

DUPAGE COUNTY BOARD OF HEALTH

September 13, 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) & (EDC)c. Environmental Health Services (EHS)d. Mental Health Services (MHS)
---	3.	APPROVAL OF MINUTES – August 9, 2007
---	4.	TREASURER’S REPORT – August 31, 2007
---	5.	PUBLIC COMMENT
---	6.	PRESIDENT’S REMARKS
---	7.	RESOLUTIONS <ul style="list-style-type: none">1. Augusta Clark – Mental Health Advisory Council2. Protocol Integrated Direct Marketing-Appreciation of Support
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---	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-11-06-086 – Nextel Serviceb. C-BOS-09-13-115 – CDW-G, Computer routers & switchesc. S-BOS-09-13-116- Brown Labs Technologyd. S-BOS-09-07-118 – Rainbow Paintinge. C-BOS-09-07-117 – Hewlett Packard Blade Server Systemf. P-MHS-03-06-039 – April Nowak, Professional Servicesg. C-BOS-09-07-119 – Dell Computersh. C-BOS-09-07-120 – Relational Technology Solutionsi. C-BOS-08-06-078 – CDW-G, IP SAN (storage Area Network) Devicesj. S-BOS-02-10-094 – Alaniz Landscapek. S-BOS-08-06-077 – Anderson Elevator Companyl. C-BOS-09-07-121 – Milliken Carpetingm. C-BOS-09-07-122 – All Industrial Electricn. S-BOS-09-07-123 – Olson Roofing2) Grant Acceptances<ul style="list-style-type: none">(1) Family Case Management Program – CHS(2) Potable Water Supply Program – EHS
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	11	PRESENTATION FY2008 Budget Overview – Mike Kiep
---	12.	NEXT MEETING – October 11, 2007
---	13.	ADJOURNMENT

RESOLUTION HONORING
(BOH – 07-05)

AUGUSTA CLARKE, MENTAL HEALTH ADVISORY COUNCIL

WHEREAS, the DuPage County Health Department promotes physical and emotional health, prevents illness, injury and disability, protects health from environmental factors and strives to assure the provision of accessible, quality service; and

WHEREAS, the Health Department’s mission in the area of Behavioral and Mental Health is strongly supported by the Mental Health Services Advisory Council; and

WHEREAS, during her three years of committed service as a member and officer of the Mental Health Services Advisory Council, Augusta Clarke worked faithfully to promote quality services for DuPage County residents struggling with behavioral and mental health issues; and

WHEREAS, Augusta Clarke, brought to this task her many years experience and expertise in the area of the law and community service with a focus on mental health. This is exemplified by her work with the Chicago Bar Association’s Mental Health Committee, as the Prosecutor for MICAP (Mental Illness Court Alternative Program); and

WHEREAS, Augusta Clarke’s professional achievements have been recognized regionally by various organizations that include; NAMI-DuPage County 1998 Governmental Advocacy award, 2003 DuPage YWCA Outstanding Woman Leader in field of Government/Civic Affairs; 2005 Named one of the top attorneys in Illinois by Illinois Super Lawyers published by Chicago Magazine; NAMI 2007 Advocate of the Year, Outstanding Service Award.

NOW THEREFORE BE IT RESOLVED, that the DuPage County Board of Health recognizes Augusta Clarke’s contributions to Mental Health Services for the well being of DuPage County residents and expresses its appreciation for her years of dedicated service.

Enacted this 13TH day of September, 2007.

Linda A. Kurzawa
President, DuPage County Board of Health

Attest: _____
Scott J. Cross
Secretary, DuPage County Board of Health

DUPAGE COUNTY BOARD OF HEALTH RESOLUTION

(BOH – 07 - 06)

Appreciation of Support

WHEREAS; Protocol Integrated Direct Marketing provides direct marketing and customer support services to over 300 hundred clients nationally and operates a call center in Aurora, Illinois; and

WHEREAS; on August 23, 2007, DuPage County experienced severe weather which resulted in widespread electrical power outages that impacted the ability of the Health Department’s Central Office to maintain any phone communications with the public or satellite offices; and

WHEREAS; communication with the community is essential during an electrical outage to ensure that the public health standards are maintained; and

WHEREAS; Protocol Integrated Services, acting as a strong community partner, recognized the need to maintain essential public health services to the DuPage County community, and offered their call center in Aurora, without cost, as an alternative site for communication services until power was restored; and

WHEREAS; in addition to accommodating our communication needs, Protocol Integrated Services also provided outstanding hospitality to Health Department staff working within their call center;

THEREFORE BE IT RESOLVED; that the DuPage County Board of Health does hereby thank Henry Conforti and Protocol Integrated Direct Marketing for their remarkable support as a community partner to the DuPage Health Department and the residents of DuPage County.

Enacted this 13th day of September 2007, in Wheaton, Illinois

Linda A. Kurzawa
President, DuPage County Board of Health

Attest: _____
Scott J. Cross
Secretary, DuPage County Board of Health

(09/13/07)

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 07/17/07 and 09/04/07.

AGENDA ITEM # 8a

(09/13/07)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Gloria Evans	Administrative Clerk III (temporary)	12.00 hr.	108	08/06/07
Catherine O'Reilly	Financial Services Manager	32.19 hr. – 48.28 hr.	315	08/06/07
Euphemia Apeland	Mental Health Worker	15.95 hr. – 23.93 hr.	205	08/13/07
Ivonne Gines	Parent Partner (on-call)	12.00 hr.	----	08/13/07
Anna Greiner	Case Manager Assistant	13.69 hr. – 20.54 hr.	109	08/13/07
Mariza Martinez	Case Manager Assistant	13.69 hr. – 20.54 hr.	109	08/13/07
Maria Medina	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	08/13/07
Tanya Mejia	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	08/13/07
Kelly Miller	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	08/13/07
Brenda Resendez	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	08/13/07
Stacey Hoferka	Emergency Response Coordinator	22.24 hr. – 33.36 hr.	312	08/20/07
Norma Rosado	Customer Service Representative II	13.69 hr. – 20.54 hr.	109	08/20/07
Dante Valenzuela	PC/LAN Specialist	18.96 hr. – 28.44 hr.	210T	08/20/07
Kimberly Bradley	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	08/27/07
Lynette Creagh	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	08/27/07
Claudio Garcia	Respite Worker (on-call)	12.00 hr.	----	08/27/07
Margaret Maione	Respite Worker (on-call)	12.00 hr.	----	08/27/07
Christy Paver	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	08/27/07
Rose Romero	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	08/27/07
Phyllis Timpo	Respite Worker (on-call)	12.00 hr.	----	08/27/07
Paul Wilhite	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	08/27/07
Trey Pearce	Network Administrator	20.47 hr. – 30.71 hr.	311	09/04/07

The changes of status of the following employees:

Deana Johnson	From: Clinician/Consultant (part-time)	20.31 hr. – 30.47 hr.	207	08/06/07
	To: Clinician/Consultant (full-time)	20.31 hr. – 30.47 hr.	207	08/06/07
Ryan Chrisman	From: Overnight Support Staff	9.54 hr. – 14.31 hr.	107	08/13/07
	To: Consumer Specialist	11.80 hr. – 17.70 hr.	108	08/13/07
Jan Urso	From: Respite Worker (on-call)	12.00 hr.	----	08/13/07
	To: Parent Partner (on-call)	12.00 hr.	----	08/13/07
Susan Duhig	From: Sanitarian	20.31 hr. – 30.47 hr.	207	08/20/07
	To: Senior Sanitarian	23.13 hr. – 34.69 hr.	208	08/20/07
Julie Hackman	From: Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	08/20/07
	To: Customer Service Representative III	16.00 hr. – 23.99 hr.	110	08/20/07
Giordan Kaplan	From: Intern (temporary)	10.00 hr.	----	08/20/07
	To: Associate Sanitarian	15.95 hr. – 23.93 hr.	205	08/20/07
Natalie Hernandez	From: Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	08/27/07
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	08/27/07
Steven Lindahl	From: Mental Health Worker	15.95 hr. – 23.93 hr.	205	08/27/07
	To: Clinician/Consultant	20.31 hr. – 30.47 hr.	207	08/27/07
Miriam Pasillas	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	08/27/07
	From: Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	08/27/07
Maribel Rocha	To: Customer Service Representative I	11.80 hr. – 17.70 hr.	108	08/27/07
	From: Clinic Assistant	11.80 hr. – 17.70 hr.	108	08/27/07
Juan Orozco	To: Summer Employee (temporary)	7.50 hr.	---	09/04/07
	From: Intern (temporary)	10.00 hr.	---	09/04/07

The separation of the following employees:

Noe Hernandez	Custodian (on-call)	10.17 hr. – 15.26 hr.	107	07/17/07
Roberto Almeida	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	08/02/07
Christine Gadzinski	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	08/03/07
Patience Odame	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	08/03/07

Pauline Nolan	Respite Worker (on-call)	12.00 hr.	----	08/07/07
Christine Gesiorski	Respite Worker (on-call)	12.00 hr.	----	08/14/07
Linnea Johnson	Public Health Nurse	20.31 hr. – 30.47 hr.	207	08/15/07
Frederick Bernardo	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	08/16/07
Marisela Garcia	Customer Service Representative II	13.69 hr. – 20.54 hr.	109	08/16/07
Ana Grzybek	Mental Health Worker	15.95 hr. – 23.93 hr.	205	08/16/07
Michael Pesola	Respite Worker (on-call)	12.92 hr.	----	08/16/07
Matthew Koppelman	West Nile Virus Surveillance (on-call)	10.00 hr.	----	08/17/07
Sharon Wilson	Mental Health Worker	15.95 hr. – 23.93 hr.	205	08/17/07
Maria Medina	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	08/20/07
Matthew Docherty	Sanitarian	20.31 hr. – 30.47 hr.	207	08/21/07
Beatriz Martinez	Public Health Nurse	20.31 hr. – 30.47 hr.	207	08/24/07
Hue Tu	Account Clerk	11.80 hr. – 17.70 hr.	108	08/24/07
Carmen Castro	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	08/31/07
Nancy Jacobs	Sanitarian	20.31 hr. – 30.47 hr.	207	08/31/07

President, Board of Health

September 13, 2007
Date

AUGUST SCHEDULE OF TRANSFERS						
FISCAL YEAR 2007						
Service Unit	Reporting Unit	Line Item	Description	To: Debit		From: Credit
903	330	3099	Other Professional Services			\$27,866.00
903	330	2140	Technical Supplies	\$27,866.00		
			The Sum of TWENTY SEVEN THOUSAND EIGHT HUNDRED SIXTY SIX DOLLARS (\$27,866).			
			To transfer funds to cover expenses for the Pandemic Flu program.			
901	160	3099	Other Professional Services			\$127,325.00
901	105	4310	Building Remodelling	\$101,225.00		
901	121	4310	Building Remodelling	\$8,700.00		
901	122	4310	Building Remodelling	\$8,700.00		
901	123	4310	Building Remodelling	\$8,700.00		
901	160	3610	Repair & Maintenance-Buildings			\$35,275.00
901	105	4310	Building Remodelling	\$35,275.00		
			The Sum of ONE HUNDRED SIXTY TWO THOUSAND SIX HUNDRED DOLLARS (\$162,600)			
			To transfer funds necessary for bid award of HVAC equipment & installation in IT server rooms at Central Office and the 3 outlying PHC's.			

(09/13/07)

PURCHASING

S-BOS-11-06-086 – Approval for costs associated with second year of a two-year contract with Nextel Wireless 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 expenditure not to exceed \$65,000 annually.

C-BOS-09-13-115 – Bid award for costs associated with purchase of computer routers and switches, in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, CDW-G, in the amount of \$238,029.00.

S-BOS-09-13-116 – Bid award for costs associated with voice and data wiring and cabling in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, Brown Labs Technology, in an amount not to exceed \$25,000 annually.

S-BOS-09-07-118 – Bid award for costs associated with painting work in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, Rainbow Painting, in an amount not to exceed \$60,000 for a 12-month period.

C-BOS-09-07-117 – 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 \$54,960.14.

P-MHS-03-06-039 – Change Order for April Nowak, Professional Services contract in accordance with Article 4, Part D, and 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 \$20,000.

C-BOS-09-07-119 - Purchase of laptops and desktop computers from Dell Computers 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 laptop and desktop computers in an amount not to exceed \$590,000.

C-BOS-09-07-120 – Purchase of Taske Software from Relational Technology Solutions in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, Relational Technology, in an amount not to exceed \$26,602.

C-BOS-08-06-078 – Purchase of annual maintenance support for eleven LeftHand SAN's in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, CDW-G, in an amount not to exceed \$25,861.

S-BOS-02-10-094 – Change Order for Alaniz Landscape, in accordance with Article 4, Part D, and 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 \$11,000.

S-BOS-08-06-077 – Bid award for Elevator Maintenance and Repairs to Anderson Elevator Company in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to Anderson Elevator Company in an amount not to exceed \$30,000.

C-BOS-09-07-121 – Purchase of carpeting for several Health Department facilities, from Milliken Carpeting per US Communities joint purchase contract, 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 carpeting in an amount not to exceed \$220,000.

C-BOS-09-07-122 – Bid award for the purchase of a generator for use at the Crisis Center in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to All Industrial Electric Inc. in an amount not to exceed \$47,700.

S-BOS-09-07-123 – Emergency replacement of the flat roof at the Transitional Services Center in accordance with Article 4, Part A, Section 4-106 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist and Decision Memo is included and staff recommends repair be completed by Olson Roofing in an amount not to exceed \$70,000.

MOTION

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



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-BOS-09-13-

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	CBOS0913115	CONTRACT TERM	Single Purchase
DATE SUBMITTED	09/04/2007	REQUESTING DEPT.	Information Technology
VENDOR	CDW-G	DEPT. CONTACT	Mike Latham
PHONE #		PHONE #	Ext. 7394
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of 4 routers and 25 switches for the IT unit in an amount not to exceed \$238,029.		
REASON FOR PROCUREMENT	Currently the agency has 25 switches, which are out of warranty. These switches need to be replaced. By replacing the switches we will be able to support power over the internet and eventually add features such as voice over IP. Additionally, 4 routers are being purchased to "build out" the East Public Health Center and North Public Health Center networks to provide redundancy to the agency computer network system.		
BACKGROUND (HISTORY)	IT requests the purchase of the switches and routers. The switches require replacement due to their age and lack of warranty. Repair costs are high; it is best to replace these switches. The benefit of voice over IP and the ability to host our internet service will be valuable results of this purchase. Additionally, the purchase of the routers will allow the IT unit to create a redundant network at East Public Health Center and North Public Health Center.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 104-3011 – Support 104-2117 - Equipment
- 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:

Mike Latham

 PREPARED BY: DATE

 BUYER DATE
 /s/M.Kiep 9/5/2007

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

/s/M.Kiep 9/5/2007

 SERVICE UNIT DIRECTOR DATE

 PROCUREMENT MANAGER DATE
 /s/M.McHugh 9/5/2007

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



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # S-BOS-09-07-

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	SBOS0907118	CONTRACT TERM	Contract
DATE SUBMITTED	08/27/2007	REQUESTING DEPT.	Maintenance
VENDOR	Rainbow Painting	DEPT. CONTACT	Greg Bucheit
PHONE #		PHONE #	Ext. 7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Painting services required for DuPage County Health Department facilities. Work to be completed as needed over a 12-month period, from Sept 2007 to Sept 2008. Currently the Maintenance unit has identified 15 Health Department facilities, which require painting/wallpapering work to be completed. The estimated cost for these jobs range in price from \$200 to \$8,000.		
REASON FOR PROCUREMENT	The maintenance department requires the use of a painting contractor to perform, as needed painting and wallpapering services at the various health department properties. Currently 15 Health Department sites have been identified as requiring painting/wallpapering services.		
BACKGROUND (HISTORY)	The maintenance department contracts with painting contractors as needed to perform services. It is estimated that costs associated with painting for a 12-month period will exceed \$15,000. In an effort to create efficiencies in completing necessary work, and possibly achieve cost savings a bid was completed. It is estimated that expenditures associated with painting services will not exceed \$60,000.		

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 # SBOS0907118
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:

Greg Bucheit

PREPARED BY: DATE

/s/M.Kiep 9/5/2007

SERVICE UNIT DIRECTOR DATE

BUYER DATE
/s/M.Kiep 9/5/2007

PROCUREMENT MANAGER DATE
/s/M.McHugh 9/5/2007

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

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



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-BOS-09-07-

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	CBOS0907117	CONTRACT TERM	Single Purchase
DATE SUBMITTED	08/27/2007	REQUESTING DEPT.	Information Technology
VENDOR	Hewlett Packard	DEPT. CONTACT	Mike Latham
PHONE #		PHONE #	Ext. 7394
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of Blade Server System in an amount not to exceed \$54,960.14.		
REASON FOR PROCUREMENT	With the implementation of the Foundations for the Future project and the need to move to a more standard, secure and up-to-date network environment, the purchase of the blade server system was completed in June 2007. The board approved this purchase. Implementation of this blade server has been successful. The agency would like to purchase a second blade server for installation at our Lombard Public Health Center to provide a redundant back up system for the agency.		
BACKGROUND (HISTORY)	Last October, the department conducted a security audit that revealed issues and areas of concerns relating to the Department network infrastructure. The Board of Health at its June 2007 meeting approved the purchase of a blade server system to address some of these issues. The blade server purchased in June 2007 has been installed. IT recommends a similar blade server be purchased for installation at our Lombard Public Health Center to provide a redundant back up system.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 107-3011 – Support 104-2117 - Equipment
- 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 Western States Contracting 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 BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

Mike Latham
 PREPARED BY: _____ DATE: _____

BUYER _____ DATE: _____
 /s/M.Kiep 8/30/2007

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

/s/M.Kiep 8/30/2007
 SERVICE UNIT DIRECTOR _____ DATE: _____

PROCUREMENT MANAGER _____ DATE: _____
 /s/M.McHugh 8/30/2007

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

CHANGE ORDER REQUEST			
BUYER		P.O. DATE	08/28/2007
CHANGE ORDER #	PMHS0306039	REQUEST DATE	8/20/2007
VENDOR NAME	April Nowak	VENDOR #	6264
ACCOUNT CODE	901/907-3099	DEPARTMENT	Business Operations/Mental Health
BID #		PROJECT NAME	
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	As the Department continues to work towards the implementation of front desk operations, billing and the electronic medical system, the need to increase hours in order to meet Foundations of the Future project time lines is necessary.		
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 \$ \$40,000 SHOULD BE \$60,000
- DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT
- PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)

ITEM	DESCRIPTION	AMOUNT
A	ORIGINAL CONTRACT VALUE:	\$ 40,000
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$ N/A
C	CURRENT CONTRACT AMOUNT (A+B)	\$ 40,000
D	AMOUNT OF THIS CHANGE ORDER: X INCREASE <input type="checkbox"/> DECREASE	\$ 20,000
E	NEW CONTRACT AMOUNT (C+D)	\$60,000
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):	%

REVIEWED AND APPROVED BY:

Pat Flaherty	8/28/2007		
PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/M.Kiep	9/5/2007	/s/M.McHugh	9/5/2007
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-BOS-09-07-

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	CBOS0907119	CONTRACT TERM	Purchases for 2007/2008 Fiscal Years
DATE SUBMITTED	08/29/2007	REQUESTING DEPT.	Information Technology
VENDOR	Dell Computers	DEPT. CONTACT	Mike Latham
PHONE #		PHONE #	Ext. 7394
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of laptop and desktop computers for DuPage County Health Department use. Necessary laptops and desktop computers will be purchased beginning mid-September 2007 through fiscal year 2008. Equipment to be purchased in 2007 will include approximately 81 laptops and 100 desktops computers. Estimated purchases for fiscal year 2008 may include 45 tablet computers, 100 laptops and 150 desktop computers. Additionally a software purchase of approximately \$15,000 will be done in FY2008. This software, Wave Embassy Trust Suites will insure encryption of data on all mobile devices.		
REASON FOR PROCUREMENT	With the implementation of the Foundations for the Future project and the need to mobilize many staff to perform required duties in the field, technology improvements as they relate to laptops and desktops is required. Additionally, the health department has not updated its desktop computers in over 2 years. The planned replacement of desktop units is two years behind. Laptops and desktop computers will begin to be purchased mid September 2007 and continue through fiscal year 2008. It is estimated that expenditure for these required purchases would be \$590,000. This expenditure will include the purchase of approximately 250 desktop units, 181 laptop units and 45 tablet computers. The purchasing unit will request board approval late in calendar year 2008 for purchases required in 2009 and 2010.		
BACKGROUND (HISTORY)	IT in cooperation with the Purchasing Unit has researched several laptop and desktop options. It has been determined that a partnership with Dell Computers, under the joint purchasing option with Western States Contracting Alliance (WSCA), is a cost effective and efficient option. Dell provides many features, which will allow the agency to track, maintain and manage its fleet of laptop and desktop computers.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 104-3011 – Support 104-2117 - Equipment
- 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 Western States Contracting 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 BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

Mike Latham

PREPARED BY: DATE

BUYER DATE
 /s/M.Kiep 8/30/2007

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

/s/M.Kiep 8/30/2007

SERVICE UNIT DIRECTOR DATE

PROCUREMENT MANAGER DATE
 /s/M.McHugh 8/30/2007

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



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-BOS-09-07-

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	CBOS0907120	CONTRACT TERM	Commodity Purchase – FY2007
DATE SUBMITTED	08/30/2007	REQUESTING DEPT.	Information Technology
VENDOR	Relational Technology	DEPT. CONTACT	Mike Latham
PHONE #		PHONE #	Ext. 7394
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of Taske Software from Relational Technology Solutions. Software to enhance reporting capabilities of current Avaya phone system.		
REASON FOR PROCUREMENT	With the implementation of the Foundations for the Future project and the call center, reports regarding call volume, dropped calls and other data relating to incoming calls are required.		
BACKGROUND (HISTORY)	IT conducted a review of possible software options. IT determined Taske software would provide the required reports for the agency. A competitive bid was conducted; Relational Technology Solutions provided the lowest bid in the amount of \$26,602.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 104-3011 – Support 104-2117 - Equipment
- 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 # CBOS0907120
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:

M Latham 9/5/2007
PREPARED BY: DATE

Pat DelMastro 9/5/2007
BUYER DATE

/s/M.Kiep 9/5/2007
DIRECTOR OF BUSINESS OPERATIONS DATE
(DECISION MEMOS OVER \$15,000 ONLY)

/s/M.Kiep 9/5/2007
SERVICE UNIT DIRECTOR DATE

/s/M.McHugh 9/5/2007
PROCUREMENT MANAGER DATE

/s/M.McHugh 9/5/2007
EXECUTIVE DIRECTOR DATE
(DECISION MEMOS OVER \$15,000 ONLY)

CHANGE ORDER REQUEST			
BUYER		P.O. DATE	08/31/2007
CHANGE ORDER #	SBOS0210094	REQUEST DATE	8/31/2007
VENDOR NAME	Alaniz Landscape	VENDOR #	18805
ACCOUNT CODE	105-3608	DEPARTMENT	Business Operations
BID #		PROJECT NAME	
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	Alaniz Landscaping has been awarded, through competitive bid process, the landscaping services required by the agency. Several unanticipated landscape issues have been identified: repairing grade, drain repair/installation and shrub replacement at five of group home facilities. The maintenance department would like Alaniz to make these repairs before the end of the 2007 lawn season.		
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 \$ 22,120 SHOULD BE \$33,120
- DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT
- PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A	ORIGINAL CONTRACT VALUE:	\$ 22,120
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$ N/A
C	CURRENT CONTRACT AMOUNT (A+B)	\$ 22,120
D	AMOUNT OF THIS CHANGE ORDER: X INCREASE <input type="checkbox"/> DECREASE	\$ 11,000
E	NEW CONTRACT AMOUNT (C+D)	\$33,120
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:

PAT DELMASTRO	8/31/2007		
PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
PAT DELMASTRO	8/31/2007		
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/M.Kiep	9/5/2007	/s/M.Mchugh	9/5/2007
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE



PROCUREMENT APPROVAL CHECKLIST

S-BOS
DOCUMENT # 0806077

This form must accompany all Purchase Requests in excess of \$15,000.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	1-Year – Sept 2007-Sept 2008
DATE SUBMITTED	08/31/2007	REQUESTING DEPT.	BOS
VENDOR	Anderson Elevator Company	DEPT. CONTACT	Greg Bucheit
PHONE #	708-345-9710	PHONE #	X7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Elevator Maintenance and Repair. The agency has 4 elevators at the Central Office, and one elevator at each of the Public Health Centers. Total elevators needed preventative maintenance and possible repair is seven.		
REASON FOR PROCUREMENT	To maintain and keep operational department elevators. Cost include monthly preventative maintenance visits		
BACKGROUND (HISTORY)	Contract to continue Elevator Maintenance and Repair needs to be renewed. Not to exceed \$30,000.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 104-3611
- 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 # SBOS0806077
- 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:

Greg Bucheit 9/5/2007
 PREPARED BY: _____ DATE
 Pat DelMastro 9/5/2007
 BUYER _____ DATE
 /s/M.Kiepp 9/5/2007
 DIRECTOR OF BUSINESS OPERATIONS _____ DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/M.Kiepp 9/5/2007
 SERVICE UNIT DIRECTOR _____ DATE

 PROCUREMENT MANAGER _____ DATE
 /s/M.McHugh 9/5/2007
 EXECUTIVE DIRECTOR _____ DATE
 (DECISION MEMOS OVER \$15,000 ONLY)



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-BOS-09-07-

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	CBOS0907121	CONTRACT TERM	Single Purchase
DATE SUBMITTED	08/27/2007	REQUESTING DEPT.	Maintenance
VENDOR	Milliken Carpeting	DEPT. CONTACT	Greg Bucheit
PHONE #		PHONE #	Ext. 7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of carpet tiles for 6 Health Department facilities. These facilities are: TSC, Crisis, Central Office lower level and first floor (those areas not effected by construction), North Public Health Center lower level and Southeast Public Health Center. Existing carpet tiles in these areas are worn and should be replaced.		
REASON FOR PROCUREMENT	Carpeting in several of the Health Department facilities is extremely worn. Despite continued efforts to clean the carpeting at these areas, the carpeting continues to show severe wear. It is recommended the carpet tiles be replaced.		
BACKGROUND (HISTORY)	Through the US Communities contract, Milliken Carpeting offers a quality carpet tile and expert installation through Nolan Sales. Use of US Communities contract is approved as a joint purchase. Current pricing through US Communities is competitive. Milliken will not be participating in the US Communities contract in 2008, so the Health Department will benefit by receiving a high quality product at very competitive pricing. It is estimated that cost to recarpet the facilities will not exceed \$220,000		

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 # _____
- PER JOINT PURCHASING US Communities
- 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:

Greg Bucheit

 PREPARED BY: DATE

/s/M.Kiep 8/30/2007

 SERVICE UNIT DIRECTOR DATE

BUYER DATE
 /s/M.Kiep 8/30/2007

PROCUREMENT MANAGER DATE
 /s/M.McHugh 8/30/2007

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

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



PROCUREMENT APPROVAL CHECKLIST

C-BOS
DOCUMENT # 0907122

This form must accompany all Purchase Requests in excess of \$15,000.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	CBOS0907122	CONTRACT TERM	PURCHASE
DATE SUBMITTED	9/5/2007	REQUESTING DEPT.	BOS
VENDOR	All Industrial Electric	DEPT. CONTACT	Greg Bucheit
PHONE #		PHONE #	X7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of an 80 KW outdoor generator to be installed at the Crisis Center to insure availability of back up power in emergency situations. Cost associated with this order will be \$47,700, which includes equipment, install and all necessary electrical work.		
REASON FOR PROCUREMENT	Purchase of a gas powered generator for use at the Crisis Center		
BACKGROUND (HISTORY)	A bid was completed for the purchase of a gas-powered generator. Two options were included In the bid, the option to power part of the building, and a cost to power the full facility. Cost to power a portion of the building through use of a 35 KW generator would be \$38,500. Cost to purchase a generator to power the full building is \$47,700. Staff suggests the purchase of the 80 KW unit in the amount of \$47,700 to power the full facility.		

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 # SBOS0907122
- 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:

Greg Bucheit 9/5/2007
 PREPARED BY: _____ DATE
 Pat DelMastro 9/5/2007
 BUYER _____ DATE
 /s/M.Kiep 9/5/2007
 DIRECTOR OF BUSINESS OPERATIONS _____ DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/M.Kiep 9/5/2007
 SERVICE UNIT DIRECTOR _____ DATE

 PROCUREMENT MANAGER _____ DATE
 /s/M.McHugh 9/5/2007
 EXECUTIVE DIRECTOR _____ DATE
 (DECISION MEMOS OVER \$15,000 ONLY)



PROCUREMENT APPROVAL CHECKLIST

S-BOS
DOCUMENT # 0907123

This form must accompany all Purchase Requests in excess of \$15,000.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	S-BOS-0907123	CONTRACT TERM	EMERGENCY REPAIR
DATE SUBMITTED	09/10/2007	REQUESTING DEPT.	BOS
VENDOR	Olson Roofing	DEPT. CONTACT	Greg Bucheit
PHONE #		PHONE #	X7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Emergency repair to the Transitional Services Center (TSC) flat roof. The roof is 13 years old. The warranty has expired on this roof and immediate repair is required to correct water penetration, which has occurred. Facilities request the use of Olson Roofing to make the necessary repairs in an amount not to exceed \$70,000.		
REASON FOR PROCUREMENT	The flat roof at the Transitional Services Center (TSC) building is in need of immediate repair. Water has penetrated the roof and is trapped between the roof and the building. Insulation under the roof is acting as a "sponge", absorbing the water. Per a consultant, Tom Gruebnau from IRCA, immediate repair is required prior to the winter season to prevent failure of the roof. Repair in the cold weather is not possible.		
BACKGROUND (HISTORY)	The flat roof on the Transitional Services Center building is out of warranty and in need of repair. Water has penetrated the surface and is trapped between the roof and the building. Tom Gruebnau, a consultant from IRCA reviewed the roof and has advised immediate repair be done to the roof. Olson Roofing had previously visited the site to provide a quote. Olson Roofing is considered a reputable contractor for flat roofs.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 104-3610
- 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 # _____
- 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 _____	SERVICE UNIT DIRECTOR _____	DATE _____
BUYER _____	DATE _____	PROCUREMENT MANAGER _____	DATE _____
DIRECTOR OF BUSINESS OPERATIONS _____ (DECISION MEMOS OVER \$15,000 ONLY)	DATE _____	EXECUTIVE DIRECTOR _____ (DECISION MEMOS OVER \$15,000 ONLY)	DATE _____

DECISION MEMO**Document #S-BOS-09-07-123**

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 #		Requesting Program	Business Operations
Vendor	Olsson Roofing	Program Contact	Greg Bucheit
Date Submitted for Review	September 10, 2007	Contact Phone #	7677

ISSUE:

The flat roof at the Transitional Services Center (TSC) building is in need of immediate repair. Water has penetrated the roof and is trapped between the roof and the building. Insulation under the roof is acting as a “sponge”, absorbing the water. Per a consultant, Tom Gruebnau from IRCA (Illinois Roof Consulting Associates INC), immediate repair is required prior to the winter season to prevent further failure of the roof. Repair in the winter with severe cold or snow accumulation is not possible.

BACKGROUND:

The flat roof on the Transitional Services Center building is out of warranty and in need of repair. This roof was last replaced thirteen years ago. Olsson Roofing has visited the site and provided a quote. Olsson Roofing is considered a very reputable contractor of flat roofing in this area.

DISCUSSION:

During remedial repairs to the rubber roof, a large area of the insulation was exposed and able to be viewed. This insulation was completely saturated and revealed the need to immediately take steps to replace the entire rubber roof. The portion of the roof damaged and the age of the roof make roof replacement the most cost effective solution.

OPTIONS (ITEMIZE):

- 1.) Bid replacement of roof
- 2.) Use emergency procurement to act immediately and replace the roof.

RECOMMENDATIONS:

Due to the trapped water and approaching winter months it is recommended that the roof be replaced as soon as possible. Tom Grubenau of IRCA roofing consultants makes this recommendation in a letter dated Sept 8, 2007 after reviewing the site.

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

Emergency repair in an amount not to exceed \$70,000. Repair to be completed by Olsson roofing.

(09/13/07)

FAMILY CASE MANAGEMENT PROGRAM GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Family Case Management Program, wishes to accept a Cost of Living Adjustment from the Illinois Department of Human Services for the Family Case Management Program in the amount of \$25,541 for the period ending June 30, 2007, bring the total grant amount to \$1,728,241.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the Cost of Living Adjustment from the Illinois Department of Human Services for the Family Case Management Program Grant in the amount of \$25,541 as presented.

(09/13/07)

POTABLE WATER SUPPLY PROGRAM GRANT – ENVIRONMENTAL HEALTH SERVICES

Environmental Health Services, Water & Sewage Program, wishes to accept a grant from the Illinois Department of Public Health for a Potable Water Supply Program in the amount of \$15,800 for the period of October 1, 2007 through September 30, 2008. This grant is to be used to perform inspections and investigations of groundwater supplies.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Water & Sewage RU for budget 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 Potable Water Supply Program Grant in the amount of \$15,800 as presented.