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F

TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.	AM	0%			Ongoing Task
Review and Coordinate Traffic Control and Flagging Training	AM	0%			
Review and Coordinate Heavy Equipment Operation Safety	AM	0%			
Review and Coordinate Electrical Safety Training	AM	0%			
Review and Coordinate Bucket Truck Safety Training	AM	0%			
Review and Coordinate Chain Saw Safety Training	AM	0%			
Review and Coordinate Work Zone Safety	AM	0%			

Jun 2, 2025							Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F

PROPOSAL PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-046-PW
COMPANY NAME:	Sheffield Safety & Loss Control, LLC
CONTACT PERSON:	Paul Wojcieszak
CONTACT EMAIL:	wojcieszak@sheffieldsafety.com

Section II: Pricing

NO.	ITEM	UOM	QTY	PRICE
1	Annual Safety Program Manager services	LS	1	\$ 124,800.00
	GRAND TOTAL (In words) One hundred and twenty-four thousand, eight hundred dollars and zero cents			

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 Proposal Pricing Form.

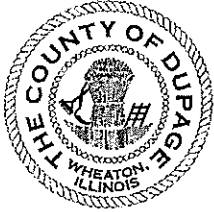
Printed Name: Paul Wojcieszak Signature: 

Title: President Date: 5-9-25

Sheffield Safety & Loss Control, LLC
The County of DuPage
Finance – Procurement 3-400
Safety Program Manager Services 25-046-PW

Fee Schedule

Lump sum price for services requested	\$124,800.00
Safety Program Manager Fee Schedule*	
Certified Safety Professional (CSP)	
\$150/hour	
Construction Health & Safety Technician (CHST), Associate Safety Professional (ASP), Graduate Safety Practitioner (GSP)	
\$125/hour	
Safety Intern	
\$40/hour	
Administrative	
\$75/hour	
	-



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

PROPOSAL FORM

Section I: Contact Information

Complete the contact information below.

RFP NUMBER:	SAFETY PROGRAM MANAGER 25-046-PW
COMPANY NAME:	Sheffield Safety & Loss Control, LLC
MAIN ADDRESS:	24216 W Lockport Street
CITY, STATE, ZIP CODE:	Plainfield, IL 60544
TELEPHONE NO.:	779-234-9207
CONTACT PERSON:	Paul Wojcieszak
CONTACT EMAIL:	wojcieszak@sheffieldsafety.com

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

Paul Wojcieszak
(President or Partner)

Dave Cherven
(Vice-President or Partner)

(Secretary or Partner)

(Treasurer or Partner)

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

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time 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 Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

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

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

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

Further, the Offeror certifies that they have 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 Offeror, 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 cost schedule.

PROPOSAL AWARD CRITERIA

The Offeror acknowledges and agrees that the proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

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

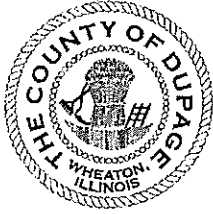
By signing below, the Offeror agrees to the terms of this Proposal Form and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Offeror: Paul Wojcieszak

Signature: 

Title: President

Date: 5-5-25



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:	SAFETY PROGRAM MANAGER 25-046-PW
COMPANY NAME:	Sheffield Safety & Loss Control, LLC.
CONTACT PERSON:	Paul Wojcieszak
CONTACT EMAIL:	wojcieszak@sheffieldsafety.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: Paul Wojcieszak

Signature: 

Title: President

Date: 5-5-25



Public Works Requisition \$30,000 and Over

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

File #: PW-P-0016-25

Agenda Date: 6/17/2025

Agenda #: 11.A.

AWARDING RESOLUTION ISSUED TO
COMMONWEALTH EDISON COMPANY
FOR UTILITY SUPPLY AND DISTRIBUTION SERVICES
FOR PUBLIC WORKS
(CONTRACT TOTAL AMOUNT \$3,360,000)

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

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to ComEd, for utility supply and distribution services, for the period of June 29, 2025 through June 28, 2027, for Public Works

NOW, THEREFORE BE IT RESOLVED, that said contract is for utility supply and distribution services, for the period of June 29, 2025 through June 28, 2027 for Public Works, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to ComEd, PO Box 6112, Carol Stream, Illinois, 60197, for a contract total amount of \$3,360,000.

Enacted and approved this 24th day of June, 2025 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 #:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$3,360,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$3,360,000.00
	CURRENT TERM TOTAL COST: \$3,360,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Commonwealth Edison Company	VENDOR #: 10023	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630.985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Electrical supply and delivery service for a 2 year period from June 29, 2025 through June 28, 2027 in the amount of \$3,360,000.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Electrical service is needed to provide electricity for the operations of all Public Works facilities.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
PUBLIC UTILITY	
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: Com Ed	Vendor#: 10023	Dept: DuPage County Public Works	Division: Public Works
Attn:	Email:	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 2 Lincoln Center, 9th floor	City: Oak Brook Terrace	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60181	State: IL	Zip: 60517
Phone:	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same As Above	Vendor#: Same As Above	Dept: Same As Above	Division: Same As Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 29, 2025	Contract End Date (PO25): Jun 28, 2027
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		Electrical Service for all Public Work Facilities		2000	2555	53210		2,860,000.00	2,860,000.00
2	1	EA		Electrical Service for all Public Work Facilities		2000	2640	53210		350,000.00	350,000.00
3	1	EA		Electrical Service for all Public Work Facilities		2000	2665	53210		150,000.00	150,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 3,360,000.00

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



Facilities Management Requisition Over \$30K

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

File #: FM-P-0029-25

Agenda Date: 6/17/2025

Agenda #: 7.A.

AWARDING RESOLUTION
ISSUED TO COM ED
FOR ELECTRIC UTILITY DISTRIBUTION SERVICES
FOR THE CONNECTED COUNTY FACILITIES
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT: \$7,711,220.00)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract to ComEd, for electric utility distribution services, for the connected County facilities, for the period June 29, 2025, through June 28, 2027, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for electric utility distribution services, for the connected County facilities, for the period June 29, 2025, through June 28, 2027, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, ComEd, 2 Lincoln Center, 9th Floor, Chicago, IL 60181, \$5,560,560 for Facilities Management, \$62,695 for Animal Services, \$1,401,875 for the Care Center, \$231,960 for the Division of Transportation, and \$454,130 for the Health Department, for a total contract amount not to exceed \$7,711,220 - Public Utility.

Enacted and approved this 24th day of June, 2025 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#: 25-1452	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$7,711,220.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$7,711,220.00
	CURRENT TERM TOTAL COST: \$7,711,220.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Commonwealth Edison Company	VENDOR #: 10023	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:	

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Commonwealth Edison Company, for electric utility supply and distribution services for the connected County facilities, for Facilities Management, for the period June 29, 2025, through June 28, 2027, for a total contract amount not to exceed \$7,711,220, per 55 ILCS 5/5-1022 (c) not suitable for competitive bids – Public Utility. (\$5,560,560 for Facilities Management, \$62,695 for Animal Services, \$1,401,875 for the Care Center, \$231,960 for the Division of Transportation, and \$454,130 for the Health Department).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Electric utility distribution services are required to maintain the operations of the County facilities.

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
PUBLIC UTILITY	
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: ComEd	Vendor#: 10023	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 2 Lincoln Center, 9th Flr	City: Oak Brook Terrace	Address:	City: Wheaton
State: IL	Zip: 60181	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 29, 2025	Contract End Date (PO25): Jun 28, 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		FM		1000	1100	53210		5,560,560.00	5,560,560.00
2	1	LO		CC		1200	2045	53210		1,401,875.00	1,401,875.00
3	1	LO		AS		1100	1300	53210		62,695.00	62,695.00
4	1	LO		DOT		1500	3510	53210		231,960.00	231,960.00
5	1	LO		Health Dept. - Informational Only						454,130.00	454,130.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 7,711,220.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Electric Services for Connected Facilities
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez, Katie Boffa, Christine Kliebahn, Kristie Lecaros, Kathy Curcio
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 6/17/25 CB: 6/24/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.