



EMERGENCY PROCUREMENT DECISION MEMO

REQUISITION # 924029

This form must be notarized and filed with the Procurement Officer by the close of business the next business day following the emergency.

EMERGENCY CONTACT INFORMATION

Department	DuPage ETSB	Vendor	Key Tower LLC
Contact	Eve Kraus	Vendor ERP #	
Address	421 N. County Farm Road	Contact	William Steele
Room		Address	1802 W. Berleau Avenue, #203
City, ST Zip	Wheaton, IL 60187	City, ST Zip	Chicago, IL 60613
Phone	630-550-7743	Phone	309-798-8110
Fax		Fax	
Email	etsb911@dupagecounty.gov	Email	william.steele@keytowerllc.com

State of Illinois)
) : SS
 County of DuPage)

I, Linda M. Zerwin, being sworn, solemnly affirm that:

- I am Executive Director of the DuPage County ETSB
OFFICIAL TITLE DEPARTMENT/DIVISION
- I have authorized the expenditure of funds for an emergency. This expenditure is justified as:
- An emergency involving public health.
 - An emergency involving public safety.
 - Necessary to protect County property from further loss or damage.
 - Necessary to prevent or minimize serious disruption in County services.
 - Necessary to insure integrity of County records.

✓ The condition and circumstances requiring this emergency expenditure are:

It was identified on the Hidden Lakes tower that a controller in the shelter had a faulty capacitor and the obstruction lighting was not functioning and that the system is aging (estimated 1992) and outdated. Key Tower sourced and replaced parts which restored only two of the four obstruction lights back to normal function. To replace the known faulty components would be approximately \$5,100 with the risk that the entire system would still need replacement if the issues were not resolved. To replace the entire system was more cost efficient and Key Tower recommended that automatic monitoring be added to the system to check the functionality at least once every 24 hours.

✓ Indicate impact if not done as an emergency procurement:

The 620W bulbs for a system from circa 1992 are scarce and difficult to source. Without functional lighting, a Notice to Airmen/Air Mission (NOTAM) had to be filed. This notice is filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or location that could affect the flight. When the replacement lighting kit was installed and operational as of October 12, the NOTAM was canceled.

- ✓ That the amount of this expenditure is 25,744.19 Actual or Estimated
(If an estimated cost is provided, the actual cost must be provided to the Procurement Officer as soon as it is known.)

✓ ^{ETS} County Board Chairman's approval (If approval was obtained via email, please attach a copy of email):

Date: 10/16/24 Time: 12:09 pm

✓ Parent Committee Chair Notification (If notification was via email, please attach a copy of email):

Date: N/A Time: _____

✓ This affidavit is made pursuant to and in fulfillment of the emergency procurement affidavit provisions of the DuPage County Procurement Ordinance OFI-005F-99.

I know and understand the contents of this affidavit, and all statements herein are true and correct.

Subscribed and sworn before me this 16th day of October, 2024

 Signature of Affiant

 Notary Public

My Commission expires:
January 31, 2027

Reviewed:

 Procurement Officer

