



DU PAGE COUNTY

Public Works Committee

Regular Meeting Agenda

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

Tuesday, October 7, 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. [25-2395](#)

Public Works Committee - Regular Meeting Minutes - Tuesday, September 16, 2025.

6. BUDGET TRANSFERS

6.A. [25-2396](#)

Facilities Management – Transfer of funds from account number 1000-1100-52260 (Fuel & Lubricants) in the amount of \$6,238 to 1000-1100-54110 (Equipment & Machinery) to retrofit the new van (FM34) with a safety bulkhead, shelves and racks for Facilities Management.

7. CONSENT ITEMS

7.A. [25-2397](#)

FM – Ashland Door Solutions 7118-0001 SERV - This contract is decreasing in the amount of \$22,467.45 and closing due to the contract expiring.

7.B. [25-2398](#)

FM – Ashland Lock Company DBA Ashland Lock & Security 7103-0001 SERV - This contract is decreasing in the amount of \$23,124.40 and closing due to the contract expiring.

7.C. [25-2399](#)

FM – Commonwealth Edison Company 7068-0001 SERV - This contract is decreasing in the amount of \$979,387.70 and closing due to contract expiring.

7.D. [25-2400](#)

FM – Facility Gateway Corporation 6381-0001 SERV - This contract is decreasing in the amount of \$51,354.33 and closing due to the contract expiring.

- 7.E. [25-2401](#)
FM – Groot, Inc. 7036-0001 SERV - This contract is decreasing in the amount of \$24,798.69 and closing due to the contract expiring.
- 7.F. [25-2402](#)
FM – Nicor Gas 5461-0001 SERV - This contract is decreasing in the amount of \$40,680.26 and closing due to the contract expiring.
- 7.G. [25-2403](#)
FM – Noland Sales Corporation 5368-0001 SERV - This contract is decreasing in the amount of \$20,104.74 and closing due to the contract expiring.
- 7.H. [25-2404](#)
FM – Hey & Associates, Inc. 6961-0001 SERV - This contract is decreasing in the amount of \$12,000 and closing due to the contract expiring.
- 7.I. [25-2405](#)
FM – L. Marshall, Inc. 7247-0001 SERV - This contract is decreasing in the amount of \$25,650 and closing due to contract expiring.
- 7.J. [25-2406](#)
FM – Petroleum Traders Corp 6880-0001 SERV - This contract is decreasing in the amount of \$85,852.19 and closing due to the contract expiring.
- 7.K. [25-2407](#)
FM – TGA Park 88, LLC. 6472-0001 SERV - This contract is decreasing in the amount of \$20,194.89 and closing due to the contract expiring.
- 7.L. [25-2408](#)
FM – T.E.A.M. Pipe and Supply Co DBA Royal Pipe 6889-0001 SERV - This contract is decreasing in the amount of \$16,126.82 and closing due to the contract expiring.
- 7.M. [25-2409](#)
FM – Graybar Electric Co., Inc. 6236-0001 SERV - This contract is decreasing in the amount of \$235,606.87 and closing due to the contract expiring.
- 7.N. [25-2410](#)
FM – Red Wing Brands of America, Inc. 6883-0001 SERV - This contract is decreasing in the amount of \$10,718.63 and closing due to the contract expiring.
- 7.O. [25-2411](#)
PW - Aldridge Electric, Inc. 5864SERV - This contract is being extended to November 30, 2025 to finalize outstanding work with no change in contract total.

7.P. [25-2412](#)

PW - Robinson Engineering, LTD. 5956SERV- This contract is being extended to November 30, 2026 to complete outstanding water tower improvement and inspections with no change to the contract total.

7.Q. [25-2413](#)

PW - Trotter & Associates, Inc. 6723SERV - This contract is being extended to November 30, 2026 to complete outstanding on-call NPDES Permit Compliance review with no change in contract total.

8. JOINT PURCHASING AGREEMENT8.A. [FM-P-0049-25](#)

Recommendation for the approval of a contract issued to HD Supply, Inc. d/b/a HD Supply Facilities Maintenance, LTD, to furnish and deliver housekeeping supplies and cleaning chemicals, as needed, for the County campus, for Facilities Management, for the period of November 1, 2025 through June 30, 2027, for a total contract amount not to exceed \$50,000. Contract pursuant to the Intergovernmental Cooperation Act (OMNIA Partners #25-JH-011).

9. BID AWARD9.A. [FM-P-0050-25](#)

Recommendation for the approval of a contract purchase order to Commonwealth Edison Company, for electric utility services for the non-connected County facilities (Election Warehouse and Shoot House), for Facilities Management, for the period of November 1, 2025 through October 31, 2029, for a total contract amount not to exceed \$60,000. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Public Utility)

10. ACTION ITEMS10.A. [FM-R-0010-25](#)

Recommendation for the approval of an Agreement between the County of DuPage, Illinois and CASA of DuPage County, Inc. for lease of space at the Judicial Office Facility, for Facilities Management, for the ten-year period of November 1, 2025, through October 31, 2035, for an annual amount not to exceed \$1.00.

10.B. [FM-R-0011-25](#)

Recommendation for the approval of an agreement between the County of DuPage, Illinois and the Family Shelter Service, Inc. for the lease of space at Judicial Office Facility, for Facilities Management, for the ten-year period of November 1, 2025, through October 31, 2035, for an annual amount not to exceed \$1.00.

10.C. [FI-R-0156-25](#)

Acceptance and appropriation of the Metropolitan Mayors Caucus Powering Safe Communities Grant PY25 - POWER25, Company 5000 - Accounting Unit 1106, in the amount of \$10,000. (Facilities Management)

11. OLD BUSINESS

12. NEW BUSINESS

12.A. [25-2414](#)

Terminate agreement between DuPage County and the DuPage County Veteran's Memorial, Inc.

13. ADJOURNMENT



Minutes

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

File #: 25-2395

Agenda Date: 10/7/2025

Agenda #: 5.A.



DU PAGE COUNTY

Public Works Committee

Final Summary

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

Tuesday, September 16, 2025

9:00 AM

Room 3500B

1. CALL TO ORDER

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

Chair Michael Childress appointed member Melissa Martinez to the Public Works Committee.

2. ROLL CALL

Member Galassi arrived at 9:10 am due to attending another committee meeting.

Other board members present:

Member Saba Haider and Member Yeena Yoo arrived at 9:17 am due to attending another committee meeting.

PRESENT	Childress, Garcia, Martinez, and Ozog
REMOTE	DeSart, and Zay
LATE	Galassi

MOTION TO ALLOW REMOTE PARTICIPATION

Member Garcia moved and Member Ozog seconded a motion to allow Member Desart and Vice Chair Zay to participate remotely.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Mary 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. [25-2218](#)

Public Works Committee - Regular Meeting Minutes - Tuesday, September 2, 2025.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Mary Ozog

6. CONSENT ITEMS

6.A. [25-1953](#)

Public Works - Insituform Technologies LLC 7249SERV - This Purchase Order is decreasing in the amount of \$18,500 and closing due to contract expiration.

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Paula Garcia

6.B. [25-1954](#)

Public Works - Insituform Technologies LLC 7270SERV - This Purchase Order is decreasing in the amount of \$55,384 and closing due to contract expiration.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Mary Ozog

6.C. [25-2220](#)

Public Works - Amendment to Contract 6303SERV, issued to Donohue and Associates, for on-call professional engineering for SCADA Support, for a change order to extend the contract to November 30, 2026, with no change in contract total.

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

7. JOINT PURCHASING AGREEMENT

7.A. [FM-P-0048-25](#)

Recommendation for the approval of a contract to Carbon Day EV Charging, to furnish and deliver one ChargePoint electric vehicle charging station (Level 3), and provide a 5-year commercial cloud plan for the County campus, for the period of September 24, 2025 through September 23, 2030, for a contract total amount not to exceed \$39,999. Contract pursuant to the Intergovernmental Cooperation Act (Sourcewell Contract #042221-CPI). (Job #23-05504)

Member Ozog and Vice Chair Zay asked for clarification on the placement and specification of the EV Charging Station and Chief Administrative Officer Nick Kottmeyer and Director of Facilities Management Tim Harbaugh responded.

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

8. BID AWARD

8.A. [FM-P-0045-25](#)

Recommendation for the approval of a contract to Nedrow Painting, Inc., d/b/a Nedrow Decorating, Inc., to provide painting of roof top cooling tower structure at the Power Plant, for Facilities Management, for the period of September 24, 2025 through September 23, 2026, for a total contract amount not to exceed \$53,475; per lowest responsible bid #25-096-FM.

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

9. BID RENEWAL

9.A. [FM-P-0041-25](#)

Recommendation for the approval of a contract to Builders Chicago Corporation, to provide preventive maintenance, service and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed, for County facilities, for Facilities Management, for the period of November 1, 2025 through October 31, 2027, for a total contract amount not to exceed \$214,300; per renewal option under bid award #23-091-FM. First and final option to renew. (\$143,300 - Facilities Management, \$30,000 - Division of Transportation, and \$41,000 - Public Works)

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

9.B. [FM-R-0008-25](#)

Amendment to FM-P-0041-25 issued to Builders Chicago Corporation, to provide preventive maintenance, service, and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed for County facilities, for Facilities Management, increasing the total contract price by 2%.

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

9.C. [FM-P-0042-25](#)

Recommendation for the approval of a contract to GenServe LLC, for semi-annual inspection, preventive maintenance, and emergency call out service for campus backup emergency generators, for the period of November 1, 2025 through October 31, 2027, for a contract total amount not to exceed \$138,832; per renewal option under bid award #23-099-FM. First and final option to renew. (\$97,920 for Facilities Management, \$15,000 for the Division of Transportation, \$9,912 for Stormwater, and \$16,000 for ETSB)

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

9.D. [FM-R-0009-25](#)

Amendment to FM-P-0042-25 issued to GenServe LLC, for semi-annual inspections, preventive maintenance, and emergency call out service for campus backup emergency generators, for Facilities Management, increasing the total contract price by 2%.

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

9.E. [FM-P-0044-25](#)

Recommendation for the approval of a contract to SNI Solutions, Inc., to furnish and deliver Deicing Solids (22) Eco Salt, for Facilities Management - Grounds, for the period of November 1, 2025 through October 31, 2026, for a contract total amount not to exceed \$96,320; per renewal option under bid award #22-099-FM. Third and final option to renew.

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

9.F. [PW-P-0026-25](#)

Recommendation for the approval of a contract to Polydyne, Inc., for delivery of polymer

to the Woodridge Greene Valley and Knollwood Wastewater Treatment Plants, for the period of November 1, 2025 to October 31, 2026, for a total contract amount not to exceed \$440,000; per bid #23-063-PW, second of three possible options to renew.

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

10. PUBLIC UTILITY

10.A. [25-2221](#)

Recommendation for the approval of a contract to Village of Winfield, for sanitary sewer utility services for Building #2, Standby Power Facility and the Children's Advocacy Neutral Exchange Center, for Facilities Management, for the period of October 1, 2025 through September 30, 2029, for a total contract amount not to exceed \$26,000. Per 55 ILCS 5/5-1022 "Competitive Bids" (c) Not suitable for competitive bids – Public Utility.

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Kari Galassi

10.B. [FM-P-0046-25](#)

Recommendation for the approval of a contract to City of Wheaton, for water utility services for the County campus, for Facilities Management, for the period October 1, 2025 through September 30, 2029, for a total contract amount not to exceed \$3,152,000. Per 55 ILCS 5/5-1022 "Competitive Bids" (c) Not suitable for competitive bids – Public Utility. (Facilities Management - \$2,740,000; DuPage Care Center - \$412,000)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Kari Galassi

10.C. [FM-P-0047-25](#)

Recommendation for the approval of a contract to Wheaton Sanitary District, for sanitary sewer utility services, for the County campus, for Facilities Management, for the period of October 1, 2025 through September 30, 2029, for a total contract amount not to exceed \$1,821,000. Per 55 ILCS 5/5-1022 "Competitive Bids" (c) Not suitable for competitive bids – Public Utility. (Facilities Management - \$1,540,000; DuPage Care Center - \$281,000)

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

10.D. [PW-P-0027-25](#)

Recommendation for the approval of a contract to Nicor Gas, for natural gas delivery service, for the period of October 1, 2025 to September 30, 2027, for a total contract amount not to exceed \$375,000; per 55 ILCS 5/5-1022(c) not suitable for competitive bids – Public Utility.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Kari Galassi

11. **PROFESSIONAL SERVICES AGREEMENT**11.A. [PW-P-0028-25](#)

Recommendation for the approval of an agreement between the County of DuPage, Illinois and Christopher B. Burke Engineering, LTD., for on-call professional engineering design services for various County water and wastewater distribution and collection systems, for the period of September 23, 2025 to November 30, 2028, for a total contract amount not to exceed \$90,000. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.

Vice Chair Jim Zay abstained from voting due to a conflict of interest.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Kari Galassi

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

Recommendation for the approval of an agreement between the County of DuPage, Illinois and Strand Associates, Inc., for construction management services for various capital projects, for the period of September 23, 2025 to August 31, 2026, for a total contract amount not to exceed \$50,000. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.

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

12. OLD BUSINESS

No old business was discussed.

13. NEW BUSINESS

No new business was discussed.

14. ADJOURNMENT

With no further business, the meeting was adjourned.



Budget Transfer

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

File #: 25-2396

Agenda Date: 10/7/2025

Agenda #: 6.A.

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective April 1, 2025

From: 1000
Company #

FACILITIES MANAGEMENT
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1100	52260		FUEL & LUBRICANTS	\$ 6,238.00	58,816.53	52,578.53	9/11/25
Total				\$ 6,238.00			

To: 1000
Company #

FACILITIES MANAGEMENT
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1100	54110		EQUIPMENT AND MACHINERY	\$ 6,238.00	0	6,238.00	9/11/25
Total				\$ 6,238.00			

Reason for Request:

Budget transfer needed to retrofit a safety bulkhead, shelves and racks in the new van (FM34) for Facilities Management.

Department Head

Chief Financial Officer

9/11/25
Date

9/15/25
Date

Activity

(optional)

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

Finance Department Use Only			
Fiscal Year <u>25</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

PW - 10/7/25
FIN/CB - 10/14/25



Consent Item

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

File #: 25-2397

Agenda Date: 10/7/2025

Agenda #: 7.A.

Consent
PW 10/17
CB 10/14



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 26, 2025

MinuteTraq (IQM2) ID #: 25-2265

Purchase Order #: 7118-0001 SERV	Original Purchase Order Date: Jul 19, 2024	Change Order #: 7	Department: Facilities Management
Vendor Name: Ashland Door Solutions		Vendor #: 22435	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 3 \$482.80, line 4 \$14,275.97, line 5 \$7,708.68 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	\$45,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$45,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$22,467.45)
E	New contract amount (C + D)	\$22,532.55
F	Percent of current contract value this Change Order represents (D / C)	-49.93%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-49.93%

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: _____

KB	5695	Aug 26, 2025		Sep 16, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
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	



Consent Item

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

File #: 25-2398

Agenda Date: 10/7/2025

Agenda #: 7.B.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/7
CB 10/14

Date: Aug 26, 2025

MinuteTraQ (IQM2) ID #: 25-2266

Purchase Order #: 7103-0001 SERV	Original Purchase Order Date: Jul 19, 2024	Change Order #: 3	Department: Facilities Management
Vendor Name: Ashland Lock Company DBA Ashland Lock & Security Solutions	Vendor #: 30938	Dept Contact: Katie Boffa	
Background and/or Reason for Change Order Request:	Decrease line 1 \$8,117.90, line 2 \$1,000.00, line 3 \$11,500.00, line 4 \$1,000.00, line 5 \$638.50, line 6 \$868.00 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	\$25,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$25,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$23,124.40)
E	New contract amount (C + D)	\$1,875.60
F	Percent of current contract value this Change Order represents (D / C)	-92.50%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-92.50%

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: _____

KB	5695	Aug 26, 2025		Sep 16, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
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	



Consent Item

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

File #: 25-2399

Agenda Date: 10/7/2025

Agenda #: 7.C.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
PW 10/7
CB 10/14

Date: Aug 26, 2025

MinuteTraq (IQM2) ID #: 25-2267

Purchase Order #: 7068-0001 SERV	Original Purchase Order Date: May 1, 2024	Change Order #: 3	Department: Facilities Management
Vendor Name: Commonwealth Edison Company		Vendor #: 10023	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease contract \$979,387.70 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	\$4,374,742.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$4,374,742.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$979,387.70)
E	New contract amount (C + D)	\$3,395,354.30
F	Percent of current contract value this Change Order represents (D / C)	-22.39%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-22.39%

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:

KB	5695	Aug 26, 2025		Sep 16, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer	Date	Chairman's Office	Date	
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)		



Consent Item

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

File #: 25-2400

Agenda Date: 10/7/2025

Agenda #: 7.D.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
PW 10/7
CB 10/14

Date: Aug 26, 2025

MinuteTraq (IQM2) ID #: 25-2268

Purchase Order #: 6381-0001 SERV	Original Purchase Order Date: Apr 1, 2023	Change Order #: 1	Department: Facilities Management
Vendor Name: Facility Gateway Corporation		Vendor #: 41573	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$2,244.41, line 2 \$17,195.76, line 3 \$5,888.40, line 4 \$17,800.76, line 5 \$8,225.00 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	\$74,773.30
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$74,773.30
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$51,354.33)
E	New contract amount (C + D)	\$23,418.97
F	Percent of current contract value this Change Order represents (D / C)	-68.68%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-68.68%

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: _____

KB	5695	Aug 26, 2025	CL	Sep 16, 2025	
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		



Consent Item

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

File #: 25-2401

Agenda Date: 10/7/2025

Agenda #: 7.E.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/7
CB 10/14

Date: Aug 26, 2025

MinuteTraq (IQM2) ID #: 25-2269

Purchase Order #: 7036-0001 SERV	Original Purchase Order Date: Jun 1, 2024	Change Order #: 4	Department: Facilities Management
Vendor Name: Groot, Inc.	Vendor #: 27954		Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$35.71, line 3 \$146.84, line 4 \$714.00, line 5 \$35.71, line 6 \$282.34, line 7 \$22,870.09, line 8 \$714.00 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	\$125,045.78
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$125,045.78
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$24,798.69)
E	New contract amount (C + D)	\$100,247.09
F	Percent of current contract value this Change Order represents (D / C)	-19.83%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-19.83%

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:

KB	5695	Aug 26, 2025		Sep 16, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date 9/22/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	



Consent Item

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

File #: 25-2402

Agenda Date: 10/7/2025

Agenda #: 7.F.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
PW 10/17
CB 10/14

Date: Aug 26, 2025

MinuteTraq (IQM2) ID #: 25-2270

Purchase Order #: 5461-0001 SERV	Original Purchase Order Date: Oct 1, 2021	Change Order #: 1	Department: Facilities Management
Vendor Name: Nicor Gas	Vendor #: 10057		Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$23,062.55, line 2 \$17,617.71 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	\$890,830.80
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$890,830.80
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$40,680.26)
E	New contract amount (C + D)	\$850,150.54
F	Percent of current contract value this Change Order represents (D / C)	-4.57%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-4.57%

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:

KB	5695	Aug 26, 2025		Sep 16, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
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	



Consent Item

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

File #: 25-2403

Agenda Date: 10/7/2025

Agenda #: 7.G.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/7
CB 10/14

Date: Aug 26, 2025

MinuteTraq (IQM2) ID #: 25-2271

Purchase Order #: 5368-0001 SERV	Original Purchase Order Date: Jul 14, 2021	Change Order #: 4	Department: Facilities Management
Vendor Name: Noland Sales Corporation		Vendor #: 10264	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$19,792.30, line 2 \$312.44 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	\$200,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$200,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$20,104.74)
E	New contract amount (C + D)	\$179,895.26
F	Percent of current contract value this Change Order represents (D / C)	-10.05%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-10.05%

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:

KB	5695	Aug 26, 2025		Sep 16, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
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	



Consent Item

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

File #: 25-2404

Agenda Date: 10/7/2025

Agenda #: 7.H.

Consent
PW 10/7
CB 10/14



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 22, 2025

MinuteTraq (IQM2) ID #: 25-2314

Purchase Order #: 6961-0001 SERV	Original Purchase Order Date: Mar 12, 2024	Change Order #: 3	Department: Facilities Management
Vendor Name: Hey & Associates Inc		Vendor #: 10705	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 2 \$12,000.00 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	\$36,500.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$36,500.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$12,000.00)
E	New contract amount (C + D)	\$24,500.00
F	Percent of current contract value this Change Order represents (D / C)	-32.88%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-32.88%

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: _____

KB	5695	Sep 22, 2025	<i>CL</i>	9/22/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
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	



Consent Item

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: 25-2405

Agenda Date: 10/7/2025

Agenda #: 7.I.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/17
CB 10/14

Date:

Sep 22, 2025

MinuteTraq (IQM2) ID #:

25-2315

Purchase Order #: 7247-0001 SERV	Original Purchase Order Date: Aug 27, 2024	Change Order #: 1	Department: Facilities Management
Vendor Name: L. Marshall Inc		Vendor #: 23410	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 2 \$25,650.00 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	\$196,650.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$196,650.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$25,650.00)
E	New contract amount (C + D)	\$171,000.00
F	Percent of current contract value this Change Order represents (D / C)	-13.04%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-13.04%

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:

KB	5695	Sep 22, 2025	<i>CJ</i>		9-22-25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	9/24/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



Consent Item

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

File #: 25-2406

Agenda Date: 10/7/2025

Agenda #: 7.J.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/17
OB 10/14

Date: Sep 22, 2025

MinuteTraQ (IQM2) ID #: 25-2316

Purchase Order #: 6880-1-SERV	Original Purchase Order Date: Apr 1, 2024	Change Order #: 1	Department: Facilities Management
Vendor Name: Petroleum Traders Corporation		Vendor #: 30686	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$80,000.00, line 2 \$5,852.19 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	\$101,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$101,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$85,852.19)
E	New contract amount (C + D)	\$15,147.81
F	Percent of current contract value this Change Order represents (D / C)	-85.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-85.00%

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:

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KB	5695	Sep 22, 2025	<i>cy</i>	9/22/25
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	



Consent Item

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

File #: 25-2407

Agenda Date: 10/7/2025

Agenda #: 7.K.

Consent
PW 10/17
CB 10/14



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 22, 2025

MinuteTraq (IQM2) ID #: 25-2317

Purchase Order #: 6472-0001 SERV	Original Purchase Order Date: Aug 1, 2023	Change Order #: 4	Department: Facilities Management
Vendor Name: TGA Park 88, LLC	Vendor #: 32133	Dept Contact: Katie Boffa	
Background and/or Reason for Change Order Request:	Decrease line 2 \$17,809.39, line 3 \$2,385.50 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	\$604,600.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$604,600.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$20,194.89)
E	New contract amount (C + D)	\$584,405.11
F	Percent of current contract value this Change Order represents (D / C)	-3.34%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-3.34%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☐ 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:

KB	5695	Sep 22, 2025	<i>CH</i>		9/22/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	9/29/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



Consent Item

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

File #: 25-2408

Agenda Date: 10/7/2025

Agenda #: 7.L.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/7
CB 10/14

Date: Sep 22, 2025

MinuteTraq (IQM2) ID #: 25-2318

Purchase Order #: 6889-0001 SERV	Original Purchase Order Date: Feb 24, 2024	Change Order #: 2	Department: Facilities Management
Vendor Name: T.E.A.M. Pipe and Supply Co dba Royal Pipe		Vendor #: 10034	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 1 \$128.72, line 2 \$388.85, line 3 \$804.25, line 4 \$14,805.00 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
B	Net \$ change for previous Change Orders
C	Current contract amount (A + B)
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease
E	New contract amount (C + D)
F	Percent of current contract value this Change Order represents (D / C)
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

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

KB	5695	Sep 22, 2025	CS		9/22/25
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		



Consent Item

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

File #: 25-2409

Agenda Date: 10/7/2025

Agenda #: 7.M.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/7
CB 10/14

Date: Sep 23, 2025

MinuteTraq (IQM2) ID #: 25-2325

Purchase Order #: 6236-1 SERV	Original Purchase Order Date: Feb 1, 2023	Change Order #: 17	Department: Facilities Management
Vendor Name: Graybar Electric Co Inc		Vendor #: 10124	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease remaining contract total \$235,606.87 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	\$609,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$609,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$235,606.87)
E	New contract amount (C + D)	\$373,393.13
F	Percent of current contract value this Change Order represents (D / C)	-38.69%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-38.69%

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:

KB	5695	Sep 23, 2025	CS	9/23/25
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	



Consent Item

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

File #: 25-2410

Agenda Date: 10/7/2025

Agenda #: 7.N.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/7
CB 10/14

Date: Sep 23, 2025

MinuteTraq (IQM2) ID #: 25-2326

Purchase Order #: 6883-0001 SERV	Original Purchase Order Date: Feb 23, 2024	Change Order #: 3	Department: Facilities Management
Vendor Name: Red Wing Brands of America Inc.		Vendor #: 10549	Dept Contact: Katie Boffa
Background and/or Reason for Change Order Request:	Decrease line 5 \$500.00, line 6 \$1,447.53, line 7 \$900.00, line 8 \$500.00, line 9 \$734.64, line 10 \$1,248.42, line 11 \$2,902.52, line 12 \$2,485.52 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	\$28,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$28,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$10,718.63)
E	New contract amount (C + D)	\$17,281.37
F	Percent of current contract value this Change Order represents (D / C)	-38.28%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-38.28%

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:

KB	5695	Sep 23, 2025	CS	9/23/25	
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		Date	Chairman's Office		Date
(Decision Memos Over \$25,000)		Date	(Decision Memos Over \$25,000)		Date



Consent Item

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

File #: 25-2411

Agenda Date: 10/7/2025

Agenda #: 7.O.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

CD Consent
PW 10/17
CB 10/14

Date: Sep 25, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 5864SERV	Original Purchase Order Date: Apr 12, 2022	Change Order #: 6	Department: Public Works
Vendor Name: Aldridge Electric Inc.		Vendor #: 22995	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Contract time extension to November 30, 2025. No change in contract total.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

☒ (A) Were not reasonably foreseeable at the time the contract was signed.

☒ (B) The change is germane to the original contract as signed.

☒ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

A	Starting contract value	\$21,243,280.30
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$21,243,280.30
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$21,243,280.30
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Aug 28, 2025 to: Nov 30, 2025
- ☐ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below: _____

<u>DJR</u>	<u>9/29/25</u>	<u>SR</u>	<u>9/28/25</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



Decision Memo

Procurement Services Division

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

Date: Sep 25, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: DuPage County Public Works	Department Contact: Sean Reese
Contact Email: Sean.reese@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: Aldridge Electric Inc	Vendor #: 22995

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

Approve contract extension to November 30, 2025 for construction related services associated the Woodridge Greene Valley and Knollwood Wastewater treatment for the electrical infrastructure improvements.

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

A contract time extension to November 30, 2025 is necessary to complete punch list items prior to final completion of the project. The contractor is continuing to work to finalize the project due to significant delays from electrical components.

Strategic Impact

Financial Planning

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Construction related services for the electrical infrastructure improvements at the Woodridge Greene Valley and Knollwood Wastewater Treatment Plants is crucial to keeping the plants operational. The infrastructure was original to the construction of the plants in the 1980's and required updating to maintain operation in the event of a power failure.

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

A formal bid was sent out for the electrical infrastructure improvements. DuPage County Public Works received 5 bidders on the scope of work. The lowest responsive, responsible bidder was Aldridge Electric.

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

1. Approve contract time extension to November 30, 2025.
2. Do not approve the time extension. Not recommended due to substantial completion already being submitted.
3. Do not approve the time extension and go back out for another company to complete the outstanding work. Not recommended due to the companies experience in constructing the electrical infrastructure improvements.

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

Time extension only. No change in contract total.



Consent Item

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

File #: 25-2412

Agenda Date: 10/7/2025

Agenda #: 7.P.

Consent
PW 10/17
CB 10/14



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 25, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 5956SERV	Original Purchase Order Date: Aug 9, 2022	Change Order #: 5	Department: Public Works
Vendor Name: Robinson Engineering LTD		Vendor #: 30232	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Contract time extension to November 30, 2026. No change in contract total.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

INCREASE/DECREASE		
A	Starting contract value	\$95,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$95,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$95,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%
DECISION MEMO NOT REQUIRED		

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

DECISION MEMO REQUIRED	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Nov 30, 2025 to: Nov 30, 2026	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

<u>Dse</u>	<u>9/29/25</u>	<u>SR</u>	<u>9/29/25</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date
REVIEWED BY (Initials Only)			
<u>[Signature]</u>	<u>10/1/2025</u>		
Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date



Decision Memo

Procurement Services Division

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

Date: Sep 25, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: DuPage County Public Works	Department Contact: Sean Reese
Contact Email: Sean.reese@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: Robinson Engineering LTD	Vendor #: 30232

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

Approve contract extension to November 30, 2026 for on-call professional engineering services.

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

A contract time extension to November 30, 2026 is necessary to complete outstanding projects that are currently being worked on throughout the Public Works Department. Robinson Engineering, LTD provides on-call engineering services related to water projects and water tower inspections.

Strategic Impact

Quality of Life

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

On-call professional engineering services through Robinson Engineering is utilized to inspect water towers, distribution system design and modeling, antenna tower lease infrastructure review, and tower maintenance specifications such as painting of the water towers. This ensures longevity of the towers and water systems.

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

A request for a statement of interest from qualified firms was posted. DCPW received 2 SOI's and completed a consultant evaluation to rank the firms. Through the process, it was determined that Robinson Engineering, LTD. was the top firm based on their experience in the services that are needed.

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

1. Approve contract time extension to November 30, 2026.
2. Do not approve the time extension. Not recommended due to task orders already being underway.
3. Do not approve the time extension and go back out for another QBS posting. Not recommended due to the firms experience in water tower inspection, distribution system design and modeling, antenna tower lease infrastructure review and tower maintenance specifications.

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

Time extension only. No change in contract total.

September 23, 2025

To: DuPage County Public Works
7900 S. Route 53
Woodridge, IL 60517

Attn: Drew J. Cormican, Buyer II

RE: **Contract Extension for DuPage County Public Works PO# 5956SERV**

Dear Mr. Cormican:

The agreement dated August 9, 2022, between the County of DuPage, Illinois and Robinson Engineering for on-call professional engineering services, water tower, tank & system engineering services for the Public Works Department is set to expire on November 30, 2025.

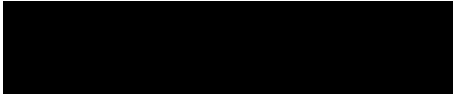
Per 15.0 Terms Of This Agreement, item (b) indicates that the end date of the agreement is November 30, 2025, or to a new date agreed upon by the parties.

Per your email dated September 22, 2025, DuPage County Public Works would like to keep this agreement open for another year, so the new end date of the agreement would be November 30, 2026.

Robinson Engineering agrees to extend the agreement and the current on-call PO# 5956SERV end date to November 30, 2026.

Please let me know if you need anything else related to this one-year contract extension.

Very truly yours,



Paul R. Ruscko, PE
Senior Project Manager
(847) 250-5635
pruscko@reltd.com



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Robinson Engineering, Ltd.
CONTACT PERSON:	Susan J. Maslanka
CONTACT EMAIL:	smaslanka@reltd.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
Citizens to Elect Jim Zay	Robinson Engineering, Ltd.	check for sponsorship	\$1,000	01/25/2024
Citizens to Elect Jim Zay	Robinson Engineering, Ltd.	check for sponsorship	\$1,000	01/30/2025
Citizens to Elect Jim Zay	Robinson Engineering, Ltd.	check for sponsorship	\$1,000	09/19/2025

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
Aaron Fundich	708-331-6700	afundich@reltd.com
Steve Zehner	708-331-6700	szehner@reltd.com
Paul Ruscko	708-331-6700	pruscko@reltd.com

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: Susan J. Maslanka

Signature: 

Title: Secretary

Date: 09/23/2025



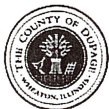
Consent Item

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

File #: 25-2413

Agenda Date: 10/7/2025

Agenda #: 7.Q.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 10/7
CB 10/14

Date: Sep 25, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 6723SERV	Original Purchase Order Date: Nov 14, 2023	Change Order #: 3	Department: Public Works
Vendor Name: Trotter & Associates, Inc.			Dept Contact: Drew Cormican
Vendor #: 12448			
Background and/or Reason for Change Order Request:	Contract time extension to November 30, 2026. No change in contract total.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

INCREASE/DECREASE

A	Starting contract value	\$95,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$95,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$95,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Nov 30, 2025 to: Nov 30, 2026
- ☐ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

<u>Dse</u>	<u>9/29/25</u>	<u>BR</u>	<u>9/29/25</u>
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)
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



Decision Memo

Procurement Services Division

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

Date: Sep 25, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: DuPage County Public Works	Department Contact: Sean Reese
Contact Email: Sean.reese@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: Trotter & Associates Inc.	Vendor #: 12448

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

Approve contract extension to November 30, 2026 for on-call professional engineering services.

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

A contract time extension to November 30, 2026 is necessary to complete outstanding projects that are currently being worked on throughout the Public Works Department. Trotter & Associates Inc provides on-call engineering services related to various projects, including but not limited to wastewater treatment plan permit reporting.

Strategic Impact

Quality of Life

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

On-call professional engineering services used to assist with the compliance reporting requirements to the USEPA and the IEPA is crucial to plant operations. This ensures that the plants are running in compliance and accordance with our permits.

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

A request for a statement of interest from qualified firms was posted. DCPW received 3 SOI's and completed a consultant evaluation to rank the firms. Through the process, it was determined that Trotter & Associates, Inc. was the top firm based on their experience in the services that are needed.

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

1. Approve contract time extension to November 30, 2026.
2. Do not approve the time extension. Not recommended due to task orders already being underway.
3. Do not approve the time extension and go back out for another QBS posting. Not recommended due to the firms experience in NPDES permit compliance.

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

Time extension only. No change in contract total.



September 25th, 2025

Sean Reese
Operations Manager
DuPage County Department of Public Works
7900 IL Route 53
Woodridge, IL 60517

Re: **On-Call Engineering Services**
Contract Extension (PO 6723-0001 SERV)

Dear Mr. Reese,

Trotter and Associates, Inc. (TAI) appreciates the opportunity to have provided, and to continue providing on-call engineering services for DuPage County Public Works. Our team has worked with the County Public Works team for over 17 years and has successfully completed numerous projects at the Woodridge, Knollwood, and Nordic wastewater treatment facilities. Our firm has developed a team of professionals that are experienced, proficient, and dedicated to a common goal - the satisfaction of our clients. Over this time, TAI has grown to a company serving more than 80 municipal clients throughout northeastern Illinois. All Wastewater Treatment On-Call Engineering services will continue to be provided from the St. Charles corporate office.

The County is currently seeking continued consultant support to provide assistance with the assessment of existing facilities and addressing EPA compliance requirements for each of the wastewater facilities. It is understood that the engineering services that would be required include, but may not be limited to miscellaneous data collection, existing conditions analysis, system modeling, as well as support with the development of wastewater and water system design specifications. The support services that may be required include onsite meetings which would allow for the review of existing processes, documentation of expected service lives, and potential short-term and long-term improvements. During the site visits, data may be collected for further analysis and data manipulation which could be generated from field measurements and/or SCADA information.

Trotter and Associates' approach to providing on-call engineering services will mirror the approach that the County is used to with our other projects. This consists of clear communication, client education, and maintaining continuity with the project team. Our team will ensure that all parties understand the expectations for each step throughout the project and are invested in the outcome.

Mr. Scott Trotter, P.E., BCEE, will continue to serve as Principal Engineer for on-call engineering services. Chris Marschinke, P.E., will continue to serve as the Project Manager overseeing all aspects of data collection, modeling, and NPDES/IEPA/USEPA permitting assistance. Scott and Chris have worked together on every project completed for the Department over the past 17 years and have excellent working relationships with all County staff. Eli Winkle, P.E., will continue to serve as the Project Engineer.

We are more than happy to extend our current PO# 6723SERV that expires on 11/30/2025 to 11/30/2026 to continue to assist the County. If you have any questions or need to discuss anything further please don't hesitate to contact our team.

Sincerely,
Trotter and Associates, Inc.

R. Scott Trotter, P.E., BCEE
President



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Trotter and Associates, Inc.
CONTACT PERSON:	Aaron Berry
CONTACT EMAIL:	a.berry@trotter-inc.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: Aaron Berry

Signature: 

Title: Director of Business Operations

Date: September 22, 2025



Facilities Management Requisition Over \$30K

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

File #: FM-P-0049-25

Agenda Date: 10/7/2025

Agenda #: 8.A.

AWARDING RESOLUTION
ISSUED TO HD SUPPLY, INC. d/b/a HD SUPPLY FACILITIES MAINTENANCE, LTD
TO FURNISH AND DELIVER HOUSEKEEPING
SUPPLIES AND CLEANING CHEMICALS, AS NEEDED
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL NOT TO EXCEED \$50,000)

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and OMNIA Partners, the County of DuPage will contract with HD Supply, Inc. d/b/a HD Supply Facilities Maintenance, LTD; and

WHEREAS, the Public Works Committee recommends County Board approval for the issuance of a contract, for cleaning supplies and cleaning chemicals, for the period November 1, 2025 through June 30, 2027, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for cleaning supplies and cleaning chemicals, for the period November 1, 2025 through June 30, 2027, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, HD Supply, Inc. d/b/a HD Supply Facilities Maintenance, LTD, 3400 Cumberland Blvd SE, Atlanta, GA 30339, for a total contract amount not to exceed \$50,000. Contract let pursuant to the Intergovernmental Cooperation Act OMNIA Partners #25-JH-011.

Enacted and approved this 14th day of October, 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#: 25-2311	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$50,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$50,000.00
	CURRENT TERM TOTAL COST: \$50,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: HD Supply, Inc. DBA HD Supply Facilities Maintenance, LTD.	VENDOR #: 11812	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: George Gaspari	VENDOR CONTACT PHONE: 630-317-0505	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: George.Gaspari@hdsupply.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 issued to HD Supply, Inc. d/b/a HD Supply Facilities Maintenance, LTD, to furnish and deliver housekeeping supplies and cleaning chemicals, as needed, for the County campus, for Facilities Management, for the period November 1, 2025, through June 30, 2027, for a total contract amount not to exceed \$50,000.00. Contract let pursuant to the Intergovernmental Cooperation Act OMNIA Partners #25-JH-011.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Housekeeping supplies and cleaning chemicals are necessary for the daily housekeeping operation for the County campus.			

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. HD Supply holds the OMNIA Partners contract #25-JH-011 which allows the County to purchase miscellaneous cleaning supplies, equipment and custodial related items at competitive prices. Having a contract in place aides in tracking department purchases.
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 securing a contract to purchase these items through OMNIA Partners contract in order to receive the OMNIA Partners (HD Supply) annual rebate and to track department purchases. 2. Purchase items without a contract.

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: HD Supply, Inc. DBA HD Supply Facilities Maintenance, LTD.	Vendor#: 11812	Dept: Facilities Management	Division:
Attn: George Gaspari	Email: George.Gaspari@hdsupply.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 3400 Cumberland Blvd SE	City: Atlanta	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: 30339	State: IL	Zip: 60187
Phone: 630-317-0505	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: HD Supply, Inc. DBA HD Supply Facilities Maintenance, LTD.	Vendor#: 11812	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Angela Bolton	Email: angela.bolton@dupagecounty.gov
Address: PO Box 404468	City: Atlanta	Address: 421 N. County Farm Road 505 N. County Farm Road	City: Wheaton
State: GA	Zip: 30384-4468	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5715	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 1, 2025	Contract End Date (PO25): Jun 30, 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		Small Tools / Equipment	FY25	1000	1100	52000		500.00	500.00
2	1	LO		Cleaning Supplies	FY25	1000	1100	52280		2,000.00	2,000.00
3	1	LO		Small Tools / Equipment	FY26	1000	1100	52000		5,000.00	5,000.00
4	1	LO		Cleaning Supplies	FY26	1000	1100	52280		20,500.00	20,500.00
5	1	LO		Small Tools / Equipment	FY27	1000	1100	52000		2,000.00	2,000.00
6	1	LO		Cleaning Supplies	FY27	1000	1100	52280		20,000.00	20,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 50,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver housekeeping supplies and cleaning chemicals, 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, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 10/07/25 County Board: 10/14/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



HD Supply Formerly Home Depot Pro Institutional

Janitorial & Custodial Products & Solutions, Maintenance Repair & Operations Products & Solutions

HD Supply, formerly Home Depot Pro Institutional, is a leading wholesale distribution company servicing our customers and their communities across Multifamily, Institutional, Hospitality, Trades, Government Housing, Healthcare, Building Services and Education industries.

As a wholly owned subsidiary of The Home Depot, HD Supply services our customers through an expansive network of over 100 distribution centers across the United States and Canada, reaching our end-users through our dedicated Field Account Representatives.

We offer our customers a vast assortment of over 100,000 MRO, full-line janitorial and OS&E products from high-quality, national and private brands all at competitive prices. Combined with our industry-leading services and

solutions including – robust online ordering site customized reporting, inventory solutions, Building Assessments, and dedicated support, HD Supply offers value that goes beyond just delivering products!



The Bronze Partnership Excellence Award is a testament to the commendable dedication of our valued suppliers. This esteemed medallion is presented to those who have demonstrated a steadfast commitment to our partnership.

Click Your Industry

Education | Government

Nonprofit

Corporate | Enterprise

Private Equity

Public Sector

K-12 Education

Higher Education

State & Local Government

At HD Supply, state and local government agencies and educational institutions have easy access to thousands of eligible janitorial and maintenance, repair, and operations (MRO) products at competitive prices. Our competitively awarded contract, available through OMNIA Partners, simplifies the procurement process, making it easier to find and purchase products.

- **Cleaning Supplies, Equipment and Custodial Related Services and Solutions**

Fresno Unified School District, CA | 22-07

- **Janitorial Supplies & Equipment**

University of California, CA | 2020002299

- **Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products and Services**

Maricopa County, AZ | 16154

- **Cleaning Supplies, Equipment, and Custodial Related Products, Services, and Solutions**

Harford County Public Schools, MD | 25-JH-011

[VIEW CONTRACT
DOCUMENTATION](#)

[CONTACT US](#)



HD Supply, Formerly Home Depot Pro Institutional Contract Documentation

U.S. Communities, National IPA, & NCPA are wholly-owned subsidiaries of OMNIA Partners, dba OMNIA Partners, Public Sector. All public sector participants already registered with National IPA, U.S. Communities, or NCPA continue to have access to all contracts, with certain exceptions, in the portfolio and do not need to re-register to use a legacy National IPA, legacy U.S. Communities, legacy NCPA, or new OMNIA Partners contract. U.S. Communities, National IPA, and NCPA remain separate legal entities and lead agency contracts completed under each brand

are effective and available for use through the contract's approved term. In the event we believe re-registration is necessary for any reason, OMNIA Partners will let you know.

Cleaning Supplies, Equipment and Custodial Related Services and Solutions

Fresno Unified School District, CA

Contract Number: 22-07

Contract Term: November 1, 2022 through October 31, 2025

Executive Summary

- [Executive Summary](#)
- [Pricing](#)
- [Due Diligence](#)

Master Agreement Documents

- [Official Signed Contract](#)
- [Contract Award Documents](#)
- [Contract Update 1](#)

Response Evaluation

- [Supplier Response to RFP](#)
- [Evaluation Documents](#)

Solicitation Process

- [Original RFP Document](#)
- [RFP Addendum 1](#)
- [Proof of Publication](#)
- [RFP Request List](#)
- [Historically Underutilized Business Outreach](#)

Janitorial Supplies & Equipment

University of California, CA

Contract Number: 2020002299

Initial Term: June 1, 2020 through May 31, 2027

Renewal Options: Option to renew for three (3) additional one-year periods through May 31, 2030

Executive Summary

- [Executive Summary](#)
- [Pricing](#)
- [Due Diligence](#)

Master Agreement Documents

- [Official Signed Contract](#)
- [Contract Award Documents](#)
- [Contract Amendment 1](#)
- [Notice of Assignment and Consent to Assign](#)

Response Evaluation

- [Evaluation Documents](#)

Solicitation Process

- [Original RFP Document](#)
- [Proof of Publication](#)
- [RFP Request List](#)
- [RFP Opening Documents](#)

Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products and Services

Maricopa County, AZ

Contract Number: 16154

Initial Term: February 1, 2017 through December 31, 2021

Renewal Options: Option to renew for a maximum of five (5) additional years through December 31, 2026

RENEWED THROUGH December 31, 2026

Executive Summary

- [Executive Summary](#)
- [Uniform Guidance](#)
- [Due Diligence](#)

Master Agreement Documents

- [Official Signed Contract](#)
- [Notice of Assignment and Consent to Assign](#)
- [Contract Amendment 1](#)

Solicitation Process

- [Original RFP Document](#)
- [RFP Addendum 1](#)
- [Proof of Publication](#)

Cleaning Supplies, Equipment, and Custodial Related Products, Services, and Solutions

Harford County Public Schools, MD

Contract Number: 25-JH-011

Initial Term: July 1, 2025 through June 30, 2027

Renewal Options: Option to renew for two (2) additional two-year periods through June 30, 2031

Executive Summary

- [Executive Summary](#)
- [Pricing](#)

- Due Diligence

Master Agreement Documents

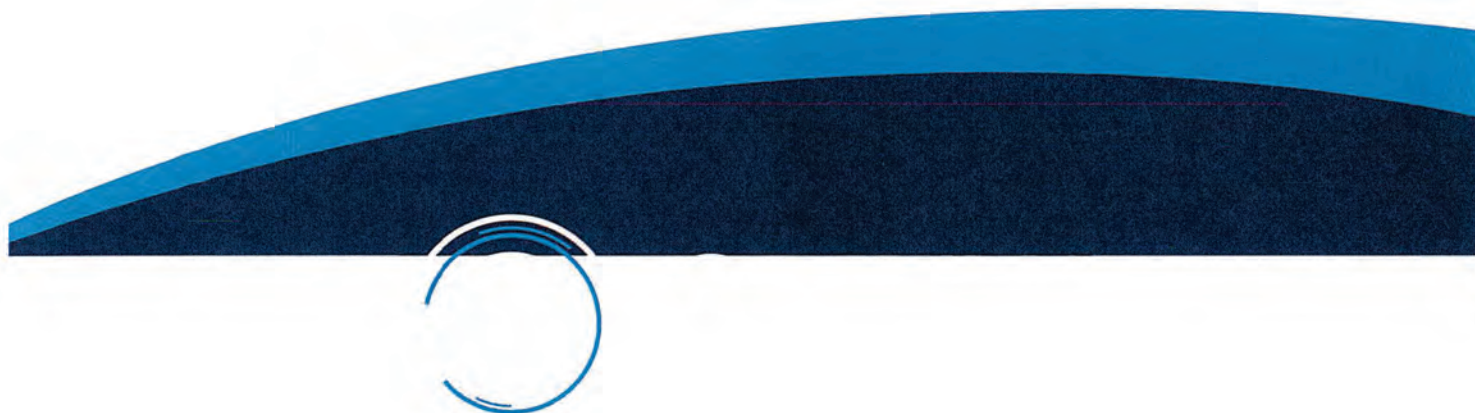
- Official Signed Contract
- Contract Award Documents

Response Evaluation

- Supplier Response to RFP
- Evaluation Documents

Solicitation Process

- Original RFP Document
- RFP Addendum 1
- Proof of Publication
- RFP Receipt List
- Historically Underutilized Business Outreach
- RFP Opening Documents



5001 Aspen Grove Drive
Franklin, TN 37067

info@omniapartners.com
(866) 875-3299

INDUSTRIES

SOLUTIONS

K-12 Education
Higher Education
Government
Nonprofit
Enterprise
Corporate
Private Equity
Real Estate

Contract Offerings
OPUS
Data & Spend Analytics
Industry Experts

ABOUT US

RESOURCES

CAREERS

BECOME A MEMBER

[Privacy Policy](#) | [Terms of Use](#)

RFP #25-JH-011
Cleaning Supplies, Equipment, and Custodial Related
Products, Services, and Solutions

ATTACHMENT H

HARFORD COUNTY PUBLIC SCHOOLS
102 South Hickory Avenue
Bel Air, MD 21014

CONTRACT

RFP #25-JH-011

Cleaning Supplies, Equipment, and Custodial Related Products, Services and Solutions

THIS AGREEMENT, made this 27th day of March, 2025, by and between the Board of Education of Harford County, acting herein through its Superintendent, hereafter called "Owner" and HD Supply Facilities Maintenance, Ltd., a corporation located at 3400 Cumberland Boulevard SE, Atlanta, Georgia 30339, hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR, hereby agrees with the OWNER to commence and to furnish and deliver in accordance with the Contractor's response to RFP #25-JH-011.

The initial term of the Contract shall be for two (2) years and shall begin on or about July 1, 2025 and end June 30, 2027. HCPS reserves the right, if mutually agreed upon, to extend this Contract for up to two (2) additional, two (2) year periods.

Hereinafter called the contract, for the pricing provided in the RFP response and listed in the Best and Final Offer, and all related work in connection therewith, under the terms as stated in the General and Special Conditions of the Request for Proposal, HD Supply Facilities Maintenance Ltd. Proposal, HD Supply Facilities Maintenance Ltd. Exceptions, and all exhibits thereto and all related documents incorporated therein (collectively, the "Contract"); and at their own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in RFP #25-JH-011, and printed or written explanatory matter thereof, the specifications and contract documents therefore as prepared by the Board of Education of Harford County, as enumerated in the General Conditions, all of which are made a part hereof and collectively evidence and constitute the Contract.

IWE certify that this bid is made without any previous understanding, agreement, or connection with any other person, firm, or corporation making a bid for the same supplies, and, in all respects, is fair and without collusion or fraud.

In compliance with the above and subject to all terms and conditions thereof, the undersigned offers and agrees, if the bid be awarded, to furnish items at the prices indicated within the time specified and in accordance with Contractor's response to RFP #25-JH-011.

IN WITNESS WHEREOF, the parties to these presents have executed this Contract in two (2) counterparts, each of which shall be deemed an original.

Seal in Signature

Signature on File

Board of Education of Harford County Witness

03/27/2025

Date

Board of Education of Harford County

Signature on File

Sean W. Bulson, Ed.D., Superintendent of Schools

Signature on File

Board of Education of Harford County - Board President

Seal in Signature

Signature on File

Authorized Contractor Signature

Signature on File

Contractor Witness

March 17, 2025

Date



HD Supply Facilities Maintenance, Ltd.

Company Name

3400 Cumberland Boulevard SE

Address

Atlanta, GA 30339

Address

HD SUPPLY FACILITIES MAINTENANCE, LTD

RFP #25-JH-011	
Cleaning Supplies, Equipment, and Custodial Related, Products, Services and Solutions	
ATTACHMENT I	
PERCENT OFF CATEGORY	
MARKET BASKET - SAMPLE-PRICING FOR EVALUATION	
Category	Percentage Discount off List Price (%)
BROOM	26%
BRUSH	26%
CAN LINERS AND TRASH BAGS	26%
CHEMICALS	26%
CLEANER	26%
DEODORIZER	26%
DISINFECTANT	26%
DISPENSERS	26%
FLOOR CLEANERS	26%
FLOOR PADS	26%
GLOVES	26%
HANDSOAP AND SANITIZER	26%
JANITORIAL TOOLS AND SUPPLIES	26%
PAPER PRODUCTS	26%
PERSONAL PROTECTION	26%
RAGS	26%
SKIN CARE	26%
SPONGE	26%
TOILET PAPER	26%
TOWEL & TISSUE	26%
ADDITIONAL CATEGORIES AND SUBCATEGORIES MAY BE ADDED BELOW	
Category	Percentage Discount off List Price (%)
ABILITY ONE	5%
BUCKETS, WRINGERS & PAILS	26%
CARPET & UPHOLSTERY CARE	26%
CARTS	26%
CLEANING PRODUCTS	26%
CLEANING TOOLS & SUPPLIES	26%
DILUTION CONTROL SYSTEMS	26%
DISHWASH DETERGENTS & ADDITIVES	26%
DRAIN & SEPTIC TREATMENTS	26%
DRAIN MAINTENANCE PRODUCTS	26%
DUST MOPS & ACCESSORIES	26%
DUSTERS	26%
EQUIPMENT & EQUIPMENT PARTS	15%
EQUIPMENT PARTS & ACCESSORIES	15%

HD SUPPLY FACILITIES MAINTENANCE, LTD

RFP #25-JH-011	
Cleaning Supplies, Equipment, and Custodial Related, Products, Services and Solutions	
ATTACHMENT I	
PERCENT OFF CATEGORY	
MARKET BASKET - SAMPLE-PRICING FOR EVALUATION	
FLOOR MATTING	26%
FOOD SERVICE SUPPLIES	10%
GLASS CLEANERS	26%
INDSUTRIAL CHEMICALS	26%
JANITORIAL EQUIPMENT SERVICES	10%
LAUNDRY DETERGENT & ADDITIVES	26%
LINER & WASTE DISPOSAL	26%
MULTI-SURFACE CLEANERS	26%
ODOR CONTROL	26%
PUMPS, SPRAYERS & BOTTLES	26%
SANITIZING PRODUCTS	26%
SIGNS & BARRICADES	26%
SPONGES, HAND PADS & SCRUBBERS	26%
SQUEEGEES & ACCESSORIES	26%
TOILET SEAT COVERS & BANDS	26%
TRASH CONTAINERS	26%
WASTE CONTAINMENT & DISPOSAL	26%
WAX FINISH & APPLICATORS	26%
WAXES & POLISHES	26%
WET MOPS & ACCESSORIES	26%
WIPES, WIPERS & RAGS	26%
SNOW & ICE REMOVAL	15%
AIR FILTERS & ACCESSORIES	15%
AIR TREATMENT & ACCESSORIES	15%
ROOM AIR EQUIPMENT	5%
AUTONOMOUS EQUIPMENT	2%
ALL OTHER JANITORIAL & CUSTODIAL	15%

HD SUPPLY FACILITIES MAINTENANCE, LTD

RFP #25-JH-011	
Cleaning Supplies, Equipment, and Custodial Related, Products, Services and Solutions	
ATTACHMENT I	
PERCENT OFF CATEGORY	
MARKET BASKET - SAMPLE-PRICING FOR EVALUATION	
Category	Percentage Discount off List Price (%)
BROOM	26%
BRUSH	26%
CAN LINERS AND TRASH BAGS	26%
CHEMICALS	26%
CLEANER	26%
DEODORIZER	26%
DISINFECTANT	26%
DISPENSERS	26%
FLOOR CLEANERS	26%
FLOOR PADS	26%
GLOVES	26%
HANDSOAP AND SANITIZER	26%
JANITORIAL TOOLS AND SUPPLIES	26%
PAPER PRODUCTS	26%
PERSONAL PROTECTION	26%
RAGS	26%
SKIN CARE	26%
SPONGE	26%
TOILET PAPER	26%
TOWEL & TISSUE	26%
ADDITIONAL CATEGORIES AND SUBCATEGORIES MAY BE ADDED BELOW	
Category	Percentage Discount off List Price (%)
ABILITY ONE	5%
BUCKETS, WRINGERS & PAILS	26%
CARPET & UPHOLSTERY CARE	26%
CARTS	26%
CLEANING PRODUCTS	26%
CLEANING TOOLS & SUPPLIES	26%
DILUTION CONTROL SYSTEMS	26%
DISHWASH DETERGENTS & ADDITIVES	26%
DRAIN & SEPTIC TREATMENTS	26%
DRAIN MAINTENANCE PRODUCTS	26%
DUST MOPS & ACCESSORIES	26%
DUSTERS	26%
EQUIPMENT & EQUIPMENT PARTS	15%
EQUIPMENT PARTS & ACCESSORIES	15%

RFP #25-JH-011	
Cleaning Supplies, Equipment, and Custodial Related, Products, Services and Solutions	
ATTACHMENT I	
PERCENT OFF CATEGORY	
MARKET BASKET - SAMPLE PRICING FOR EVALUATION	
FLOOR MATTING	26%
FOOD SERVICE SUPPLIES	10%
GLASS CLEANERS	26%
INDUSTRIAL CHEMICALS	26%
JANITORIAL EQUIPMENT SERVICES	10%
LAUNDRY DETERGENT & ADDITIVES	26%
LINER & WASTE DISPOSAL	26%
MULTI-SURFACE CLEANERS	26%
ODOR CONTROL	26%
PUMPS, SPRAYERS & BOTTLES	26%
SANITIZING PRODUCTS	26%
SIGNS & BARRICADES	26%
SPONGES, HAND PADS & SCRUBBERS	26%
SQUEEGEES & ACCESSORIES	26%
TOILET SEAT COVERS & BANDS	26%
TRASH CONTAINERS	26%
WASTE CONTAINMENT & DISPOSAL	26%
WAX FINISH & APPLICATORS	26%
WAXES & POLISHES	26%
WET MOPS & ACCESSORIES	26%
WIPES, WIPERS & RAGS	26%
SNOW & ICE REMOVAL	15%
AIR FILTERS & ACCESSORIES	15%
AIR TREATMENT & ACCESSORIES	15%
ROOM AIR EQUIPMENT	5%
AUTONOMOUS EQUIPMENT	2%
ALL OTHER JANITORIAL & CUSTODIAL	15%



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:	N/A
COMPANY NAME:	HD Supply Facilities Maintenance, Ltd
CONTACT PERSON:	Becky Newell
CONTACT EMAIL:	Rebecca.newell@hdsupply.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: Bruce Reifsteck

Signature:

DocuSigned by:
Signature on File

Title: VP, Public Sector

Date: 08/28/2025



Facilities Management Requisition Over \$30K

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

File #: FM-P-0050-25

Agenda Date: 10/7/2025

Agenda #: 9.A.

AWARDING RESOLUTION
ISSUED TO COM ED
FOR ELECTRIC UTILITY SERVICES
FOR THE NON-CONNECTED COUNTY FACILITIES
FOR FACILITIES MANAGEMENT
(CONTRACT TOTAL AMOUNT: \$60,000)

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 services, for the non-connected County facilities, for the four-year period November 1, 2025 through October 31, 2029, for Facilities Management.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for electric utility services, for the non-connected County facilities, for the four-year period November 1, 2025 through October 31, 2029, for Facilities Management, be, and it is hereby approved for issuance of a contract by the Procurement Division to, ComEd, 2100 Swift Road, Oak Brook, IL 60523, for a total contract amount not to exceed \$60,000. Per 55 ILCS 5/5-1022 "Competitive Bids" (c) Not suitable for competitive bids - Public Utility.

Enacted and approved this 14th day of October, 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#: 25-2243	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$60,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$60,000.00
	CURRENT TERM TOTAL COST: \$60,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Commonwealth Edison Company	VENDOR #: 10023	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 607-407-5665	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 purchase order to Commonwealth Edison Company, for electric utility services for the non-connected County facilities (Election Warehouse and Shoot House), for Facilities Management, for the four-year period November 1, 2025 through October 31, 2029, for a total contract amount not to exceed \$60,000. Per 55 ILCS 5/5-1022 "Competitive Bids" (c) Not suitable for competitive bids – Public Utility.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Electric utility 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: Various	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): Nov 1, 2025	Contract End Date (PO25): Oct 31, 2029

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		Electric Services		1000	1100	53210		60,000.00	60,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 60,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Electric Services for Non-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 and Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 10/7/25 CB: 10/14/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



Facilities Management Resolution

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

File #: FM-R-0010-25

Agenda Date: 10/7/2025

Agenda #: 10.A.

AGREEMENT BETWEEN THE COUNTY OF DU PAGE, ILLINOIS
AND CASA OF DU PAGE COUNTY, INC.
FOR LEASE OF SPACE AT DU PAGE COUNTY
JUDICIAL OFFICE FACILITY

WHEREAS, the County of DuPage ("County") operates and maintains a facility at the County's seat of government in accord with the authority granted by the Illinois General Assembly at 55 ILCS 5/5-1001, et. seq., which facility is commonly known as the DuPage County Judicial Office Facility; and

WHEREAS, CASA of DuPage County, Inc. operates a not-for-profit corporation utilizing unpaid volunteers to speak as a child's only independent representative in the courtroom during certain Judicial processes; and

WHEREAS, CASA supports the Judicial process by helping to break the cycle of child abuse and neglect; and by maximizing opportunities for abused and neglected youth to become productive members of our community as young adults; and

WHEREAS, The County has office space available at the DuPage County Judicial Office Facility for use by non-profit agencies that support the Judicial process; and

WHEREAS, CASA of DuPage County, Inc. desires to operate and maintain an office in the DuPage County Judicial Office Facility, Wheaton, Illinois; and

WHEREAS, it is in the interest of the County of DuPage, it's residents and the Judicial process, to enter into a lease agreement with CASA of DuPage County, Inc. to allow its operation of an office at the DuPage County Judicial Office Facility, subject to terms and conditions of the attached lease; and

WHEREAS, the County Board has established an annual rate of One Dollar (\$1.00), and other good and valuable consideration, including but not limited to the societal services and benefits to the public described above, for CASA's lease of approximately Two Thousand Two Hundred Sixteen (2,216) square feet of office space at the DuPage County Judicial Office Facility; and

WHEREAS, the lease term shall be in effect commencing, approximately, November 1, 2025 and expiring October 31, 2035.

NOW THEREFORE, BE IT RESOLVED, by the County Board of the County of DuPage that the County Board Chair and the County Clerk be and they are hereby authorized and directed to execute on behalf of the County of DuPage the attached lease of office space for use by CASA of DuPage County, Inc.;

BE IT FURTHER RESOLVED, that certified copies of this resolution along with copies of the lease, be transmitted by the County Clerk to CASA of DuPage County, Inc., Attention: Suzanne Skala, Executive Director, 505 N. County Farm Road, Wheaton, Illinois, 60187; and Nicholas Alfonso, State's Attorney's Office.

Enacted and approved this 14th day of October, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

LEASE AGREEMENT
BETWEEN THE COUNTY OF DU PAGE, ILLINOIS
AND CASA OF DU PAGE COUNTY, INC.
FOR OFFICE SPACE AT THE DU PAGE COUNTY JUDICIAL OFFICE FACILITY

THIS INDENTURE WITNESSETH: That the County of DuPage, upon the consent of the CHIEF JUDGE of THE 18th JUDICIAL CIRCUIT COURT, (hereinafter collectively "Lessor") does hereby lease and demise unto CASA of DuPage County, Inc. (hereinafter "Lessee") the following described premises:

The room, or rooms, commonly known and described as third floor Suite C, consisting of, approximately, Two Thousand Two Hundred Sixteen (2,216) square feet of office space in the building known as DuPage County Judicial Office Facility, 505 North County Farm Road, in the City of Wheaton, State of Illinois, as designated in Exhibit A, attached (hereinafter the "Premises").

To have and to hold said Premises for a Term of ten (10) years beginning on the first day of November 2025, and ending on the thirty-first date of October 2035 unless the Lease shall be sooner terminated as hereinafter provided.

By executing this Lease Agreement (hereinafter "Agreement"), the Parties mutually acknowledge and agree that, as of the effective date of this Agreement, the current Lease of the Premises executed by and between the Parties on August 11, 2022 shall be hereby terminated and of no further force and effect. The parties agree and understand that the above-described space allocation for the leased Premises is subject to change and/or relocation at Lessors' sole discretion, pending implementation of building occupancy, long-range space planning, or other logistical needs as determined by the County of DuPage and/or the Chief Judge of the 18th Judicial Circuit Court. In all such cases, however, the area of the office constituting the leased Premises shall be approximately the same size as the above-described space, and located within the DuPage County Government Complex, Wheaton, DuPage County, Illinois.

A. In consideration of the covenants of the Lessor, the Lessee covenants and agrees:

1. To pay the Lessor as rent for said Premises an annual rate of One Dollar and No Cents (\$1.00). Payments shall be made payable to the County of DuPage c/o Facilities Management, 421 North County Farm Road, Wheaton, Illinois, 60187, the first payment being due on the first day of each November annually after commencement of the lease Term. As further consideration for this lease, CASA of DuPage, Inc. shall provide appropriate services to eligible persons within DuPage County which are reasonably aimed towards helping break the cycle of abuse and neglect into the next generation and maximizing opportunities for children and teens to become productive members of the community as young adults.

2. Upon taking possession of the Premises, Lessee shall maintain the Premises in good, tenantable condition throughout the term of the Lease. Lessee shall use and

occupy the Premises solely for its own use and for no other purpose. Lessee will replace, at its own expense, any furnishings, fixtures or other equipment damaged or broken by the Lessee, its agents and employees. Lessee shall be further responsible for damaged or broken furnishings, fixtures or other equipment damaged by third persons in which the damage is due to Lessee's failure to exercise due care or reasonable diligence in the operation of the office, including failure to supervise its wards, charges, clients, guests and invitees.

3. Lessee shall fully indemnify, hold harmless, and defend the Lessor 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 Lessee's negligent, intentional, or reckless acts or omissions on the Lessor's property and involving Lessee's occupancy and/or use of Premises, or arising from of any act or omission, neglect or misconduct of the Lessee's employees, agents, or its subcontractors including, but not limited to, any claims that may be made by Lessee's employees, agents, and subcontractors themselves for injuries to their person or property or otherwise. Nothing contained herein shall be construed as prohibiting the Lessor, its officials, directors, officers, agents, and employees from defending any claims, suits, demands, proceedings, and actions brought against them through the selection and use of their own agents, attorneys, and experts. Pursuant to Illinois law, the attorney representing the Lessor under this paragraph must be the State's Attorney of DuPage County. The Lessor's participation in its defense shall not remove Lessee's duty to indemnify, defend, and hold the Lessor harmless as set forth above. Any indemnity as provided in this Lease shall not be limited by reason of the enumeration of any insurance coverage herein provided. Lessee's indemnification of Lessor shall survive the termination or expiration of this Lease.

4. Lessee shall provide Lessor with satisfactory proof of all insurance coverage(s) required herein prior to commencing its use and occupancy of the Premises:

- a. Lessee shall maintain a Commercial (comprehensive) General Liability insurance policy with a limit of not less than Two Million Dollars (\$2,000,000) per occurrence; Employer's Liability insurance policy with a limit of not less than One Million Dollars (\$1,000,000) per accident/disease; and Umbrella/Excess Liability Coverage with a limit of not less than One Million Dollars (\$1,000,000) per occurrence. Lessee shall further maintain Worker's Compensation Insurance where applicable in the statutorily required amount(s).
- b. Lessee shall provide Lessor with copies of all certificates of insurance and endorsements reasonably required by Lessor prior to the commencement of the lease Term, and shall further provide renewal certificates of insurance at least fifteen (15) days prior to the expiration of any insurance policy required during the Term of the lease.

- c. The Lessee's required insurance policies shall name the Lessor, its officers, agents, and employees as additional insureds. The Certificate(s) of Insurance and Additional Insured Endorsement(s) shall state: "The County of DuPage, its officers, agents, and employees are named as additional insureds as defined in the [*insert applicable policy type*] insurance policy."
- d. The Lessee's required insurance policies shall each contain a provision that the coverage afforded will not be canceled, materially changed, or a renewal refused without providing written notice to the Lessor as an additional insured and Lessee as a named insured at least thirty (30) days prior to said cancellation, material change, or refusal to renew the insurance policy.
- e. The Lessee's required insurance shall be provided by an insurance company licensed to provide insurance in the State of Illinois and which is acceptable to Lessor. In the event Lessee is unable to secure sufficient insurance coverage prior to the scheduled date for occupancy, Lessee shall provide Lessor with proof of appropriate insurance coverage prior to commencing any use or occupancy of the Premises.

5. Lessee shall not make any alterations or additions to the Lease Premises without first obtaining the Lessor's prior written consent.

6. Lessee shall not sublet the Premises, in whole or in part, nor assign any of its rights or obligations under this lease, or any part thereof, without first obtaining the prior written consent of the Lessor.

7. At the expiration or termination of this lease, Lessee shall surrender the Premises to the Lessor in as good a condition as the Premises were in on the date of the Lessee's taking possession thereof, normal wear and tear excepted.

B. In consideration of the covenants of the Lessee, the Lessor covenants and agrees:

1. Lessee will be entitled to occupancy on the date of commencement of the Term. If for any reason occupancy is delayed, Lessee will not be liable for rent until Lessee has taken occupancy, and rental will be prorated from date of occupancy. If occupancy is not given, then Lessee at its own option may terminate this lease.

2. If, during the term of this lease or any renewal and not due to the acts, omissions, recklessness or neglect of Lessee and its officers, employees, agents, and invitees, the whole or part of the premises is condemned so as to make the premises unusable or undesirable, Lessee may terminate the lease by giving written notice. If any portion of the property, building, land, leased Premises or common area are damaged by fire, casualty, or any other cause not attributable to the acts, omissions, recklessness, or neglect of Lessee and its officers, employees, agents, and invitees, the damage shall be promptly repaired by and at the sole cost and expense of Lessor. Until such repairs and

restoration are completed, the rent shall be abated in proportion to the time period that the leased premises are unusable, unsuitable or inaccessible for Lessee to fully conduct its business. Alternatively, either Lessor or Lessee may declare the lease terminated.

3. Lessor shall provide and pay for: i) All electricity used on the Premises, as may be reasonably required for the Lessee's authorized uses thereof; ii) All heat and air conditioning for said Premises, during normal business hours when outdoor weather requires; iii) All fixtures and equipment necessary for electricity, heat and air-conditioning; and iv) All necessary maintenance and repairs to all fixtures and equipment; excepting, however, fixtures and equipment damaged, broken, wasted or misused by reason of failure of the Lessee, its agents or employees to exercise due care, for which the Lessee shall reimburse the Lessor for the costs of such maintenance and repairs.

C. The Lessor and Lessee jointly covenant and agree that:

1. Lease Rules. The provisions of Rider "A" attached hereto, entitled: "Rules and Regulations," are hereby incorporated into and made a part of this Agreement. Lessee, and its employees and agents shall strictly obey said "Rules and regulations," and shall exercise all due care and supervision over its wards, charges, clients, guests and invitees to ensure that they also strictly obey said "Rules and Regulations."

2. Entire Agreement. This Agreement represents the complete understanding between the Parties regarding the lease of the Premises and supersedes all previous agreements, including the Parties previous Lease Agreement, dated August 11, 2022.

3. Early Termination. Either Party may terminate this Lease early without penalty upon ninety (90) days' advance written notice to the other Party.

4. Payment Liability. Lessor shall only look to CASA of DuPage County, Inc. for payment of rent, or other charges, except that the Lessor shall also be entitled to insurance proceeds in the event of any claim or casualty.

5. Notices. Any notice required by the Lease shall be in writing and delivered to the following addresses and Parties:

To LESSEE:

CASA of DuPage County, Inc
Attn: Suzanne Skala, Executive Director
505 N. County Farm Road
Wheaton, IL 60187

To LESSOR:

DuPage County Facilities Management Department
Attn: Director
421 N. County Farm Road
Wheaton, Illinois 60187

and

Chief Judge of the 18th Judicial Circuit Court
Attention: Court Administrator
505 N. County Farm Road
Wheaton, Illinois 60187

Notices sent by mail shall be by registered or certified mail, postage pre-paid, and return receipt requested. If notice is by facsimile transmittal, said notice shall be effective the day of delivery if sent on a business day (defined as Monday through and including Friday, except federal and state holidays) between 9:00 a.m. and 5:00 p.m., and the same notice is also simultaneously mailed via first class regular U.S. mail. Any facsimile transmittal transmitted other than on a business day between 9:00 a.m. and 5:00 p.m. shall become effective on the next business day following the transmittal.

6. Authority. The representatives signing this Agreement on behalf of the Parties certify that they have authority to execute the lease and to commit to all described covenants, to the fullest extent such Parties are duly authorized under the law to so act.

7. Governing Law and Jurisdiction. This lease is governed by the laws of the State of Illinois and will be interpreted in accordance with Illinois law. Jurisdiction shall be in the Illinois 18th Judicial Circuit Court as to any legal action or proceeding filed by either Party for litigation of rights or claims against the other.

8. Breach. Failure of either Party to comply with the terms of this lease, including but not limited to the payment of rent, the failure to obtain required permissions hereunder, the failure to complete improvements in accordance with the terms of this lease, or failure to make or complete in a reasonable time necessary repairs, is a breach of this lease. In the event of a breach by either Party, the non-breaching Party shall have the option of curing the breach and adding and/or deducting actual costs plus a reasonable administrative fee from rental payments or immediately terminating the lease. If the lease is terminated due to Lessor's breach, Lessee may remain in possession, making payment at the current monthly rate until suitable substitute premises are available. If the lease is terminated due to Lessee's breach, Lessor may retake, and Lessee shall surrender, possession of the premises within twenty-one (21) days of said termination.

9. Holdover. If, after the expiration or termination of the lease, Lessee shall retain possession of the premises, the lease shall continue in full force and effect on the same terms and conditions except the lease shall be on a month-to-month basis until

terminated, but in no case may the lease continue on a month-to-month or other holdover basis for a total of more than six (6) months.

10. Force Majeure. No Party shall be liable or responsible to the other Party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make previously owed payments to the other Party hereunder) when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("Impacted Party") reasonable control, including, without limitation, the following force majeure events ("Force Majeure Event(s)") that frustrates the purpose of this Agreement: (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances; (i) epidemic, pandemic or similar influenza or bacterial infection (which is defined by the United States Center for Disease Control as virulent human influenza or infection that may cause global outbreak, or pandemic, or serious illness); (j) emergency state; (k) shortage of adequate medical supplies and equipment; (l) shortage of power or transportation facilities; and (m) other similar events beyond the reasonable control of the Impacted Party.

11. Non-discrimination. Lessee and its employees, agents, and subcontractors agree not to commit unlawful discrimination and/or sexual harassment and agree to comply with any and all statutes and rules related to the same including but not limited to applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act, and the Federal Rehabilitation Act, the Americans with Disabilities Act, the Illinois Environmental Barriers Act, the Illinois Public Works Employment Discrimination Act and rules applicable to each.

12. Improvements. All improvements to Premises completed on behalf of, or for use of, the Lessee, including work undertaken by the Lessee, directly or through the use of third-party vendors, shall be performed at not less than the prevailing hourly wage rate as determined by the Illinois Department of Labor pursuant to the Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, as amended from time to time, and in compliance with the requirements of that law.

13. Waiver. The failure of any party to enforce any provision of this lease agreement shall not constitute a waiver by such party of any provision. The past waiver of a provision by either party shall not constitute a course of conduct or a waiver in the future with respect to the same provision

14. Severability. If any provision of this lease Agreement should be found by a court of competent jurisdiction illegal, invalid, void, or against public policy it shall be considered severable. The remaining provisions shall not be impaired, and the lease Agreement shall be interpreted as far as possible to give effect to the Parties' intent.

IN WITNESS WHEREOF, the Parties have executed this lease agreement on the date(s) indicated below.

LESSOR:

THE COUNTY OF DUPAGE

By: _____
DEBORAH A. CONROY
COUNTY BOARD CHAIR

Date: _____

By the Consent of

THE 18th JUDICIAL CIRCUIT COURT

Signature on File
By: _____
BONNIE M. WHEATON
CHIEF JUDGE

Date: 9-22-25

ATTESTED:

By: _____
JEAN KACZMAREK
DUPAGE COUNTY CLERK

Date: _____

LESSEE:

Signature on File
By: _____
SCOTT DRUMHELLER
BOARD PRESIDENT
CASA OF DUPAGE COUNTY, INC.

Date: 8/29/2025

Subscribed
and sworn before me on
this ____ day of _____, 2025

Notary Public

RIDER "A"
RULERS AND REGULATIONS

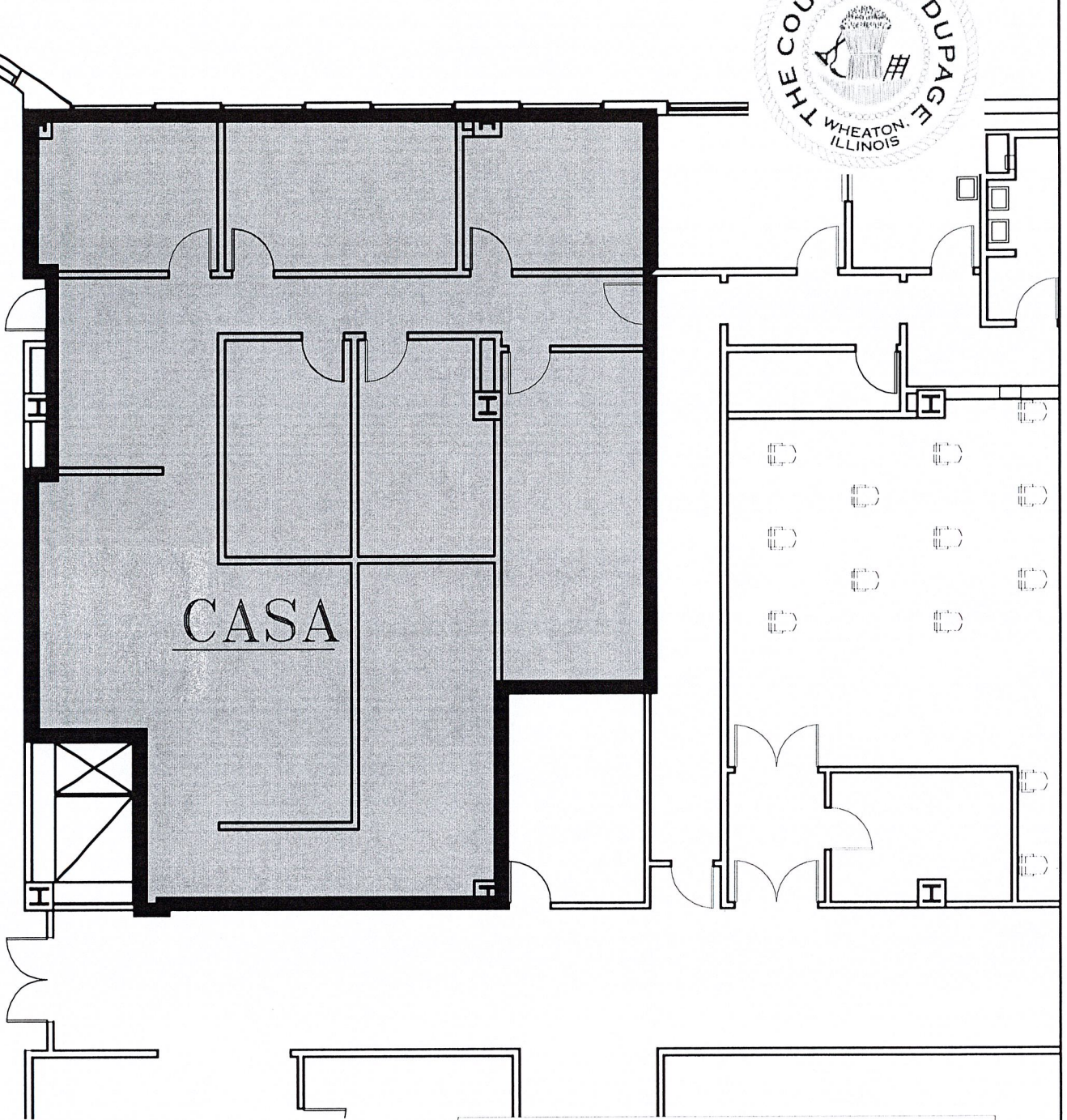
1. SIGNAGE: No sign, picture, advertisement or notice shall be displayed, inscribed, painted or affixed on any part of the outside or inside of said building or on or about the Premises. On the directory board of the Henry J, Hyde Judicial Office Facility, Lessee may affix information pertaining to the Leased Premises, but only of such color, size and style of a material as shall be specified by the Lessor in writing.
2. EQUIPMENT: The Lessee shall not (without the Lessor's written consent) put up or operate any steam engine boiler, electric motor, portable heater, machinery or stove upon the Premises nor carry on any mechanical business thereon, nor use flammable fluid thereon. Lessee, or its agents and employees shall bring no contraband, as determined by the Sheriff of DuPage County, into the Henry J, Hyde Judicial Office Facility.
3. LOCKS AND KEYS: No additional locks shall be placed upon any doors of the Premises and Lessee shall not permit any duplicate keys to be made, as all necessary keys will be furnished by the Lessor. But if more than two keys for any door lock are desired, the additional number must be paid for by the Lessee. Upon termination of this lease, the Lessee shall surrender all keys for the Premises and the Henry J, Hyde Judicial Office Facility and give to the Lessor instructions for the combination of all locks on vault doors on the Premises.
4. DELIVERY/RELOCATION OF GOODS: All safes, furniture, boxes and other bulky articles shall be carried up into the Premises at such times and in such times and in such manner as shall be specified by the Lessor; the Lessor reserves the right to prescribe the position of all safes and other heavy articles. Any damage done to the building or to other occupants or tenants in the building by taking in or putting out a safe or other heavy equipment, or from overloading the floor in any way shall be paid for by the Lessee.
5. PROVISION OF SERVICES: Lessor agrees, in addition to the utilities herein described, to furnish hot water in the basins, pipes and faucets of the Premises for Lessee's use, and to provide building elevators and escalators, during the term of this lease. Lessor will be excused from providing such services or utilities on account of Acts of God, civil unrest, labor strikes, accidents, or other causes beyond the control of Lessor, and further except during reasonable periods for the repair of the building's apparatus and equipment. Lessor shall not be liable for any injury or damage whatsoever which may arise or result from his failure to furnish such services, regardless of the cause of said failure, claims for such injury or damage being hereby expressly waived by the Lessee.
6. CUSTODIAL SERVICE: The Lessor shall provide all ordinary custodial work for the Leased Premises. In the event that the Lessee requires extraordinary

custodial services because of some special use of the Premises, the Lessee may, with the prior consent of the Lessor, employ persons to do such work, at Lessee's sole expense. Any custodian so employed by the Lessee shall submit a description of the proposed extraordinary custodial work to the DuPage County Deputy Director of Facilities Management for approval before commencing work. Lessee-hired custodians shall be deemed the employees or agents of the Lessee.

7. SECURITY: Lessee shall conform to security regulations as established by the Lessor. The security guards of said building, and DuPage County Sheriff's officers, shall at all times keep a pass key and be allowed admittance to said Premises, to cover and respond to any emergencies that may arise; and to enable such personnel to examine said Premises from time to time.
8. ACCESSIBILITY BY LESSOR: The Lessor and its agents shall have the right to enter the Premises at all reasonable hours to examine or exhibit the same.
9. ELECTRICAL INSTALLATIONS: If the Lessee desires telephone, telecommunications, cable or electrical connections, the Lessor will direct the Lessee-hired electrician as to where and how the wires are to be introduced and without such direction no boring or cutting of the building's walls or structural elements shall be permitted.
10. WINDOW AREAS: No awnings or shades or drapings either inside or outside of the windows may be installed without prior written consent of the Lessor.
11. OBSTRUCTIONS: The Lessee shall not allow anything to be placed against or near any glass on the Premises, or in any location which diminishes the light entering building's public areas. Placement of any object, exhibit, or display shall not be permitted in the halls or corridors without the prior written consent of the Lessor.
12. THERMOSTATS: The Lessee shall not permit persons within the Premises to regulate any thermostat, which control the temperature; but shall report to the Department of Facilities Management whenever the same are not working properly or satisfactorily.
13. ANIMALS/BICYCLES: No bicycle or other vehicle, and no dogs or other animals shall be allowed in offices, halls, corridors or other parts of the building, excepting specially trained "assistance" or "service" dogs for genuinely disabled employees or clients of Lessee.
14. REVISED REGULATIONS: The Lessor reserves the right to make such other, further, reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Premises, and for the preservation of good order therein. Lessee acknowledges and agrees that the DuPage County Sheriff and, or, Chief Judge of the Circuit Court retain rule

making authority under Illinois law, and the common law, relative to the use of the Building, and that all parties within the building are obligated to comply with such rules.

15. **BUILDING ACCESS:** The building shall be open at 7:00 a.m. and closed at 5:00 p.m. daily Monday through Friday except on Court holidays, or at such hours as the Lessor may from time to time alter or make exception.
16. **SELLING OF GOODS AND SERVICES:** The supply of goods and services for the convenience of the Lessee shall be furnished only by authorized representatives of the Lessor, or by those organizations granted special written authorization or permission by the Lessor. No tenant shall sell any goods or services upon County- owned property.
17. **CANVASSING:** The Lessees shall not be permitted to canvass among tenants or occupants of the building.
18. **REMOVAL OF PROPERTY:** The Lessees shall list all articles to be taken from the building upon a blank form furnished by the Lessor. Said list shall be presented to the office of the Department of Facilities Management for approval prior to acceptance by the security guard.



1 CASA - FLOOR PLAN
SCALE: 3/32" = 1'-0"

AREA = 2,216 SQUARE FEET

JOF - Third Floor
505 N County Farm Rd.

Lease Exhibit



Facilities Management Resolution

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

File #: FM-R-0011-25

Agenda Date: 10/7/2025

Agenda #: 10.B.

AGREEMENT BETWEEN THE COUNTY OF DU PAGE, ILLINOIS
AND FAMILY SHELTER SERVICE, INC.
FOR LEASE OF SPACE AT DU PAGE COUNTY
JUDICIAL OFFICE FACILITY

WHEREAS, the County of DuPage ("County") operates and maintains a facility at the County's seat of government in accord with the authority granted by the Illinois General Assembly at 55 ILCS 5/5-1001, et. seq., which facility is commonly known as the DuPage County Judicial Office Facility; and

WHEREAS, Family Shelter Service, Inc. operates a not-for-profit corporation utilizing staff to assist all those seeking an order of protection in the courtroom; and

WHEREAS, The County has office space available at the DuPage County Judicial Office Facility for use by non-profit agencies that support the Judicial process; and

WHEREAS, Family Shelter Service, Inc. desires to operate and maintain an office in the DuPage County Judicial Office Facility, Wheaton, Illinois; and

WHEREAS, it is in the interest of the County of DuPage, its residents and the Judicial process, to enter into a lease agreement with Family Shelter Service, Inc. to allow its operation of an office at the DuPage County Judicial Office Facility, subject to terms and conditions of the attached lease; and

WHEREAS, the County Board has established an annual rate of One Dollar (\$1.00), and other good and valuable consideration, including but not limited to the societal services and benefits to the public described above, for Family Shelter Service, Inc. lease of approximately Two Thousand Five Hundred Fifty-Six (2,556) square feet of office space at the DuPage County Judicial Office Facility; and

WHEREAS, the lease term shall be in effect commencing, approximately, November 1, 2025 and expiring October 31, 2035; and

NOW THEREFORE, BE IT RESOLVED, by the County Board of the County of DuPage that the County Board Chair and the County Clerk are hereby authorized and directed to execute on behalf of the County of DuPage the attached lease of office space for use by Family Shelter Service, Inc.;

BE IT FURTHER RESOLVED, that certified copies of this resolution along with copies of the lease, be transmitted by the County Clerk to Family Shelter Service, Inc., Attention: Nicole Carlos, Executive Director, 605 E. Roosevelt Rd., Wheaton, Illinois, 60187; and Nicholas Alfonso, State's Attorney's Office.

Enacted and approved this 14th day of October, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

LEASE AGREEMENT
BETWEEN THE COUNTY OF DU PAGE, ILLINOIS
AND FAMILY SHELTER SERVICE, INC.
FOR OFFICE SPACE AT THE DU PAGE COUNTY JUDICIAL OFFICE FACILITY

THIS INDENTURE WITNESSETH: That the County of DuPage, upon the consent of the CHIEF JUDGE of THE 18th JUDICIAL CIRCUIT COURT, (hereinafter collectively "Lessor") does hereby lease and demise unto FAMILY SHELTER SERVICE, INC. (hereinafter "Lessee") the following described premises:

The room, or rooms, commonly known and described as third floor Suite C, consisting of, approximately, Two Thousand Five Hundred Fifty-Six (2,556) square feet of office space in the building known as DuPage County Judicial Office Facility, 505 North County Farm Road, in the City of Wheaton, State of Illinois, as designated in Exhibit A attached, and hereafter the "Premises."

To have and to hold said Premises for a Term of ten (10) years beginning on the first day of November 2025, and ending on the thirty-first date of October 2035 unless the Lease shall be sooner terminated as hereinafter provided.

By executing this Lease Agreement (hereinafter "Agreement"), the Parties mutually acknowledge and agree that, as of the effective date of this Agreement, the current Lease of the Premises executed by and between the Parties on September 13, 2022 shall be hereby terminated and of no further force and effect. The parties agree and understand that the above-described space allocation for the leased Premises is subject to change and/or relocation at Lessors' sole discretion, pending implementation of building occupancy, long-range space planning, or other logistical needs as determined by the County of DuPage and/or the Chief Judge of the 18th Judicial Circuit Court. In all such cases, however, the area of the office constituting the leased Premises shall be approximately the same size as the above-described space, and located within the DuPage County Government Complex, Wheaton, DuPage County, Illinois.

A. In consideration of the covenants of the Lessor, the Lessee covenants and agrees:

1. To pay the Lessor as rent for said Premises an annual rate of One Dollar and No Cents (\$1.00). Payments shall be made payable to the County of DuPage c/o Facilities Management, 421 North County Farm Road, Wheaton, Illinois, 60187, the first payment being due on the first day of each November annually after commencement of the lease Term. As further consideration for this lease, Lessee shall provide appropriate services to eligible persons within DuPage County which are reasonably aimed towards helping victims of domestic violence escape abuse and rebuild their lives by working to eliminate barriers, provide faster, greater and more equal access to services in an environment where survivors can feel supported and empowered to disentangle from their situation.

2. Upon taking possession of the Premises, Lessee shall maintain the Premises in good, tenantable condition throughout the term of the Lease. Lessee shall use and occupy the Premises solely for its own use and for no other purpose. Lessee will replace, at its own expense, any furnishings, fixtures or other equipment damaged or broken by the Lessee, its agents and employees. Lessee shall be further responsible for damaged or broken furnishings, fixtures or other equipment damaged by third persons in which the damage is due to Lessee's failure to exercise due care or reasonable diligence in the operation of the office, including failure to supervise its wards, charges, clients, guests and invitees.

3. Lessee shall fully indemnify, hold harmless, and defend the Lessor 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 Lessee's negligent, intentional, or reckless acts or omissions on the Lessor's property and involving Lessee's occupancy and/or use of Premises, or arising from of any act or omission, neglect or misconduct of the Lessee's employees, agents, or its subcontractors including, but not limited to, any claims that may be made by Lessee's employees, agents, and subcontractors themselves for injuries to their person or property or otherwise. Nothing contained herein shall be construed as prohibiting the Lessor, its officials, directors, officers, agents, and employees from defending any claims, suits, demands, proceedings, and actions brought against them through the selection and use of their own agents, attorneys, and experts. Pursuant to Illinois law, the attorney representing the Lessor under this paragraph must be the State's Attorney of DuPage County. The Lessor's participation in its defense shall not remove Lessee's duty to indemnify, defend, and hold the Lessor harmless as set forth above. Any indemnity as provided in this Lease shall not be limited by reason of the enumeration of any insurance coverage herein provided. Lessee's indemnification of Lessor shall survive the termination or expiration of this Lease.

4. Lessee shall provide Lessor with satisfactory proof of all insurance coverage(s) required herein prior to commencing its use and occupancy of the Premises:

- a. Lessee shall maintain a Commercial (comprehensive) General Liability insurance policy with a limit of not less than Two Million Dollars (\$2,000,000) per occurrence; Employer's Liability insurance policy with a limit of not less than One Million Dollars (\$1,000,000) per accident/disease; and Umbrella/Excess Liability Coverage with a limit of not less than One Million Dollars (\$1,000,000) per occurrence. Lessee shall further maintain Worker's Compensation Insurance where applicable in the statutorily required amount(s).
- b. Lessee shall provide Lessor with copies of all certificates of insurance and endorsements reasonably required by Lessor prior to the commencement of the lease Term, and shall further provide renewal certificates of

insurance at least fifteen (15) days prior to the expiration of any insurance policy required during the Term of the lease.

- c. The Lessee's required insurance policies shall name the Lessor, its officers, agents, and employees as additional insureds. The Certificate(s) of Insurance and Additional Insured Endorsement(s) shall state: "The County of DuPage, its officers, agents, and employees are named as additional insureds as defined in the [*insert applicable policy type*] insurance policy."
- d. The Lessee's required insurance policies shall each contain a provision that the coverage afforded will not be canceled, materially changed, or a renewal refused without providing written notice to the Lessor as an additional insured and Lessee as a named insured at least thirty (30) days prior to said cancellation, material change, or refusal to renew the insurance policy.
- e. The Lessee's required insurance shall be provided by an insurance company licensed to provide insurance in the State of Illinois and which is acceptable to Lessor. In the event Lessee is unable to secure sufficient insurance coverage prior to the scheduled date for occupancy, Lessee shall provide Lessor with proof of appropriate insurance coverage prior to commencing any use or occupancy of the Premises.

5. Lessee shall not make any alterations or additions to the Lease Premises without first obtaining the Lessor's prior written consent.

6. Lessee shall not sublet the Premises, in whole or in part, nor assign any of its rights or obligations under this lease, or any part thereof, without first obtaining the prior written consent of the Lessor.

7. At the expiration or termination of this lease, Lessee shall surrender the Premises to the Lessor in as good a condition as the Premises were in on the date of the Lessee's taking possession thereof, normal wear and tear excepted.

B. In consideration of the covenants of the Lessee, the Lessor covenants and agrees:

1. Lessee will be entitled to occupancy on the date of commencement of the Term. If for any reason occupancy is delayed, Lessee will not be liable for rent until Lessee has taken occupancy, and rental will be prorated from date of occupancy. If occupancy is not given, then Lessee at its own option may terminate this lease.

2. If, during the term of this lease or any renewal and not due to the acts, omissions, recklessness or neglect of Lessee and its officers, employees, agents, and invitees, the whole or part of the premises is condemned so as to make the premises unusable or undesirable, Lessee may terminate the lease by giving written notice. If any portion of the property, building, land, leased Premises or common area are damaged by

fire, casualty, or any other cause not attributable to the acts, omissions, recklessness, or neglect of Lessee and its officers, employees, agents, and invitees, the damage shall be promptly repaired by and at the sole cost and expense of Lessor. Until such repairs and restoration are completed, the rent shall be abated in proportion to the time period that the leased premises are unusable, unsuitable or inaccessible for Lessee to fully conduct its business. Alternatively, either Lessor or Lessee may declare the lease terminated.

3. Lessor shall provide and pay for: i) All electricity used on the Premises, as may be reasonably required for the Lessee's authorized uses thereof; ii) All heat and air conditioning for said Premises, during normal business hours when outdoor weather requires; iii) All fixtures and equipment necessary for electricity, heat and air-conditioning; and iv) All necessary maintenance and repairs to all fixtures and equipment; excepting, however, fixtures and equipment damaged, broken, wasted or misused by reason of failure of the Lessee, its agents or employees to exercise due care, for which the Lessee shall reimburse the Lessor for the costs of such maintenance and repairs.

C. The Lessor and Lessee jointly covenant and agree that:

1. Lease Rules. The provisions of Rider "A" attached hereto, entitled: "Rules and Regulations," are hereby incorporated into and made a part of this Agreement. Lessee, and its employees and agents shall strictly obey said "Rules and regulations," and shall exercise all due care and supervision over its wards, charges, clients, guests and invitees to ensure that they also strictly obey said "Rules and Regulations."

2. Entire Agreement. This Agreement represents the complete understanding between the Parties regarding the lease of the Premises and supersedes all previous agreements, including the Parties previous Lease Agreement, dated [December 1, 2022, through November 30, 2026].

3. Early Termination. Either Party may terminate this Lease early without penalty upon ninety (90) days' advance written notice to the other Party.

4. Payment Liability. Lessor shall only look to Family Shelter Services, Inc., Inc. for payment of rent, or other charges, except that the Lessor shall also be entitled to insurance proceeds in the event of any claim or casualty.

5. Notices. Any notice required by the Lease shall be in writing and delivered to the following addresses and Parties:

To LESSEE:

Family Shelter Services, Inc
Attn: Nicole Carlos, Executive Director
505 N. County Farm Road
Wheaton, IL 60187

To LESSOR:

DuPage County Facilities Management Department
Attn: Director
421 N. County Farm Road
Wheaton, Illinois 60187

and

Chief Judge of the 18th Judicial Circuit Court
Attention: Court Administrator
505 N. County Farm Road
Wheaton, Illinois 60187

Notices sent by mail shall be by registered or certified mail, postage pre-paid, and return receipt requested. If notice is by facsimile transmittal, said notice shall be effective the day of delivery if sent on a business day (defined as Monday through and including Friday, except federal and state holidays) between 9:00 a.m. and 5:00 p.m., and the same notice is also simultaneously mailed via first class regular U.S. mail. Any facsimile transmittal transmitted other than on a business day between 9:00 a.m. and 5:00 p.m. shall become effective on the next business day following the transmittal.

6. Authority. The representatives signing this Agreement on behalf of the Parties certify that they have authority to execute the lease and to commit to all described covenants, to the fullest extent such Parties are duly authorized under the law to so act.

7. Governing Law and Jurisdiction. This lease is governed by the laws of the State of Illinois and will be interpreted in accordance with Illinois law. Jurisdiction shall be in the Illinois 18th Judicial Circuit Court as to any legal action or proceeding filed by either Party for litigation of rights or claims against the other.

8. Breach. Failure of either Party to comply with the terms of this lease, including but not limited to the payment of rent, the failure to obtain required permissions hereunder, the failure to complete improvements in accordance with the terms of this lease, or failure to make or complete in a reasonable time necessary repairs, is a breach of this lease. In the event of a breach by either Party, the non-breaching Party shall have the option of curing the breach and adding and/or deducting actual costs plus a reasonable administrative fee from rental payments or immediately terminating the lease. If the lease is terminated due to Lessor's breach, Lessee may remain in possession, making payment at the current monthly rate until suitable substitute premises are available. If the lease is terminated due to Lessee's breach, Lessor may retake, and Lessee shall surrender, possession of the premises within twenty-one (21) days of said termination.

9. Holdover. If, after the expiration or termination of the lease, Lessee shall retain possession of the premises, the lease shall continue in full force and effect on the same terms and conditions except the lease shall be on a month-to-month basis until terminated, but in no case may the lease continue on a month-to-month or other holdover basis for a total of more than six (6) months.

10. Force Majeure. No Party shall be liable or responsible to the other Party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make previously owed payments to the other Party hereunder) when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("Impacted Party") reasonable control, including, without limitation, the following force majeure events ("Force Majeure Event(s)") that frustrates the purpose of this Agreement: (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances; (i) epidemic, pandemic or similar influenza or bacterial infection (which is defined by the United States Center for Disease Control as virulent human influenza or infection that may cause global outbreak, or pandemic, or serious illness); (j) emergency state; (k) shortage of adequate medical supplies and equipment; (l) shortage of power or transportation facilities; and (m) other similar events beyond the reasonable control of the Impacted Party.

11. Non-discrimination. Lessee and its employees, agents, and subcontractors agree not to commit unlawful discrimination and/or sexual harassment and agree to comply with any and all statutes and rules related to the same including but not limited to applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act, and the Federal Rehabilitation Act, the Americans with Disabilities Act, the Illinois Environmental Barriers Act, the Illinois Public Works Employment Discrimination Act and rules applicable to each.

12. Improvements. All improvements to Premises completed on behalf of, or for use of, the Lessee, including work undertaken by the Lessee, directly or through the use of third-party vendors, shall be performed at not less than the prevailing hourly wage rate as determined by the Illinois Department of Labor pursuant to the Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, as amended from time to time, and in compliance with the requirements of that law.

13. Waiver. The failure of any party to enforce any provision of this lease agreement shall not constitute a waiver by such party of any provision. The past waiver of a provision by either party shall not constitute a course of conduct or a waiver in the future with respect to the same provision

14. Severability. If any provision of this lease Agreement should be found by a court of competent jurisdiction illegal, invalid, void, or against public policy it shall be considered severable. The remaining provisions shall not be impaired, and the lease Agreement shall be interpreted as far as possible to give effect to the Parties' intent.

IN WITNESS WHEREOF, the Parties have executed this lease agreement on the date(s) indicated below.

LESSOR:

THE COUNTY OF DUPAGE

By: _____ Date: _____
DEBORAH A. CONROY
COUNTY BOARD CHAIR

By the Consent of

THE 18th JUDICIAL CIRCUIT COURT

Signature on File
By: _____ Date: 9-22-25
BONNIE M. WHEATON
CHIEF JUDGE

ATTESTED:

By: _____ Date: _____
JEAN KACZMAREK
DUPAGE COUNTY CLERK

LESSEE:

FAMILY SHELTER SERVICE OF METROPOLITAN FAMILY SERVICES DUPAGE

Signature on File
By: _____ Date: 9/17/2025
NICOLE CARLOS
EXECUTIVE DIRECTOR

Subscribed and sworn before me on
and sworn before me on
this ____ day of _____, 2025

Notary Public

RIDER "A"
RULERS AND REGULATIONS

1. **SIGNAGE:** No sign, picture, advertisement or notice shall be displayed, inscribed, painted or affixed on any part of the outside or inside of said building or on or about the Premises. On the directory board of the Henry J, Hyde Judicial Office Facility, Lessee may affix information pertaining to the Leased Premises, but only of such color, size and style of a material as shall be specified by the Lessor in writing.
2. **EQUIPMENT:** The Lessee shall not (without the Lessor's written consent) put up or operate any steam engine boiler, electric motor, portable heater, machinery or stove upon the Premises nor carry on any mechanical business thereon, nor use flammable fluid thereon. Lessee, or its agents and employees shall bring no contraband, as determined by the Sheriff of DuPage County, into the Henry J, Hyde Judicial Office Facility.
3. **LOCKS AND KEYS:** No additional locks shall be placed upon any doors of the Premises and Lessee shall not permit any duplicate keys to be made, as all necessary keys will be furnished by the Lessor. But if more than two keys for any door lock are desired, the additional number must be paid for by the Lessee. Upon termination of this lease, the Lessee shall surrender all keys for the Premises and the Henry J, Hyde Judicial Office Facility and give to the Lessor instructions for the combination of all locks on vault doors on the Premises.
4. **DELIVERY/RELOCATION OF GOODS:** All safes, furniture, boxes and other bulky articles shall be carried up into the Premises at such times and in such times and in such manner as shall be specified by the Lessor; the Lessor reserves the right to prescribe the position of all safes and other heavy articles. Any damage done to the building or to other occupants or tenants in the building by taking in or putting out a safe or other heavy equipment, or from overloading the floor in any way shall be paid for by the Lessee.
5. **PROVISION OF SERVICES:** Lessor agrees, in addition to the utilities herein described, to furnish hot water in the basins, pipes and faucets of the Premises for Lessee's use, and to provide building elevators and escalators, during the term of this lease. Lessor will be excused from providing such services or utilities on account of Acts of God, civil unrest, labor strikes, accidents, or other causes beyond the control of Lessor, and further except during reasonable periods for the repair of the building's apparatus and equipment. Lessor shall not be liable for any injury or damage whatsoever which may arise or result from his failure to furnish such services, regardless of the cause of said failure, claims for such injury or damage being hereby expressly waived by the Lessee.
6. **CUSTODIAL SERVICE:** The Lessor shall provide all ordinary custodial work for the Leased Premises. In the event that the Lessee requires extraordinary

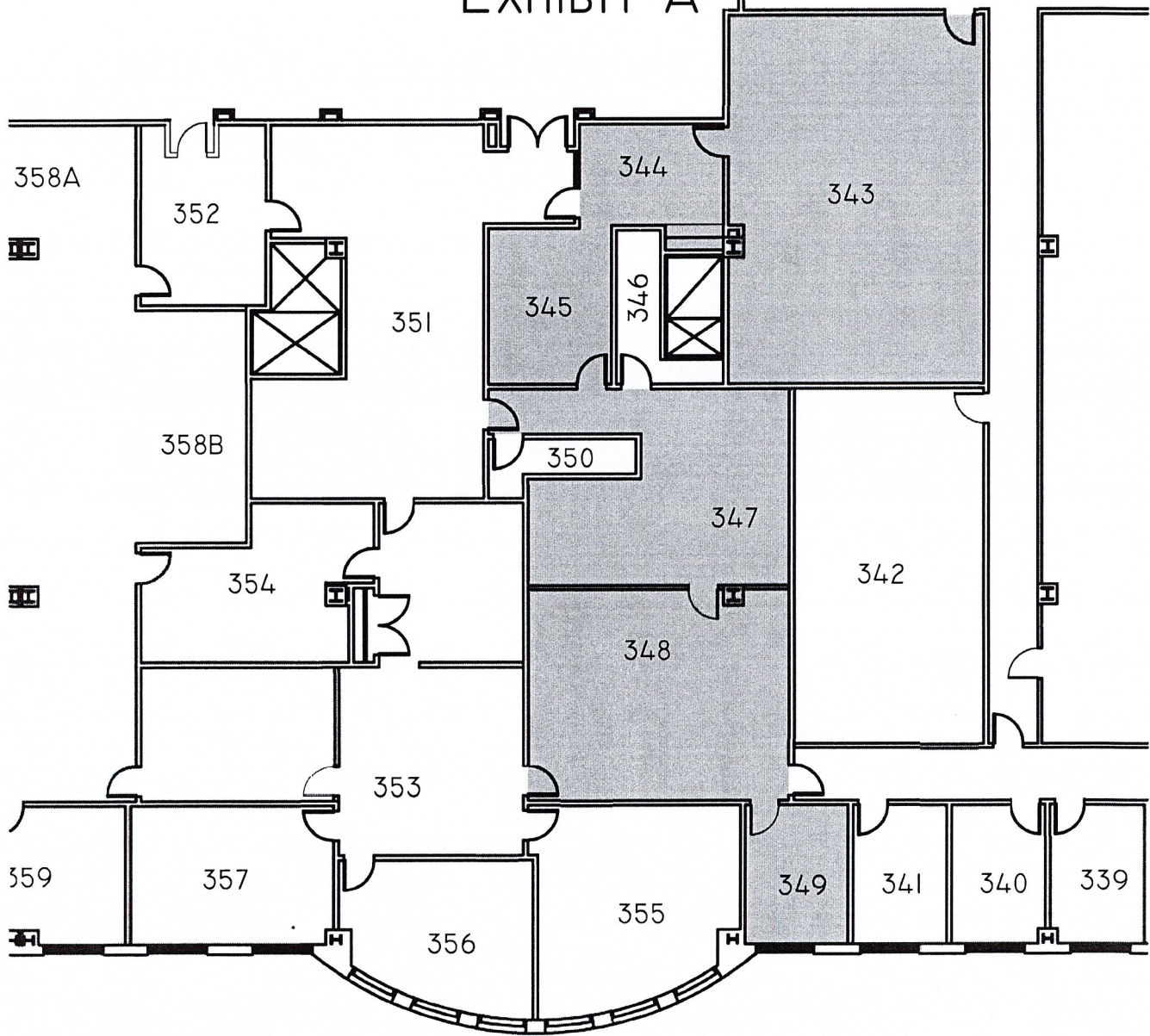
custodial services because of some special use of the Premises, the Lessee may, with the prior consent of the Lessor, employ persons to do such work, at Lessee's sole expense. Any custodian so employed by the Lessee shall submit a description of the proposed extraordinary custodial work to the DuPage County Deputy Director of Facilities Management for approval before commencing work. Lessee-hired custodians shall be deemed the employees or agents of the Lessee.

7. SECURITY: Lessee shall conform to security regulations as established by the Lessor. The security guards of said building, and DuPage County Sheriff's officers, shall at all times keep a pass key and be allowed admittance to said Premises, to cover and respond to any emergencies that may arise; and to enable such personnel to examine said Premises from time to time.
8. ACCESSIBILITY BY LESSOR: The Lessor and its agents shall have the right to enter the Premises at all reasonable hours to examine or exhibit the same.
9. ELECTRICAL INSTALLATIONS: If the Lessee desires telephone, telecommunications, cable or electrical connections, the Lessor will direct the Lessee-hired electrician as to where and how the wires are to be introduced and without such direction no boring or cutting of the building's walls or structural elements shall be permitted.
10. WINDOW AREAS: No awnings or shades or drapings either inside or outside of the windows may be installed without prior written consent of the Lessor.
11. OBSTRUCTIONS: The Lessee shall not allow anything to be placed against or near any glass on the Premises, or in any location which diminishes the light entering building's public areas. Placement of any object, exhibit, or display shall not be permitted in the halls or corridors without the prior written consent of the Lessor.
12. THERMOSTATS: The Lessee shall not permit persons within the Premises to regulate any thermostat, which control the temperature; but shall report to the Department of Facilities Management whenever the same are not working properly or satisfactorily.
13. ANIMALS/BICYCLES: No bicycle or other vehicle, and no dogs or other animals shall be allowed in offices, halls, corridors or other parts of the building, excepting specially trained "assistance" or "service" dogs for genuinely disabled employees or clients of Lessee.
14. REVISED REGULATIONS: The Lessor reserves the right to make such other, further, reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Premises, and for the preservation of good order therein. Lessee acknowledges and agrees that the DuPage County Sheriff and, or, Chief Judge of the Circuit Court retain rule

making authority under Illinois law, and the common law, relative to the use of the Building, and that all parties within the building are obligated to comply with such rules.

15. BUILDING ACCESS: The building shall be open at 7:00 a.m. and closed at 5:00 p.m. daily Monday through Friday except on Court holidays, or at such hours as the Lessor may from time to time alter or make exception.
16. SELLING OF GOODS AND SERVICES: The supply of goods and services for the convenience of the Lessee shall be furnished only by authorized representatives of the Lessor, or by those organizations granted special written authorization or permission by the Lessor. No tenant shall sell any goods or services upon County- owned property.
17. CANVASSING: The Lessees shall not be permitted to canvass among tenants or occupants of the building.
18. REMOVAL OF PROPERTY: The Lessees shall list all articles to be taken from the building upon a blank form furnished by the Lessor. Said list shall be presented to the office of the Department of Facilities Management for approval prior to acceptance by the security guard.

EXHIBIT A

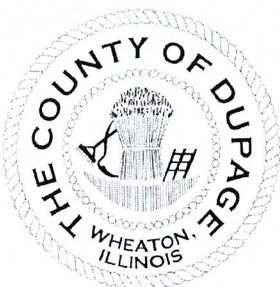


PARTIAL 3RD FLOOR PLAN

SCALE: 1/16" = 1'-0"



= AREA OF LEASED PREMISES (2,556 SQUARE FEET)



Judicial Office Facility
505 N County Farm Road
Wheaton, IL



Finance Resolution

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

File #: FI-R-0156-25

Agenda Date: 10/7/2025

Agenda #: 10.C.

ACCEPTANCE AND APPROPRIATION OF THE
METROPOLITAN MAYORS CAUCUS
POWERING SAFE COMMUNITIES GRANT PY25 - POWER25
COMPANY 5000 - ACCOUNTING UNIT 1105
\$10,000

(Under the administrative direction of the Facilities Management Department)

WHEREAS, the County of DuPage has been notified (ATTACHMENT II) by the Metropolitan Mayors Caucus that grant funds in the amount of \$10,000 (TEN THOUSAND AND NO/100 DOLLARS) are available to help complete the DuPage Care Center EV Charging station project; and

WHEREAS, to receive said grant funds, the County of DuPage must approve and sign into the 2025 Powering Safe Communities Grant Acceptance form with the Metropolitan Mayors Caucus, a copy of which is attached to and incorporated as a part of this resolution; and

WHEREAS, the period of the grant agreement is from August 5, 2025 through April 30, 2026; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said grant funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the 2025 Powering Safe Communities Grant acceptance form between DuPage County and Metropolitan Mayors Caucus is hereby approved for signature; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$10,000 (TEN THOUSAND AND NO/100 DOLLARS) be made to establish the Metropolitan Mayors Caucus 2025 Powering Safe Communities Grant, Company 5000 - Accounting Unit 1105, for the period August 5, 2025 through April 30, 2026; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Facilities Management is approved as the County's Authorized Representative; and

BE IT FURTHER RESOLVED that should state and/or federal funding cease for this grant, the Public Works Committee shall review the need for continuing the specified program and related head count; and

BE IT FURTHER RESOLVED that should the Public Works Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 14th day of October, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION TO ESTABLISH THE
METROPOLITAN MAYORS CAUCUS
POWERING SAFE COMMUNITIES GRANT - POWER25
COMPANY 5000 – ACCOUNTING UNIT 1105
\$10,000

REVENUE

46009-0000 - Private Grants \$ 10,000

TOTAL ANTICIPATED REVENUE \$ 10,000

EXPENDITURES

CAPITAL

54010-0000 - Building Improvements \$ 10,000

TOTAL CAPITAL \$ 10,000

TOTAL ADDITIONAL APPROPRIATION \$ 10,000



August 5, 2025

Dear Mr. Johnstone,

Congratulations! The *Powering Safe Communities* proposal submitted by DuPage County has been selected for funding. You are awarded \$10,000 to complete your project, "DuPage Care Center EV Charging". You have proposed to match this grant with \$79,999 of additional expenditures and/or in-kind services. ComEd and the Metropolitan Mayors Caucus are pleased to partner with you.

ComEd provides these grant funds and the Metropolitan Mayors Caucus is the grant program administrator. The Caucus will establish a contract with you, monitor your work over the grant period, and reimburse you for eligible expenses to complete your project up to \$10,000. Of course, we will work with you to successfully administer and complete your project.

Attached are documents needed to accept the grant and the detailed terms that will qualify you for payment at the conclusion of your project. Executing the grant agreement involves these simple steps:

- The proposal you submitted online is the *Scope of Work* for your project. Proceed with your work as proposed, revising the budget and scope to adapt to your actual award amount budget. No further work plan is needed.
- The terms of the grant are detailed in the *Recipient Assurances and Requirements*. Keep these for you records.
- Accept these terms and agree to perform your *Scope of Work* by signing and returning the *Acceptance Form*.

→**Promptly sign the Acceptance Form and return via email to bschnelle@mayorscaucus.org**

The **Grant Project Period will conclude on April 30, 2026**, or sooner if you complete your project earlier. You may complete your project at any time before this date. Your grant will close-out once we receive your *Final Report*, satisfactory documentation of work and expenses, and reimburse you for eligible expenditures.

You will be required to submit a *Progress Report* by October 31, 2025, unless your project is completed and closed-out before that date.

When you **complete your project**, which must be **on or before April 30, 2026**, you must submit a *Final Report* and *Reimbursement Request*. Documentation of expenses and match must be provided in the Reimbursement Request. The reporting schedule and forms are attached.

City of Chicago · DuPage Mayors and Managers Conference · Lake County Municipal League · McHenry County Council of Governments
Metro West Council of Governments · Northwest Municipal Conference · South Suburban Mayors and Managers Association
Southwest Conference of Mayors · West Central Municipal Conference · Will County Governmental League

433 W. Van Buren Street, Suite 450, Chicago, Illinois 6067
Tel: 312.201.4505 Fax: 312.454.0411
www.mayorscaucus.org

The competition for Powering Safe Communities grants was robust. You are to be commended for your excellent proposal. Please complete your Powering Safe Communities project with the same care and professionalism.

Ben Schnelle oversees the administration of the Powering Safe Communities program. Please feel free to contact him at 417-366-1684 or bschnelle@mayorscaucus.org with any questions.

Sincerely,

Signature on File

Neil James
Executive Director
Metropolitan Mayors Caucus

City of Chicago · DuPage Mayors and Managers Conference · Lake County Municipal League · McHenry County Council of Governments
Metro West Council of Governments · Northwest Municipal Conference · South Suburban Mayors and Managers Association
Southwest Conference of Mayors · West Central Municipal Conference · Will County Governmental League

433 W. Van Buren Street, Suite 450, Chicago, Illinois 6067
Tel: 312.201.4505 Fax: 312.454.0411
www.mayorscaucus.org



2025 Powering Safe Communities Grant Acceptance Form

Recipient organization: DuPage County

Name of Project: DuPage Care Center EV Charging Station Project.

Source of Funds: ComEd

The Powering Safe Communities ***Recipient Assurances and Requirements*** document has been reviewed and approved for signature. Signature below certifies that the individuals listed in this document are authorized to act in their respective areas for matters related to this agreement.

For recipient organization:

Signature of AUTHORIZED REPRESENTATIVE

DATE

Tim Harbaugh

Print Name

Director of Facilities Management Department

TITLE

For the Metropolitan Mayors Caucus:

NEIL JAMES
EXECUTIVE DIRECTOR
METROPOLITAN MAYORS CAUCUS

DATE

Send to:

Ben Schnelle
Metropolitan Mayors Caucus
bschnelle@mayorscaucus.org

Please send signed acceptance form to bschnelle@mayorscaucus.org. One countersigned original will be returned to you.



Informational

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

File #: 25-2414

Agenda Date: 10/7/2025

Agenda #: 12.A.

August 7, 2025

Mr. Tim Harbaugh
DuPage County Director of Facilities
421 County Farm Road
Wheaton, IL 60187
Re: Notice of Termination of Agreement - DuPage County Veterans' Memorial, Inc.

Dear Tim:

I am sending this letter in follow up to our past discussions.

With the passing of Terry Owens on July 8, the President of the DuPage County Veterans' Memorial, Incorporated ("DCVM"), and as the authorized representative of DCVM, I am hereby terminating the December 10, 2013, Agreement between the County of DuPage, Illinois and the DuPage County Veterans' Memorial, Incorporated Regarding the Operation, Maintenance and Use of the DuPage County Veterans' Memorial (approved by DuPage County Resolution FM-0001-14).

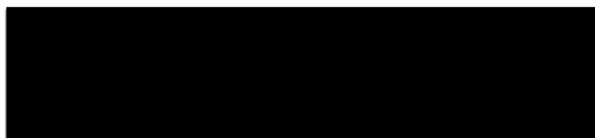
There are two remaining members of the DCVM, myself and Ken Jacobs. I have discussed this matter with Mr. Jacobs and he supports and has approved this decision.

The DCVM has a remaining fund balance of \$1,518.01. This remaining fund balance will be donated to the DuPage County Veterans Assistance Commission, under the direction of Steve Fixler.

We have enjoyed our partnership.

If you have any questions, please contact me.

Sincerely,



George Kouba
Member, DuPage County Veterans' Memorial, Inc.
521 S Park View
Elmhurst, IL 60126
(630)880-3676