

# **DUPAGE COUNTY BOARD OF HEALTH**

**April 9, 2009**

**Immediately Following the Committee of the Whole**

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AGENDA ITEM #7a

(04/09/09)

**HUMAN RESOURCES TRANSACTIONS – BUSINESS OPERATIONS SERVICES**

All employees hired and changing status are filling vacant budgeted positions.

The Changes of Status have not caused any increase in the budget.

**M O T I O N**

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed, falling within the dates of 03/05/09 to 03/31/09.

AGENDA ITEM # 7a

(04/09/09)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<b><u>The hiring of the following people:</u></b>				
Sandhya Bhakthavalsalan Nair	Application Developer (temporary)	22.18 hr. – 33.27 hr.	212T	03/05/09
Susan P. Albovias, M.D.	Physician (contractual)	60.47 hr.	---	03/25/09
Patricia Grimes	Temporary Houseparent (on-call)	10.79 hr.	----	03/30/09
Lizzeth Uriostegui	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	03/30/09
Kristen R. Gunther	Case Manager	15.99 hr. – 23.99 hr.	110	03/30/09

**The changes of status of the following employees:**

Barbara Patino	From: Temporary Houseparent (on-call)	10.79 hr.	----	03/07/09
	To: Overnight Support Staff	9.54 hr. – 14.31 hr.	107	03/07/09
Adam Forker	From: F-T Clinician/Consultant	20.31 hr. – 30.47 hr.	207	03/07/09
	To: Sr. Clinician/Consultant (job share 38.50 bi-weekly)	23.13 hr. – 34.69 hr.	208	03/07/09
Susan Bloom	From: Senior Clinician/Consultant	23.13 hr. – 34.69 hr.	208	03/21/09
	To: Psychiatric Nurse Practitioner	26.28 hr. – 39.42 hr.	209	03/21/09
Ann Kaufrinder	From: Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	03/21/09
	To: Mental Health Worker	15.95 hr. – 23.93 hr.	205	03/21/09

**The separation of the following employees:**

Vivienne Ridenhower-Kruty	Mental Health Worker	15.95 hr. – 23.93 hr.	205	03/09/09
Stephanie Schober	Associate Sanitarian	15.95 hr. – 23.93 hr.	205	03/24/09
Patricia Thorsen	Parent Partner (on-call)	12.00 hr.	----	03/24/09

Susan Robison	Qualified Examiner (on-call) (80)	21.68 hr. – 32.52 hr.	208	03/26/09
Rosemary Venuto	Psychiatric Nurse (on-call) (75)	20.31 hr. – 30.47 hr.	207	03/28/09
Mildred McNeal-James	Senior Public Health Nurse (75)	23.13 hr. – 34.69 hr.	208	03/31/09

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President, Board of Health

**April 9, 2009**  
Date

**FUND TRANSFERS – BUSINESS OPERATIONS SERVICES**

The Business Operations Services requests DuPage County Board of Health approval of the transfer of funds to the designated line items in the FY 2009 budget as set forth on the attached budget transfer form.

**MOTION**

The DuPage County Board of Health hereby approves the transfer of funds to the designated line items in the FY 2009 budget as set forth in the attached Schedule of Transfers.

**APRIL SCHEDULE OF TRANSFERS  
FISCAL YEAR 2009**

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
901	104	3012	IT Licenses		\$40,000.00
901	104	4530	DP Equipment	\$40,000.00	
The sum of FORTY THOUSAND DOLLARS (\$40,000)					

Transfer funds to cover cost of acquiring Cornerstone equipment for centralization of data.

902	254	2112	Promotion Materials		\$2,500.00
902	254	3225	Promotional Services	\$2,500.00	
The sum of TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500)					

Transfer funds to cover cost of re-ordering promotional materials.

**PURCHASING**

C-EHS-03-13-130 – Purchase from Adapco, Inc. for RAMP West Nile Virus tests in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Justification for Sole Source Form are included. Funds have been budgeted for this purchase and are covered entirely by grant dollars, and staff recommends approval of the expenditure in an amount not to exceed \$28,000.00.

C-BOS-04-09-145 – Purchase from the State of Illinois for equipment for Cornerstone services in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Justification for Sole Source Form are included. Funds are available in the FY09 budget for this purchase, and staff recommends approval of the expenditure in the amount of \$36,828.00.

C-CHS-06-14-104 and C-CHS-06-14-104.a – Purchase of flu vaccine from Novartis, in accordance with Article 4, Part A, Section 4-107, and from Sanofi Pasteur, in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Justification for Sole Source Form are included. Funds have been budgeted for this purchase, and staff recommends approval of the expenditure in an amount not to exceed \$25,706.60. This dollar amount reflects a 111.26% decrease from last year (\$28,603.10) due to a reduction in the amount ordered as a result of the success of the partnership program.

C-BOS-02-07-097 – Third year bid award renewal to Inlander Brothers for custodial supplies in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for these supplies and staff recommends approval of the expenditure in an amount not to exceed \$40,000. This dollar amount reflects a 7.5% decrease from last year based upon actual purchases.

S-BOS-03-13-131 – Second year bid award renewal to Armbrust Plumbing for costs associated with plumbing services in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$30,000. There is no cost increase from last year.

P-BOS-09-08-141 – Change Order for McGuire Woods, Professional Services contract in accordance with Article 4, Part D, Section 4-405 of the DuPage County Health Department Procurement Policy. The Request For Change Order is included. Funds are available in the FY09 budget for this change order, and staff recommends approval of the change order in the amount of \$30,000.00.

**MOTION**

The DuPage County Board of Health hereby approves the Purchasing Agenda

Items # 9 (1) A through F as presented.



**PROCUREMENT APPROVAL CHECKLIST**

**DOCUMENT C-EHS-03-13-**

This form must accompany all Purchase Requests in excess of \$5,000.

<b>REQUISITION #/</b>		<b>CONTRACT TERM</b>	
<b>DATE SUBMITTED</b>	March 23, 2009	<b>REQUESTING DEPT.</b>	Environmental Health Services
<b>VENDOR</b>	Adapco, Inc.	<b>DEPT. CONTACT</b>	Sue Kowalczyk
<b>PHONE #</b>	800-367-0659	<b>PHONE #</b>	7396
<b>DESCRIPTION OF PROCUREMENT / SCOPE OF WORK</b>	Purchase of required West Nile Virus testing supplies for use in the West Nile Virus Surveillance program in an amount not to exceed \$28,000. This represents a 12% increase in from last year. Funds are budgeted and the expenditure is fully covered by grant dollars.		
<b>REASON FOR PROCUREMENT</b>	Supplies necessary to perform required testing for the detection of West Nile Virus in mosquitoes and birds.		
<b>BACKGROUND (HISTORY)</b>	Vectest from Microgenetics which was used in the past is not as sensitive as the RAMP test and has had major quality assurance issues as well as production issues. The RAMP test manufactured by Response Biomedical Corporation and distributed solely in the United States by Adapco Inc., offers a more sensitive and reliable testing method than other testing methods.		

**SOURCE OF FUNDING:**

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR** 410 - 2140
- BUDGET TRANSFER** \_\_\_\_\_
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET** \_\_\_\_\_

**DECISION MEMO NOT REQUIRED:**

- THREE WRITTEN QUOTES** (ATTACH COMPETITIVE PRICE EVALUATION \_\_\_\_\_)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID #** \_\_\_\_\_ (ATTACH BID RECAP SHEET)
- PER JOINT PURCHASING** \_\_\_\_\_

**SOLE SOURCE** (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

**BASIS OF DECISION MEMO (ATTACH DECISION MEMO):**

- UNABLE TO OBTAIN THREE QUOTES**
- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL #** \_\_\_\_\_ (ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)**
- OTHER PROFESSIONAL SERVICES**
- EMERGENCY PROCUREMENT AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND APPROVED BY:**

Sue Kowalczyk 03/23/09  
**PREPARED BY: DATE**

/s/ Kevin Dixon 03/24/09

**SERVICE UNIT DIRECTOR DATE**

/s/ Pat Flaherty 03/31/09

**BUYER DATE**

/s/ Dan Harris 03/31/09

**PROCUREMENT MANAGER DATE**

/s/ Maureen McHugh 03/30/09

**DIRECTOR OF BUSINESS OPERATIONS DATE**  
(DECISION MEMOS OVER \$15,000 ONLY)

**EXECUTIVE DIRECTOR DATE**  
(DECISION MEMOS OVER \$15,000 ONLY)

**DU PAGE COUNTY HEALTH DEPARTMENT  
JUSTIFICATION FOR SOLE SOURCE**

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<b>REQUISITION #</b>	C-EHS-03-13-130	<b>DEPARTMENT</b>	Environmental Health Services
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**ITEM BEING JUSTIFIED:**

<b>MANUFACTURER</b>	Response Biomedical Corporation	<b>PART NUMBER</b>	Ramp Testing Supplies
<b>DESCRIPTION</b>	Ramp testing supplies are solely distributed by Adapco Inc.		

- SOLE SOURCE** - AVAILABLE FROM ONLY ONE SOURCE (e.g. only sold by the manufacturer)
- SOLE AUTHORIZED DISTRIBUTOR** - MANUFACTURER HAS ESTABLISHED TERRITORIES (e.g. Caterpillar Parts)
- OTHER** - EXPLAIN: \_\_\_\_\_

**REQUESTED SOURCE:**

<b>COMPANY NAME</b>	Adapco	<b>CONTACT</b>	Jason Trumbetta
<b>ADDRESS</b>	2000 N. Linden Street	<b>PHONE</b>	877-250-6508
		<b>FAX</b>	866-330-9888
<b>CITY, STATE ZIP</b>	Normal, IL 61761	<b>e-mail/website</b>	www.myadapco.com

**BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR:** Testing Mosquitoes and Birds for West Nile Virus.

**WILL THE ITEM OR SERVICE BE USED WITH EXISTING EQUIPMENT?** YES X NO  
 IF YES, AS A COMPONENT TO BE INTERFACED WITH EXISTING EQUIPMENT (e.g. machine accessory)? YES NO

IF YES, GIVE MANUFACTURER AND MODEL NUMBER OF EXISTING EQUIPMENT: \_\_\_\_\_

**WHAT IS UNIQUE ABOUT THE ITEM OR SERVICE TO BE PURCHASED?**

The RAMP test is a highly sensitive and accurate test used to identify West Nile Virus in mosquitoes and birds.

**NAME OTHER SOURCES WHOSE PRODUCTS OR SERVICES HAVE BEEN EVALUATED AND WHY THEY DO NOT MEET REQUIREMENTS:**

Vectest from Microgenetics is not as sensitive as the RAMP test and has had major quality assurance issues as well as production issues.







**PROCUREMENT APPROVAL CHECKLIST**

**DOCUMENT** \_\_\_\_\_

This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

<b>REQUISITION #/</b>		<b>CONTRACT TERM</b>	
<b>DATE SUBMITTED</b>	March 23, 2009	<b>REQUESTING DEPT.</b>	Community Health Services
<b>VENDOR</b>	Novartis & Sanofi-Pasteur	<b>DEPT. CONTACT</b>	Karen Ayala
<b>PHONE #</b>		<b>PHONE #</b>	Ext. 7401
<b>DESCRIPTION OF PROCUREMENT / SCOPE OF WORK</b>	Purchase of flu vaccine from Novartis through Joint Purchase contract, 340B Vendor Program, and purchase from Sanofi-Pasteur as allowed in section 4-106 "Sole Source Procurement" in an amount not to exceed \$25,706.60.		
<b>REASON FOR PROCUREMENT</b>	Need to supply flu vaccine for those low-income pediatric clients that do not receive to support the DuPage County Flu Partnership program.		
<b>BACKGROUND (HISTORY)</b>	<p><b><u>BACKGROUND:</u></b></p> <p>Purchase of flu vaccine through Novartis through the 340B Prime Vendor Program falls under the joint purchase provisions of the procurement policy. In addition, the pricing offered through Novartis is very competitive and would be a greater savings than the discounts offered by Sanofi-Pasteur.</p> <p>As we are moving into the third year of the public-private Flu Partnership, the Partnership has created the results that had been expected. The market of senior citizens historically served through the DCHD for flu-pneumonia vaccines has transitioned effectively into the private partners' service delivery system. In 2007-2008, the number of flu vaccinations provided by DCHD at this point in the CDC's Flu Season stood at 4553, and for that same time period in the 2008-2009 campaign, the total vaccinations provided stands at 2779. Overall, however, the number of individuals within the DuPage County who have received flu immunizations at one of the participating providers increased by 34% this year compared to last year- with over 34500 individuals being recorded.</p> <p>Through this effective partnership, the DCHD has defined its' role as being the primary provider of pediatric flu vaccine to the low-income population within the community. To this end, the vaccine manufactured by Sanofi-Pasteur is the sole source of vaccine that is approved for use of children, ages 3 and up. The purchase of this vaccine will allow the DCHD to diversify its' purchase of vaccine, in the event of a shortage or production delays and at the same time, it will allow the vaccine purchased to serve the identified target population through the DuPage County Flu Partnership Program.</p> <p>In the event that another manufacturer's vaccine is approved for use in the same age range, Sanofi-Pasteur could no longer be considered to be a sole source provider and the purchasing decision would revert to the lowest responsible bidder policy.</p>		

**SOURCE OF FUNDING:**

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 2151
- BUDGET TRANSFER \_\_\_\_\_
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET \_\_\_\_\_

**DECISION MEMO NOT REQUIRED:**

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # \_\_\_\_\_
- PER JOINT PURCHASING Novartis - 340B Vendor Program
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

**BASIS OF DECISION MEMO (ATTACH DECISION MEMO):**

- UNABLE TO OBTAIN THREE QUOTES
- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # \_\_\_\_\_  
(ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES

**REVIEWED AND APPROVED BY:**

Karen Ayala

03/23/09

/s/ Karen Ayala

03/23/09

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**PREPARED BY:**

**DATE**

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*SERVICE UNIT DIRECTOR DATE*

/s/ Pat Flaherty

03/31/09

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**BUYER**

**DATE**

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**PROCUREMENT MANAGER**

**DATE**

/s/ Dan Harris

03/31/09

/s/ Maureen McHugh

03/31/09

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**DIRECTOR OF BUSINESS OPERATIONS**  
(DECISION MEMOS OVER \$15,000 ONLY)

**DATE**

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**EXECUTIVE DIRECTOR**  
(DECISION MEMOS OVER \$15,000 ONLY)

**DATE**

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**DU PAGE COUNTY HEALTH DEPARTMENT  
JUSTIFICATION FOR SOLE SOURCE**  
(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<b>REQUISITION #</b>		<b>DEPARTMENT</b>	Community Health Services
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**ITEM BEING JUSTIFIED:**

<b>MANUFACTURER</b>	Sanofi Pasteur	<b>PART NUMBER</b>	
<b>DESCRIPTION</b>	Flu Vaccine		

**SOLE SOURCE - AVAILABLE FROM ONLY ONE SOURCE** (e.g. only sold by the manufacturer)

**SOLE AUTHORIZED DISTRIBUTOR – MANUFACTURER HAS ESTABLISHED TERRITORIES** (e.g. Caterpillar Parts)

**X OTHER – EXPLAIN:** It is not in the Department’s best interest to satisfy minimum bid requirement.

**REQUESTED SOURCE:**

<b>COMPANY NAME</b>	Sanofi Pasteur	<b>CONTACT</b>	
<b>ADDRESS</b>		<b>PHONE</b>	
		<b>FAX</b>	
<b>CITY, STATE ZIP</b>		<b>e-mail/website</b>	

**BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR:** Flu Immunizations

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**WILL THE ITEM OR SERVICE BE USED WITH EXISTING EQUIPMENT?** YES NO  
 IF YES, AS A COMPONENT TO BE INTERFACED WITH EXISTING EQUIPMENT (e.g. machine accessory)? YES NO

IF YES, GIVE MANUFACTURER AND MODEL NUMBER OF EXISTING EQUIPMENT: \_\_\_\_\_

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**WHAT IS UNIQUE ABOUT THE ITEM OR SERVICE TO BE PURCHASED?** Sanofi Pasteur offers a 4% discount and is the sole source vaccine for children, ages 3 and up.

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**NAME OTHER SOURCES WHOSE PRODUCTS OR SERVICES HAVE BEEN EVALUATED AND WHY THEY DO NOT MEET REQUIREMENTS:**

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# PROCUREMENT APPROVAL CHECKLIST

S BOS  
DOCUMENT 0313131

This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

<b>REQUISITION #/</b>		<b>CONTRACT TERM</b>	04/11/09 – 04/10/10
<b>DATE SUBMITTED</b>	March 30, 2009	<b>REQUESTING DEPT.</b>	Business Operations Services
<b>VENDOR</b>	Armbrust Plumbing	<b>DEPT. CONTACT</b>	Greg Bucheit
<b>PHONE #</b>		<b>PHONE #</b>	
<b>DESCRIPTION OF PROCUREMENT / SCOPE OF WORK</b>	Bid award for plumbing services as needed over a 12-month period. Expenditure total not to exceed \$30,000.00. This expenditure amount reflects no increase from last year.		
<b>REASON FOR PROCUREMENT</b>	Throughout the year the agency requires plumbing services. Required plumbing services are often unanticipated and urgent in nature. The agency can expend over \$15,000 per year for plumbing related services. To remain compliant with procurement policy, a bid was done in 2008 to identify a plumbing company that could provide required services.		
<b>BACKGROUND (HISTORY)</b>	In the past plumbing costs have remained under \$15,000.00 with competitive quotes being obtained as needed. This year, costs are expected to exceed \$15,000.00. Some typical repairs are fixture replacement, sewer and domestic water line repairs, RPZ valve testing.		

**SOURCE OF FUNDING:**

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 105-3610
- BUDGET TRANSFER \_\_\_\_\_
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET \_\_\_\_\_

**DECISION MEMO NOT REQUIRED:**

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # S-BOS-03-08-131
- PER JOINT PURCHASING \_\_\_\_\_
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

**BASIS OF DECISION MEMO (ATTACH DECISION MEMO):**

- UNABLE TO OBTAIN THREE QUOTES
- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER \_\_\_\_\_ (ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**REVIEWED AND APPROVED BY:**

Greg Bucheit 03/30/09  
PREPARED BY: \_\_\_\_\_ DATE

/s/ Dan Harris 03/31/09

**SERVICE UNIT DIRECTOR DATE**

/s/ Pat Flaherty 03/31/09

BUYER DATE

PROCUREMENT MANAGER DATE

/s/ Dan Harris 03/31/09

/s/ Maureen McHugh 03/31/09

DIRECTOR OF BUSINESS OPERATIONS DATE  
(DECISION MEMOS OVER \$15,000 ONLY)

EXECUTIVE DIRECTOR DATE  
(DECISION MEMOS OVER \$15,000 ONLY)



**REQUEST FOR CHANGE ORDER**

**PURCHASE ORDER #** \_\_\_\_\_

**CHANGE ORDER REQUEST**

<b>BUYER</b>		<b>P.O. DATE</b>	
<b>CHANGE ORDER #</b>		<b>REQUEST DATE</b>	03/26/09
<b>VENDOR NAME</b>	McGuire Woods	<b>VENDOR #</b>	
<b>ACCOUNT CODE</b>	901-3099	<b>DEPARTMENT</b>	Business Operations Services
<b>BID #</b>	N/A	<b>PROJECT NAME</b>	Lobbyist
<b>BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST</b>	Increase in scope of services to include federal lobbying resulting in an increase in cost.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			
<input checked="" type="checkbox"/>	(A) WERE NOT REASONABLY FORESEEABLE AT THE TIME THE CONTRACT WAS SIGNED		
<input type="checkbox"/>	(B) THE CHANGE IS GERMANE TO THE ORIGINAL CONTRACT AS SIGNED		
<input type="checkbox"/>	(C) IS IN THE BEST INTEREST OF THE COUNTY OF DU PAGE AND AUTHORIZED BY LAW		

**DECISION MEMO NOT REQUIRED**

- CANCEL ENTIRE ORDER
- CHANGE BUDGET CODE FROM \_\_\_\_\_ TO \_\_\_\_\_
- INCREASE/DECREASE QUANTITY FROM \_\_\_\_\_ TO \_\_\_\_\_
- PRICE SHOWS \$ 60,000 SHOULD BE \$90,000
- DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT
- PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)
- INCREASE/DECREASE CONTRACT EXPIRATION FROM \_\_\_\_\_ TO \_\_\_\_\_
- OTHER (PLEASE EXPLAIN HERE): **Increase Scope of Services**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A	ORIGINAL CONTRACT VALUE:	\$ 60,000
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$
C	CURRENT CONTRACT AMOUNT (A+B)	\$ 60,000
D	AMOUNT OF THIS CHANGE ORDER: <input checked="" type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE	\$ 30,000
E	NEW CONTRACT AMOUNT (C+D)	\$ 90,000
F	PERCENT OF CURRENT CONTRACT VALUE THIS CHANGE ORDER REPRESENTS (D/C):	50%
G	CUMULATIVE PERCENT OF CONTRACT CHANGE FOR OF ALL CHANGE ORDERS (B+D/A): (50% MAXIMUM ON CONSTRUCTION CONTRACTS)	%



(04/09/09)

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT – MENTAL HEALTH SERVICES**

Mental Health Services wishes to accept a grant from the U.S. Department of Housing and Urban Development for the Continuum of Care Homeless Assistance program. The grant is for \$625,914 and covers the period February 1, 2009 through January 31, 2010. The purpose of the grant is to assist in funding two programs, the SAIL Housing Program and the Cluster Apartment program, by subsidizing part of the costs associated with housing homeless clients.

This funding was anticipated in the FY 2009 budget. The actual award of \$625,914 is \$14,197 or 2% higher than budgeted.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the U.S. Department of Housing and Urban Development as presented.