

DUPAGE COUNTY BOARD OF HEALTH

June 14, 2007

6:15 P.M.

A G E N D A

<u>PAGE</u>	<u>ITEM NO.</u>	<u>SUBJECT</u>
---	1.	CALL TO ORDER AND CALL OF THE ROLL
---	2.	SUBCOMMITTEE REPORTS <ul style="list-style-type: none">a. Executive – (BOS)b. Community Health Services (CHS)c. Emergency Disease Control (EDC)d. Environmental Health Services (EHS)e. Mental Health Services (MHS)
---	3.	APPROVAL OF MINUTES – May 10, 2007
---	4.	TREASURER’S REPORT – May 31, 2007
---	5.	PUBLIC COMMENT
---	6.	PRESIDENT’S REMARKS
2	7.	RESOLUTION – PREVAILING WAGE ACT - BOH
---	8.	CONSENT ITEMS <ul style="list-style-type: none">a. Personnel Transactions – BOSb. Fund Transfers - BOS
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---	9.	OLD BUSINESS
---	10.	NEW BUSINESS <ul style="list-style-type: none">1) Purchasing – BOS<ul style="list-style-type: none">a. S-BOS-06-06-067 – Bid renewal for HVAC maintenance to Controlled Environment Systemsb. C-BOS-06-14-103 – Purchase of computers and equipment from Dellc. C-CHS-06-14-104 – Purchase of flu vaccine from Sanofi Pasteurd. P-BOS-06-14-105 – Renewal agreement with Sharon Merrill for Professional Servicese. C-BOS-06-14-106 – Purchase of Blade Server System from Hewlett Packardf. C-BOS-11-06-069 – Change Order for Tech Depot2) Grant Acceptances<ul style="list-style-type: none">(1) DHS Community Service Agreement – CHS & MHS(2) IPHA Aids Counseling and Education Grant – EDC(3) Tanning Facility Permits Grant - EHS
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---	11.	PRESENTATION Richard Endress- President, Access DuPage, DuPage Health Care Summit Update
---	12.	NEXT MEETING – July 12, 2007
---	13.	ADJOURNMENT

(06/14/07)

PREVAILING WAGE RATE – BOARD OF HEALTH

The State of Illinois has enacted “An Act regulating wage of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works.”

Therefore, the attached resolution is presented for approval to be in compliance with the terms of the Act.

RESOLUTION
(BOH 07-02)

PREVAILING RATE OF WAGES

WHEREAS, the State of Illinois has enacted “An act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by any one under contract for public works”, approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq.; and

WHEREAS, the aforesaid Act requires that the DuPage County Health Department investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Health Department employed in performing construction of public works, for said Health Department.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board of Health:

SECTION 1: To the extent and as required by “An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, County, City or any public body or any political subdivision or by any one under contract for public works”, approved June 26, 1941, as amended, the general prevailing rate of wages in this locality-for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the DuPage County Health Department is hereby ascertained to be the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of June of the current year, a copy of that determination being attached hereto and incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the DuPage County Health Department to the extent required by the aforesaid Act.

SECTION 3: The Executive Director of the DuPage County Health Department shall publicly post or keep available for inspection by any interested party in the Central Office of the DuPage County Health Department this determination or any revision of such prevailing rate of wages.

SECTION 4: The Executive Director of the DuPage County Health Department shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The DuPage County Board of Health shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Executive Director of the DuPage County Health Department shall cause to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Passed and approved this 14th day of June 2007.

MACHINIST 2.550 0.000	BLD	36.890 38.890 2.0	2.0 2.0 4.380 5.650
MARBLE FINISHERS 0.000 0.580	ALL	25.750 0.000 1.5	1.5 2.0 6.070 7.020
MARBLE MASON 0.000 0.490	BLD	34.850 38.340 1.5	1.5 2.0 7.050 7.870
MATERIAL TESTER 1 0.000 0.170	ALL	21.550 0.000 1.5	1.5 2.0 7.460 4.840
MATERIALS TESTER II 0.000 0.170	ALL	26.550 0.000 1.5	1.5 2.0 7.460 4.840
MILLWRIGHT 0.000 0.490	ALL	36.520 38.520 1.5	1.5 2.0 7.960 5.910
OPERATING ENGINEER 1.900 0.700	BLD 1	41.550 45.550 2.0	2.0 2.0 6.850 5.600
OPERATING ENGINEER 1.900 0.700	BLD 2	40.250 45.550 2.0	2.0 2.0 6.850 5.600
OPERATING ENGINEER 1.900 0.700	BLD 3	37.700 45.550 2.0	2.0 2.0 6.850 5.600
OPERATING ENGINEER 1.900 0.700	BLD 4	35.950 45.550 2.0	2.0 2.0 6.850 5.600
OPERATING ENGINEER 1.900 0.700	HWY 1	39.750 43.750 1.5	1.5 2.0 6.850 5.600
OPERATING ENGINEER 1.900 0.700	HWY 2	39.200 43.750 1.5	1.5 2.0 6.850 5.600
OPERATING ENGINEER 1.900 0.700	HWY 3	37.150 43.750 1.5	1.5 2.0 6.850 5.600
OPERATING ENGINEER 1.900 0.700	HWY 4	35.750 43.750 1.5	1.5 2.0 6.850 5.600
OPERATING ENGINEER 1.900 0.700	HWY 5	34.550 43.750 1.5	1.5 2.0 6.850 5.600
ORNAMNTL IRON WORKER E 0.000 0.750	ALL	35.600 37.600 2.0	2.0 2.0 7.500 10.84
ORNAMNTL IRON WORKER W 0.000 0.230	ALL	34.100 35.810 2.0	2.0 2.0 7.690 13.11
PAINTER 0.000 0.500	ALL	35.330 36.330 1.5	1.5 1.5 6.400 6.500
PAINTER SIGNS 0.000 0.000	BLD	28.970 32.520 1.5	1.5 1.5 2.600 2.310
PILEDRIVER 0.000 0.490	ALL	36.520 38.520 1.5	1.5 2.0 7.960 5.910
PIPEFITTER 0.000 1.000	BLD	37.260 39.260 1.5	1.5 2.0 8.950 9.990
PLASTERER 0.000 0.570	BLD	32.000 33.500 1.5	1.5 2.0 6.450 6.770
PLUMBER 0.000 1.000	BLD	37.260 39.260 1.5	1.5 2.0 8.950 9.990
ROOFER 0.000 0.330	BLD	33.650 35.650 1.5	1.5 2.0 6.460 3.310
SHEETMETAL WORKER 0.000 0.640	BLD	36.510 38.510 1.5	1.5 2.0 6.890 8.020
SPRINKLER FITTER 0.000 0.500	BLD	40.500 42.500 1.5	1.5 2.0 8.500 6.850
STEEL ERECTOR 0.000 0.300	E ALL	36.250 37.750 2.0	2.0 2.0 8.970 10.77
STEEL ERECTOR 0.000 0.230	W ALL	34.100 35.810 2.0	2.0 2.0 7.690 13.11
STONE MASON 0.000 0.440	BLD	33.250 36.580 1.5	1.5 2.0 6.450 7.020
TERRAZZO FINISHER 0.000 0.270	BLD	29.290 0.000 1.5	1.5 2.0 5.650 6.940
TERRAZZO MASON 0.000 0.300	BLD	33.650 36.650 1.5	1.5 2.0 5.650 8.610

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn
Vac	Trng									
TILE MASON		BLD		34.600	38.600	2.0	1.5	2.0	5.650	7.000
0.000	0.460									
TRAFFIC SAFETY WRKR		HWY		22.800	24.400	1.5	1.5	2.0	3.078	1.875
0.000	0.000									
TRUCK DRIVER		ALL	1	29.700	30.250	1.5	1.5	2.0	6.500	3.450
0.000	0.000									
TRUCK DRIVER		ALL	2	29.850	30.250	1.5	1.5	2.0	6.500	3.450
0.000	0.000									
TRUCK DRIVER		ALL	3	30.050	30.250	1.5	1.5	2.0	6.500	3.450
0.000	0.000									
TRUCK DRIVER		ALL	4	30.250	30.250	1.5	1.5	2.0	6.500	3.450
0.000	0.000									
TUCKPOINTER		BLD		34.500	35.500	1.5	1.5	2.0	4.710	6.340
0.000	0.400									

Legend:

- M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)
- OSA (Overtime is required for every hour worked on Saturday)
- OSH (Overtime is required for every hour worked on Sunday and Holidays)
- H/W (Health & Welfare Insurance)
- Pensn (Pension)
- Vac (Vacation)
- Trng (Training)

Explanations
DUPAGE COUNTY

IRON WORKERS AND FENCE ERECTOR (WEST) - West of Route 53.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

TRAFFIC SAFETY - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

CERAMIC TILE FINISHER - The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN - Low voltage installation, maintenance and removal of telecommunication facilities (voice, sound, data and video) including telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area networks), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

MARBLE FINISHER - Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which sare installed in a similar manner.

MATERIAL TESTER I - Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II - Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

OPERATING ENGINEERS - BUILDING

Class 1. Mechanic; Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson attachment; Batch Plant; Benoto; Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes; Squeeze Cretes-screw Type Pumps; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-form Paver; Straddle Buggies; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Fortlist Trucks; Greaser Engineer; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, inside Freight Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (self-propelled); Rock Drill (truck mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

OPERATING ENGINEERS - HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Craft Foreman; Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Hammerhead, Linden, Peco & Machines of a like nature; Crete Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dowell machine with Air Compressor; Dredges; Field Mechanic-Welder; Formless Curb and Gutter Machine; Gradall and Machines of a like nature; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Backhoes with shear attachments; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Trenching Machine; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole; Drills (Tunnel Shaft); Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Greaser Engineer; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; All Locomotives, Dinky; Pump Cretes; Squeeze Cretes-Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of

Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Bobcats (all); Brick Forklifts, Oilers.

TERRAZZO FINISHER - The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

LANDSCAPING - Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

(06/14/07)

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.

MOTION

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed, falling within the dates of 05/07/07 and 06/04/07.

(06/14/07)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Barbara Pasala	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	05/07/07
Judy Prow	Respite Worker (on-call)	12.00 hr.	----	05/10/07
Julia Wallin	Intern (on-call)	10.00 hr.	---	05/11/07
Daniel Bush	Associate Sanitarian	15.95 hr. – 23.93 hr.	205	05/14/07
Lois Jones	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	05/14/07
Victoria Krofta-Thompson	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	05/14/07
Stephanie Lessentien	West Nile Virus Surveillance (temporary)	10.00 hr.	----	05/14/07
Tiffany Loth	Respite Worker (on-call)	12.00 hr.	----	05/14/07
Kim Onigbinde	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	05/14/07
Sandra Tripamer	Program Manager	24.64 hr. – 36.95 hr.	209	05/14/07
Michael Letts	Intern (on-call)	10.00 hr.	---	05/15/07
Colleen Baehrend	Pool Inspector (temporary)	9.00 hr.	----	05/21/07
Kara Green	Program Manager	26.28 hr. – 39.42 hr.	209	05/21/07
Meghan Joyner	Temporary Houseparent (on-call)	10.79 hr.	----	05/21/07
Puneet Khan	Health Educator (on-call)	20.31 hr. – 30.47 hr.	207	05/21/07
Patricia Lata	Dietitian	20.31 hr. – 30.47 hr.	207	05/21/07
Gabrielle MacKay	Pool Inspector (temporary)	9.00 hr.	----	05/21/07
Kendra Mims	Administrative Clerk I (temporary)	8.95 hr. – 13.43 hr.	106	05/21/07
Rachel Pavel	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	05/21/07
Sonia Rodriguez	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	05/21/07
Melissa Snoble	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	05/21/07
Nancy Compton	Temporary Houseparent (on-call)	10.79 hr.	----	05/29/07
Katie Johnson	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	05/29/07

Kathleen Laudermitth	Public Health Nurse	20.31 hr. – 30.47 hr.	207	05/29/07
Ryan Ohm	West Nile Virus Surveillance (temporary)	10.00 hr.	----	05/29/07
Adriana Robles	Public Health Nurse	20.31 hr. – 30.47 hr.	207	05/29/07
Daniel Cote	Intern (temporary)	10.00 hr.	---	06/04/07

The changes of status of the following employees:

Jolene Bell	From: Temporary Houseparent (on-call)	10.79 hr.	----	05/21/07
	To: Group Home Resident Assistant (part-time)	11.06 hr. – 16.59 hr.	108	05/21/07
Kathleen Brower	From: Health Educator (on-call)	20.31 hr. – 30.47 hr.	207	05/21/07
	To: Health Educator (part-time)	20.31 hr. – 30.47 hr.	207	05/21/07
Petra Aguirre	From: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	06/04/07
	To: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	06/04/07

The separation of the following employees:

Phyllis Kale	Administrative Clerk III	10.17 hr. – 15.26 hr.	107	05/07/07
Kimberly Bradley	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	05/10/07
Michael Erickson	Respite Worker (on-call)	12.00 hr.	----	05/14/07
Rodney Nojek	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	05/14/07
Corliss Evans	Parent Partner (on-call)	12.61 hr.	----	05/15/07
Joyce Smietanski	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	05/16/07
Kimberly Kroenke	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	05/17/07
Evelyn LaBoy-Rubio	Administrative Clerk III (on-call)	11.80 hr. – 17.70 hr.	108	05/17/07
Carmen Y. Perez	Case Manager Assistant	13.69 hr. – 20.54 hr.	109	05/17/07
Barbara Seibel	Administrative Clerk II	10.17 hr. – 15.26 hr.	107	05/17/07
Towana Sims	Health Educator	20.31 hr. – 30.47 hr.	207	05/18/07
Helen Ratzlow	Respite Worker (on-call)	13.39 hr.	----	05/21/07
Suzanne Ildefonso	Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	05/22/07

Kristin Jones	Intern (on-call)	11.00 hr.	---	05/22/07
Laisa Olvera	Clinic Assistant	11.80 hr. – 17.70 hr.	108	05/24/07
Angelica Fuentes	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	05/25/07
Lorrie Kovac	Financial Services Manager	32.19 hr. – 48.28 hr.	315	05/25/07
Doris Meniw-Kuecker	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	05/25/07
Temetrice Williams	Administrative Clerk III (on-call)	11.80 hr. – 17.70 hr.	108	05/25/07
Thomas Pozen	Physician (contractual)	85.00 hr.	---	05/29/07
Jennifer Buchman	West Nile Virus Surveillance (temporary)	10.00 hr.	---	05/30/07
Emad Amer	Psychiatrist (contractual)	96.21 hr.	---	05/31/07
Leslie Bant	Environmental Engineer	30.19 hr. – 45.29 hr.	210	05/31/07
Margaret Cieniawa	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	05/31/07
Beth Janney	Public Health Nurse	20.31 hr. – 30.47 hr.	207	05/31/07
Katherine Sucich	Sanitarian	20.31 hr. – 30.47 hr.	207	05/31/07
Bryan Lee	Sanitarian	20.31 hr. – 30.47 hr.	207	06/01/07
Sheila Pasquini	Telephone Operator	10.17 hr. – 15.26 hr.	107	06/01/07

Lanny Wilson, Vice President
For Linda Kurzawa, President
DuPage County Board of Health

June 14, 2007
Date

**JUNE SCHEDULE OF TRANSFERS
FISCAL YEAR 2007**

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
902	260	3099	Other Professional Services	\$34,000.00	
902	260	1072	Contractual Salary		\$27,000.00
902	261	1070	Part-Time Salary		\$7,000.00
The Sum of THIRTY-FOUR THOUSAND DOLLARS (\$34,000).					

To transfer funds originally budgeted for a part-time dental van driver, have contracted with First Care Ambulance Services for driving and other operational expenses.

(06/14/07)

PURCHASING

S-BOS-06-06-067 – Bid award renewal for HVAC maintenance, replacement and repair of equipment to Controlled Environment Systems in an amount not to exceed \$50,000. Procurement Approval Checklist included and staff recommends award to Controlled Environment Systems.

C-BOS-06-14-103 – Purchase of forty Dell Optiplex 745 Small Form Factor computers and equipment per Western States Contract Alliance (WSCA) joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends purchase of computers and equipment in an amount not to exceed \$53,835.20.

C-CHS-06-14-104 – Purchase of flu vaccine from Sanofi Pasteur in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist, Decision Memo, and Sole Source Justification Form included and staff recommends purchase in the amount of \$94,999.20.

P-BOS-06-14-105 – Renew agreement with Sharon Merrill in accordance with Article 4, Part A, Section 4-108 (b), Other Professional Services, of the DuPage County Health department Procurement Policy. Procurement Approval Checklist and Decision Memo included, and staff recommends renewal of the agreement in an amount not to exceed \$10,000 for the new term of the agreement resulting in a total agreement amount not to exceed \$20,500 for the fiscal year.

C-BOS-06-14-106 – Purchase of Hewlett Packard Blade Server System per Western States Contract Alliance (WSCA) joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends purchase of blade server system in an amount not to exceed \$56,762.96

C-BOS-11-06-069 – Change Order for Tech Depot in accordance with Article 4, Part D, section 4-405 of the Dupage County Health Department Procurement Policy. Request for Change Order included and staff recommends change order in the amount of \$37,500.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Items # A through F as presented.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # SBOS06
06067

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	SBOS0606067	CONTRACT TERM	07/01/07-06/30/08
DATE SUBMITTED	May 25, 2007	REQUESTING DEPT.	Business Operations
VENDOR	Controlled Environment Systems	DEPT. CONTACT	Greg Bucheit
PHONE #	708-460-6333	PHONE #	Ext. 7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	HVAC maintenance, replacement and repair equipment.		
REASON FOR PROCUREMENT	To maintain and keep operational department HVAC systems.		
BACKGROUND (HISTORY)	First year bid award of the contract will expire at the end of the June, and staff recommends renewing contract for second year.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 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 # 2nd year renewal
- 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:

G. Bucheit 5/25/07

PREPARED BY: DATE

BUYER DATE

/s/ M. Kiep 5/29/07

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

/s/ M. Kiep 5/29/07

SERVICE UNIT DIRECTOR DATE

/s/ P. Flaherty 5/29/07

PROCUREMENT MANAGER DATE

/s/ M. McHugh 5/29/07

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

	PROCUREMENT APPROVAL CHECKLIST	CBOS06 DOCUMENT # <u>14103</u>
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This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	CBOS0614103	CONTRACT TERM	Single Purchase
DATE SUBMITTED	05/31/07	REQUESTING DEPT.	Information Technology

VENDOR	Dell	DEPT. CONTACT	Mike Latham
PHONE #		PHONE #	Ext 7394
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Need to purchase computer workstations and equipment for new Client Registration, Resources and Referrals unit as part of the Foundations for the Future project.		
REASON FOR PROCUREMENT	IT equipment needed to ensure efficient and effective work processes for new unit.		
BACKGROUND (HISTORY)	As part of the Foundations for the Future project, process teams in conjunction with the IT Unit have been reviewing IT equipment needs for the new Client Registration, Resources and Referrals Unit. The end result of this review is the recommendation to purchase 40 Optiplex 745 Small Form Factor Computers and equipment in an amount not to exceed \$53,835.20.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET** _____
- BUDGET TRANSFER** _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN** _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES** (ATTACH COMPETITIVE PRICE EVALUATION _____)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER** _____
- PER JOINT PURCHASING** Western States Contract Alliance _____
- 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** _____ **DATE:** _____

REVIEWED AND APPROVED BY:

<u>Mike Latham</u>	<u>5/31/07</u>	<u>/s/ M. Kiep</u>	<u>5/31/07</u>
PREPARED BY:	DATE	SERVICE UNIT DIRECTOR	DATE
<u>/s/ M. Kiep</u>	<u>5/31/07</u>	<u>/s/ P. Flaherty</u>	<u>5/31/07</u>
BUYER	DATE	PROCUREMENT MANAGER	DATE
<u>/s/ M. Kiep</u>	<u>5/31/07</u>	<u>/s/ M. McHugh</u>	<u>06/04/07</u>
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE
<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>		<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>	

	<u>PROCUREMENT APPROVAL CHECKLIST</u>	DOCUMENT # <u>CCHS0614104</u>
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This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	CCHS0614104	CONTRACT TERM	Single Purchase 2007 Flu Program
DATE SUBMITTED	05/30/07	REQUESTING DEPT.	Community Health Services
VENDOR	Sanofi Pasteur	DEPT. CONTACT	Jane Zimmerman
PHONE #		PHONE #	X7386
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of flu vaccine for 2007 flu program in the amount of \$94,999.20.		

BACKGROUND:

Over the past few years the acquisition of flu vaccine has evolved to a “pre-book” mechanism. Early each calendar year (January), the vaccine industry attempts to identify the potential demand of flu vaccine through this pre-booking process. Each year subtle changes occur in how suppliers approach their flu vaccine pre-booking. Historically, suppliers have allowed cancellation of pre-booked quantities, but in 2007 some suppliers have abandoned the benefit of order cancellation. Additionally, many suppliers have altered their approach to pre-booking vaccine to an open ended date. The uncertainty of product availability occurs through the open-ended date approach. As many wholesalers change their pre-booking “rules”, the manufacturer of FluZone – Sanofi Pasteur – remains constant in their approach. The key elements of the Sanofi approach are as follows:

- Published deadline for pre-booking of vaccine.
- Published date pre-booking quantities will be verified.
- Discounts for orders placed on-line with additional invoice “term” discounts.
- Ability to cancel pre-booked order within 24 hours of last notice to cancel.

As the manufacturer of FluZone, Sanofi Pasteur offers a cost effective and efficient acquisition process for flu vaccine.

DISCUSSION:

Sanofi Pasteur is the manufacturer of FluZone. Many wholesalers also offer FluZone. Pricing from wholesalers is uniform and equal to Sanofi Pasteur pricing – HOWEVER – Sanofi Pasteur offers an immediate 2% discount for orders placed on-line with a possible additional 2% discount in invoice terms (2% net 60)

NOTE - FluVirin is also a flu vaccine option and is offered by many wholesalers – HOWEVER – FluVirin is not available in prefilled syringes. Use of prefilled syringes may be necessary based on State of Illinois regulations on Thimerosal.

Additionally, for children under the age of 36 months, FluZone must be used.

Based on the potential regulation of Thimerosal and the need to provide vaccine to age groups under 48 months, FluZone from Sanofi Pasteur is the preferred flu vaccine choice.

OPTIONS (ITEMIZE):

- 1) Purchase FluZone from the manufacturer, Sanofi Pasteur, be considered as sole source. It is the Purchasing Supervisors recommendation that discounts provided by Sanofi Pasteur, pre-booking with ability to cancel or decrease order, vaccine availability for age groups under 48 months and vaccine availability in prefilled syringes is enough to constitute sole source in the best interest of the agency.
- 2) Prepare a bid to identify the supplier to purchase flu vaccine from. The bid process may not identify the best supplier to provide the flu vaccine. Due to the pre-booking process, some suppliers will not respond to the bid due to pre-booking deadlines, while others may not respond due to the contractual commitments of the bid. In 2006 Sanofi Pasteur did not respond to the bid due to the contractual implications if vaccine could not be provided in complete quantities. Because of this, higher costs were paid.

RECOMMENDATIONS:

Classify the purchase of FluVirin from Sanofi Pasteur as sole source, which would allow purchase over \$15,000 to proceed without, bid support. Board of Health approval would be obtained.

FISCAL IMPACT (LIST CURRENT YEAR AND CONTRACT TOTAL TO ANY NARRATIVE):

Pricing of FluVirin is equal for all suppliers.

Sanofi Pasteur is the only supplier to offer 2% discount for orders booked online with an additional 2% saving in invoice terms – 2% Net 60. Cost not to exceed \$94,999.20.

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

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #		DEPARTMENT	Community Health Services
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ITEM BEING JUSTIFIED:

MANUFACTURER	Sanofi Pasteur	PART NUMBER	
DESCRIPTION	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)
- OTHER** – EXPLAIN: It is not in the Department's best interest to satisfy minimum bid requirement as indicated in the Decision Memo

REQUESTED SOURCE:

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

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

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: _____

WHAT IS UNIQUE ABOUT THE ITEM OR SERVICE TO BE PURCHASED? Sanofi Pasteur offers an immediate 2% discount for Orders placed on-line and 2% discount net 60 days.

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



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # PBOS06 14105

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	PBOS0614105	CONTRACT TERM	07/01/07-11/30/07
DATE SUBMITTED	05/29/07	REQUESTING DEPT.	Business Operations Services
VENDOR	Sharon Merrill	DEPT. CONTACT	Maureen McHugh
PHONE #		PHONE #	Ext. 7554
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Renew agreement for services to produce training manuals and provide staff training for new processes as a result of Foundations for the Future project.		
REASON FOR PROCUREMENT	In order to meet the projected timelines for the Foundations for the Future project, contracting for services will provide the Department the ability to meet the schedule for implementation.		
BACKGROUND (HISTORY)	As a result of the Foundations for the Future process, the Department is implementing a centralized intake, scheduling billing, check-in/check-out system for the Department. Due to this change, it will be necessary to provide various types of training to staff; e.g., customer service, etc., as well as develop and produce training manuals.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 3099
- 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 _____
- 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:

PREPARED BY: _____ DATE _____

BUYER _____ DATE _____

/s/ M. Kiep 5/31/07

DIRECTOR OF BUSINESS OPERATIONS DATE _____

(DECISION MEMOS OVER \$15,000 ONLY)

/s/ M. Kiep 5/31/07

SERVICE UNIT DIRECTOR DATE _____

/s/ P. Flaherty 6/05/07

PROCUREMENT MANAGER DATE _____

/s/ M. McHugh 6/04/07

EXECUTIVE DIRECTOR DATE _____

(DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMO**Document #** PBOS0614105

This document is required for all Professional Service Contracts, all Contracts \$15,000 or greater or between \$5,000 and \$14,999 where 3 quotes are not feasible.

Requisition #	PBOS0614105	Requesting Program	Business Operations Services
Vendor	Sharon Merrill	Program Contact	Katy Yee
Date Submitted for Review	05/25/07	Contact Phone #	Ext. 7994

ISSUE:

As a result of the Foundations for the Future project and the upcoming implementation of centralized intake, scheduling, billing, and check-in/check-out system, staff training and development and production of training manuals is necessary.

BACKGROUND:

Currently clients and visitors come in for services at various sites, different intake functions; e.g., obtaining demographic information, are taking place across the service units, and collection of fees is occurring at numerous locations with varying procedures for this process. Centralizing this function will simplify the process for obtaining and finding service locations for clients, ensure that the department is not duplicating intake efforts, and is optimizing its ability to collect/bill for services clients receive.

DISCUSSION:

After months of reviewing current processes and flows of how the service units intake clients, process paperwork, check clients out, collect fees, etc., it has been determined that a centralized intake and centralized check in/check out delivery system be developed in all our facilities that serve clients. The review and development of this system will result in several existing processes needing to be changed which will require various training for staff. In order to successfully achieve this implementation and the timelines, contracting for outside professional services was necessary and Sharon Merrill was contracted with in early February with a contract expiration of June 30, 2007 for an amount not to exceed \$10,500. With this project now underway, it is clear that the June 30, 2007 time frame will not be sufficient to achieve the development and production of manuals and staff training, and since Sharon Merrill has the expertise needed to provide these services staff recommends renewal of her agreement through the end of the fiscal year in an amount not to exceed \$10,000.

OPTIONS (ITEMIZE):

1. Seek other providers
2. Try to accomplish required service in-house
3. Renew agreement with Sharon Merrill to provide the services

RECOMMENDATIONS:

Renew agreement with Sharon Merrill to provide the services.

FISCAL IMPACT (LIST CURRENT YEAR AND CONTRACT TOTAL TO ANY NARRATIVE):

Initial contract period 2/1/07 through 6/30/07 not to exceed \$10,500 and renewal of contract period 7/1/07 through November 30, 2007 not to exceed \$10,000.

CHANGE ORDER REQUEST			
BUYER		P.O. DATE	06/15/07
CHANGE ORDER #	CBOS1106069	REQUEST DATE	06/06/07
VENDOR NAME	Tech Depot	VENDOR #	18790
ACCOUNT CODE	901-104-2117	DEPARTMENT	Information Technology
BID #		PROJECT NAME	
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	The Board of Health at its November 6, 2006 meeting approved a joint purchase expenditure of \$75,000 for Tech Depot for v equipment and supplies. With the implementation of the Foundations for the Future process as it relates to IT needs, addition expenditures for supplies and equipment are needed now and were not able to be anticipated for last November.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			
<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		

- CANCEL ENTIRE ORDER
- CHANGE BUDGET CODE FROM _____ TO _____
- INCREASE/DECREASE QUANTITY FROM _____ TO _____
- PRICE SHOWS \$ 75,000 SHOULD BE \$112,500
- DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT
- PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)

ITEM	DESCRIPTION	AMOUNT
A	ORIGINAL CONTRACT VALUE:	\$ 75,000
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$ N/A
C	CURRENT CONTRACT AMOUNT (A+B)	\$ 75,000
D	AMOUNT OF THIS CHANGE ORDER: X INCREASE <input type="checkbox"/> DECREASE	\$ 37,500
E	NEW CONTRACT AMOUNT (C+D)	\$112,500
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):	%

REVIEWED AND APPROVED BY:

M. Latham	6/6/07	/s/ M. Kiep	6/6/07
PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
		/s/ P. Flaherty	6/7/07
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ M. Kiep	6/6/07	/s/ M. McHugh	6/7/07
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE

(06/14/07)

DHS COMMUNITY SERVICES AGREEMENT – COMMUNITY HEALTH SERVICES AND MENTAL HEALTH SERVICES

The Community Health Service Unit and Mental Health Service Unit wish to accept the Community Services Agreement Grant from the Illinois Department of Human Services (DHS) for various programs within both Service Units in the amount of \$12,922,927, for the period of July 1, 2007 through June 30, 2008. The Agreement is divided into the following sections:

Division of Mental Health	\$8,756,259	MHS	18 programs
Division of Rehabilitative Services	\$ 114,268	MHS	1 programs
Division of Community Health and Prevention	\$4,052,400	CHS	7programs.

This grant was anticipated during the budget preparation process and the amount of the grant has been increased by \$55,608 (Division of Mental Health) and \$89,200 (Division of Community Health and Prevention) from the anticipated budget amount therefore budget transfers from the grant appropriations line items will be processed into the appropriate RU budget for the amount of the increase.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Human Services for the Community Services Agreement Grant in the amount of \$12,922,927 as presented.

(06/14/07)

IPHA AIDS COUNSELING AND EDUCATION GRANT – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, AIDS Program, wishes to accept a grant amendment from the Illinois Public Health Association for AIDS Counseling and Education Grant in the amount of \$10,000 for the period of January 1, 2007 through December 31, 2007. This additional funding is to be used to provide Diffusion of Effective Behavioral Interventions (DEBI) evidence-based curriculum for the Internet Risk Reduction Counseling and Comprehensive Counseling and Referral Services interventions.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items within the AIDS Counseling and Education Grant RU budget in the amount of the grant amendment.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant amendment from the Illinois Public Health Association for the AIDS Counseling and Education Grant in the amount of \$10,000 as presented.

(06/14/07)

TANNING FACILITY PERMITS GRANT – ENVIRONMENTAL HEALTH SERVICES

Environmental Health Services, Recreational Sanitation Program, wishes to accept a grant from the Illinois Department of Public Health for Tanning Facility Permits in the amount of \$9,000 for the period of July 1, 2007 through June 30, 2008. This grant is to be used for the inspection and investigation of tanning facilities throughout DuPage County in compliance with the Tanning Facility Permit Act (210 ILCS 145/1).

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Recreational Sanitation RU budget for fiscal year 2007.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Tanning Facility Permits Grant in the amount of \$9,000 as presented.