



DUPAGE AIRPORT AUTHORITY

BOARD OF COMMISSIONERS
REGULAR MEETING
WEDNESDAY, MARCH 18, 2015; 3:00 p.m.

DUPAGE AIRPORT FLIGHT CENTER
2700 INTERNATIONAL DRIVE
WEST CHICAGO, ILLINOIS 25185

TENTATIVE AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES *TAB #1* *PAGE #5*
 - January 14, 2015 Regular and Annual Board Meeting
 - February 11, 2015 Special Board Meeting
 - January 14, 2015 Finance Committee Meeting
 - January 14, 2015 Capital Development, Leasing and Customer Fees Committee
5. DIRECTOR'S REPORT *TAB #2* *PAGE #24*
6. REVIEW OF FINANCIAL STATEMENTS *TAB #3* *PAGE #26*
7. REPORT OF OFFICERS/COMMITTEES
 - a. Internal Policy and Compliance Committee
 - b. Finance, Budget & Audit Committee
 - c. Golf Committee
 - d. Capital Development, Leasing & Customer Fees Committee
 - e. DuPage Business Center
8. RECESS TO EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE OR IMMINENT LITIGATION; EMPLOYEE MATTERS; THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE DUPAGE AIRPORT AUTHORITY AND THE SETTING OF A PRICE FOR SALE OR LEASE OF PROPERTY OWNED BY THE DUPAGE AIRPORT AUTHORITY.
9. RECONVENE REGULAR SESSION
10. NEW BUSINESS
 - a. Proposed Ordinance 2015-282; Revisions to the DuPage Airport Authority Procurement Code.
Finance Committee *TAB #4* *PAGE #35*

- b. Proposed Resolution 2015-1931; Delegation of Authority to the Executive Director to Accept and Enter Into Electric Power and Natural Gas Supplier Agreements.**
Delegates the Executive Director the authority to accept best and final bids from Champion Energy, Integrys Energy and MidAmerican Energy, who were selected as finalists through a Request for Proposal (RFP) evaluation committee process; and to enter into an electric power and natural gas supply contract with the lowest bids.
Finance Committee **TAB #5** **PAGE #90**
- c. Proposed Resolution 2015-1933; Award of Contract to Bill's Painting & Tuckpointing Company for the Flight Center Railing Repair and Repainting Project.**
Approves a Contract for paint removal, painting and railing repair of the Flight Center railing. Total authorized construction cost of \$105,380 including a 10% owner's contingency.
Capital Development Committee **TAB #6** **PAGE #95**
- d. Proposed Resolution 2015-1939; Approving the Development Plan for Project Steel.**
Staff and CenterPoint Properties Trust are still meeting regarding the Development Plan. SUPPORTING MATERIALS WILL BE PROVIDED UNDER SEPARATE COVER.
Capital Development Committee **TAB #7** **PAGE #102**
- e. Proposed Resolution 2015-1932; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. for the Prairie Landing Golf Club Kitchen Ceiling Grid Rehabilitation and Ceiling Tile Replacement.**
Approves a Contract for ceiling grid covers and new ceiling tile in the Prairie Landing Golf Club kitchen. Total authorized construction cost of \$19,250, including a 10% owner's contingency.
Capital Development Committee **TAB #8** **PAGE #103**
- f. Proposed Resolution 2015-1934; Award of Contract to Raise-Rite Concrete Lifting for Sidewalk Settlement Repair.**
Approves a Contract for sidewalk mud jacking in the International Drive parking areas and DAA Maintenance Building. Total authorized construction cost of \$49,349.30, including a 10% owner's contingency.
Capital Development Committee **TAB #9** **PAGE #107**
- g. Proposed Resolution 2015-1935; Award of Contract to Abbey Paving & Sealcoating Company, Inc. for Mill and Overlay Keil Road, Crack Repair Tower Road Parking Lot.**
Approves a Contract for mill and overlay of Keil Road, Tower Road parking lot crack repairs and replacement of speed tables. Total authorized construction of \$89,289.16, including a 10% owner's contingency.
Capital Development Committee **TAB #10** **PAGE #113**
- h. Proposed Resolution 2015-1936; Award of Contract to K-Plus Mechanical, Inc. for Fuel Farm Upgrades.**
Approves a Contract to repair and refurbish the DAA fuel farm to achieve an additional 20-25 years of life. Total authorized construction cost of \$334,350.50, including a 10% owner's contingency.
Capital Development Committee **TAB #11** **PAGE #120**

- r. **Proposed Resolution 2015-1924; Award of Bid to Multiple Vendors for the Procurement of 2015 Golf Course Turf Maintenance Supplies.**
Approves as-needed Purchase Order Contracts from Reinders Inc, John Deere Landscapes, Conserv FS, Masterblend International, and Arthur Clesen for 2015 turf maintenance supplies not-to-exceed \$80,000.
Finance Committee **TAB #21** **PAGE #168**

- s. **Proposed Resolution 2015-1925; Award of Bid to Masterblend International LLC for the Procurement of 2015 Airport Turf Maintenance Supplies and Services.**
Approves as-needed Purchase Order Contracts from Masterblend International for 2015 turf maintenance supplies and application services not-to-exceed \$15,000.
Finance Committee **TAB #22** **PAGE #179**

- t. **Proposed Resolution 2015-1926; Authorizing the Purchase of One (1) AWD 100HP Tractor from the Rock Island County Joint Purchasing Contract.**
Approves the procurement of (1) 2015 Model John Deere 6115D Cab Tractor for \$55,690.60.
Finance Committee **TAB #23** **PAGE #184**

- u. **Proposed Resolution 2015-1927; Authorizing the Purchase of One (1) 4 X 4 Pickup Truck from the State of Illinois Joint Purchasing Contract.**
Approves the procurement of (1) Ford F250 Pickup Truck for \$24,485.
Finance Committee **TAB # 24** **PAGE #189**

- v. **Proposed Resolution 2015-1928; Award of Master Agreement to Overhead Door Solutions, Inc. for On-Call Hangar Door Repair Services.**
Approves a 2-year time and material Master Agreement for as-needed hangar door repair. Not-to-exceed \$25,000 annually or \$5,000 per project.
Finance Committee **TAB #25** **PAGE #194**

- w. **Proposed Resolution 2015-1929; Award of Contract to Preform Traffic Control Systems, Ltd. for Pavement Marking Services.**
Approves a 3-year contract for airfield and roadway pavement marking painting. Total authorized project cost of \$176,543.85 including a 10% owner's contingency.
Finance Committee **TAB #26** **PAGE #199**

- x. **Proposed Resolution 2015-1930; Award of Bid to Clean Cut Tree Service, Inc. for Tree Removal Services.**
Approves a contract for the removal of 136 trees and 9 tree stumps. Total authorized project cost of \$15,400 including a 10% owner's contingency.
Finance Committee **TAB #27** **PAGE #205**

11. **OTHER BUSINESS**

12. **ADJOURNMENT**

**DuPAGE AIRPORT AUTHORITY
ANNUAL AND REGULAR BOARD MEETING
Wednesday, January 14, 2015**

The Regular and Annual Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, January 14, 2015. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, LaMantia, Ledonne, Posch, Wagner

Commissioners Absent: Huizenga

DuPage Airport Authority Staff Present: David Bird, Executive Director; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoad, Director of Finance and Prairie Landing Golf Club; John Schlaman, Manager of Prairie Landing Golf Club; Dan Barna, Procurement Manager; Anna Normoyle, Marketing Coordinator; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Bruce Garner, Schirott, Luetkehans and Garner; Michael Vonic, CH2M Hill; Michael Toth, JA Watts, Inc.; Ed Harrington, CenterPoint Properties Trust; Randy J. Africano, Vertiport Chicago; Michael Conklin, Vertiport Chicago; Rocco Armocida, Vertiport Chicago.

Members of the Press:

None

PUBLIC COMMENT

None

Chairman Davis stated that just prior to the holidays, Commissioner Gerry Gorski advised that he would resign his position with the DuPage Airport Authority effective December 31, 2014. Chairman Davis expressed his thanks and appreciation for Commissioner Gorski's service.

Chairman Davis then introduced newly appointed commissioner, Michael Ledonne. Commissioner Ledonne has served previously as a member of the DuPage County Board and brings a unique perspective to the Airport Authority Board. Commissioner Ledonne spoke briefly and stated he is excited to be a part of the DuPage Airport Authority Board.

RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING

A **MOTION** was made by Commissioner Ledonne to recess the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner Posch and passed unanimously by voice vote. The Regular meeting was recessed at 3:03 p.m. and the Annual Meeting was immediately convened. Upon roll call there was a quorum present for this portion of the meeting.

ELECTION OF OFFICERS FOR THE 2014 FISCAL YEAR

Commissioner Wagner made a **MOTION** to place into nomination the following slate of officers for the DuPage Airport Authority Board of Commissioners:

Stephen L. Davis as Chairman; Juan E. Chavez as Vice Chairman; Peter H. Huizenga as Treasurer; Gina R. LaMantia as Secretary; Patrick Hoard as Assistant Treasurer and Mark Doles as Assistant Secretary.

Commissioner Wagner's **motion was seconded** by Commissioner Posch. Chairman Davis asked if there are other nominations and there were none; nominations were closed. The Slate of Officers for 2015 as moved and seconded was passed unanimously by voice vote.

REVIEW OF COMMITTEE ASSIGNMENTS

Chairman Davis stated that committee assignments had previously been reviewed with each Commissioner and added he would be glad to discuss any further changes as needed; *Finance, Budget and Audit Committee*, Commissioner Huizenga will continue as Chair; *Capital Development, Leasing and Customer Fees Committee*, Commissioner Wagner is appointed as Chair; *Internal Policy and Compliance Committee*, Commissioner LaMantia will continue as Chair; and *Golf Committee*, Commissioner Donnelly will continue as Chair.

APPROVAL OF 2015 MEETING CALENDAR

Executive Director Bird advised that two date changes to the meeting calendar are requested by staff for the March and May Board Meetings; moving the regular meeting dates to March 18, 2015 and May 20, 2015. Discussion followed briefly and Executive Director Bird stated the 2015 Board Calendar will be adjusted to reflect these date changes if approved. Executive Director Bird advised that a Special Board Meeting would be scheduled for February 11 to address potential Business Center issues along with some other significant items for the Airport Authority requiring Board approval prior the March 18 Board Meeting.

Commissioner Posch made a **MOTION** to approve the 2015 Board and Committee Meeting Calendar with the recommended date changes. Commissioner Wagner **seconded the motion** and the motion was passed unanimously by roll call vote (8-0).

ADJOURNMENT OF ANNUAL MEETING

A **MOTION** was made by Commissioner Ledonne to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Posch. The motion was unanimously passed by voice vote and the Annual Board Meeting adjourned at 3:10 p.m.

The Regular Board Meeting was immediately reconvened and upon roll call a quorum was present for the remainder of the meeting.

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the November 12, 2014 Regular Board Meeting and there were none. Commissioner Chavez made a **MOTION** to approve the minutes of the November 12, 2014 Regular Board Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

Chairman Davis asked for additions or corrections to the minutes of the November 12, 2014 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the November 12, 2014 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

After brief discussion, a **MOTION** was made by Commissioner Chavez to combine agenda items 4.c. Approval of the Minutes for the November 12, 2014 Capital Development, Leasing and Customer Fees Committee Meeting; 4.d. Approval of the Minutes for the October 28, 2014 Special Finance, Budget and Audit Committee Meeting; and 4.e. Approval of the Minutes of the November 12, 2014 Finance, Budget and Audit Committee Meeting. This **motion was seconded** by Commissioner Ledonne and was passed unanimously by voice vote. There were no additions or corrections recommended for these minutes and a **MOTION** was made by Commissioner Donnelly to approve the minutes of the November 12, 2014 Capital Development, Leasing and Customer Fees Committee Meeting; October 28, 2014 Special Finance, Budget and Audit Committee Meeting; and the November 12, 2014 Finance, Budget and Audit Committee Meeting. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (7-0).

Chairman Davis asked that items under the *New Business* portion of the agenda related to CenterPoint Properties and the DuPage Business Center be moved to the front of the Agenda for consideration; Items 9.i. through 9.l.

Proposed Resolution 2015-1906; Declaration of Airport Authority Property as Surplus and Authorization to Publish Notice Requesting Offers to Purchase Surplus Property.

Declares 25.065 acres of real property owned by the Authority and located in the DuPage Business Center to be surplus property and authorizes the publication of a notice requesting offers to purchase the property.

Attorney Luetkehans stated this resolution authorizes the publication of a notice requesting offers for land to be sold at the DuPage Business Center. He continued that this action will declare the land to be surplus property and no longer useful to the Airport Authority. Discussion followed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1906; Declaration of Airport Authority Property as Surplus and Authorization to publish Notice Requesting Offers to Purchase Surplus Property. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2015-1907; Approving Vacant Land Purchase Agreement with CenterPoint Properties Trust for 2500 Enterprise Circle (Project Steel).

Approves a Vacant Land Purchase Agreement for 14.55 acres at 2500 Enterprise Circle in the amount of \$1,870,194.00. Said Vacant Land Purchase Agreement contains an option to purchase 10.51 additional acres in the amount of \$1,350,699.00. Said option to be exercised by September 30, 2017.

Attorney Luetkehans reviewed this Vacant Land Purchase Agreement with CenterPoint Properties for Project Steel located within the DuPage Business Center; discussion followed relating to the scope of this agreement. Attorney Luetkehans advised the Capital Development Committee has reviewed this proposed resolution and recommended Board approval.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1907; Approving Vacant Land Purchase Agreement with CenterPoint Properties Trust for 2500 Enterprise Circle (Project Steel). The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (7-0).

Proposed Resolution 2015-1908; Approving Revised Concept Plan for 2500 Enterprise Circle (Project Steel).

Approves the Revised Concept Plan dated December 4, 2014 for a 299,250 square foot light industrial building on 14.55 acres at 2500 Enterprise Circle with variations related to parking and height under the Minimum Design Standards for the DuPage Business Center and Section 10.5 of the City of West Chicago Zoning Ordinance.

This Proposed Resolution was pulled from the agenda with no discussion or action taken.

Proposed Resolution 2015-1909; Approving Concept Plan for 2560 Enterprise Circle (Project Spectrum).

Approves the Concept Plan dated December 17, 2014 for a 318,170 square foot light industrial building on 20.56 acres at 2560 Enterprise Circle subject to approval by the city of West Chicago. Attorney Luetkehans stated that CenterPoint Properties has submitted a Concept Plan for Project Spectrum for property located in the DuPage Business Center. He explained that this Concept Plan requires no variations or deviations from the West Chicago Zoning Ordinance or the Minimum Design Standards. He continued that Ed Harrington of CenterPoint has since learned this company has chosen another location for their site. DuPage Business Center will remain their second location choice and if the current deal is not successful the company will come back to the Business Center site. Attorney Luetkehans explained that approving the Concept Plan for Project Spectrum at this time would be helpful to CenterPoint in the event this company should later decide on the Business Center location. Discussion followed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1909; Approving Concept Plan for 2560 Enterprise Circle (Project spectrum). The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (7-0).

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

Fuel sales for Year End indicate Jet A fuel sales have increased over 8%; for the month Jet A fuel sales are increased by 7% and 100 LL fuel is still trending low as in previous months. Jet A fuel sales for the year are outstanding and the financials are reflecting this increase. Total combined fuel sales, including a decrease in 100LL, is increased at nearly 12% for the year and this is a result of day to day operations and not as a result of a significant event. Discussion followed.

Executive Director Bird discussed a potential prospect for the DuPage Business Center being pursued by CenterPoint Properties. He continued that this company decided to locate in the City of Batavia due to the incentive package offered. Executive Director Bird continued that meetings with the City of West Chicago, CenterPoint and the Airport Authority should take place to explore the potential to develop a stronger incentive package for attracting tenants to the Business Center. Discussion followed.

Executive Director Bird advised that a meeting of the Internal Policy and Compliance Committee will be held prior to the March Board Meeting to address clean up items for the Employee Handbook and Procurement Policies; updated language is needed to be incorporated into these two documents. He also advised that a Special Board Meeting will be scheduled for Wednesday, February 11.

Executive Director Bird asked Mike Toth with JA Watts, to present a program summary regarding the ongoing Capital Improvement Program. Mr. Toth also highlighted the capital projects anticipated for 2015 and discussion followed.

Executive Director Bird discussed the anticipated opening of a Vertiport in the City of Chicago. He advised that the geographic location of DuPage Airport has been a challenge for attracting users to the Airport with a potential two-hour commute to the City. He continued that helicopter services of this type could be a “game changer” for DuPage. Mark Doles provided a presentation of this new facility and introduced the principles for *Vertiport Chicago*, Michael Conklin and Randy Africano. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements and discussion followed.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the committee had not met and there was no report.

Finance, Budget and Audit Committee:

Commissioner Donnelly provided the committee report in Commissioner Huizenga’s absence. He advised that the Finance Committee met earlier in the day and considered Agenda Items 9.a through 9.e. under the *New Business* portion of the Agenda; Board approval was recommended for all items which included the 2015 Budget and Appropriations.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not meet prior to this Board Meeting and stated met with John Schlaman earlier. He reported on the changes in policies and staffing that is being implemented for Prairie Landing Golf Course. Discussion followed.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner acted as Interim Chair for the Capital Development Committee and advised the committee met earlier in the afternoon. Chairman Davis reported that Commissioner Wagner will now official serve as Chairman of this Committee. Commissioner Wagner stated he is honored to accept this committee chairmanship. Commissioner Wagner reported that under the *New Business* portion of the Agenda, items 9.f. through 9.l. were considered; Item 9.k was pulled from the Board agenda pending further review and all other items were recommended for Board approval. Commissioner Wagner stated he is excited to partner with CenterPoint for developing the Business Center.

DuPage Business Center:

Ed Harrington thanked the Airport Authority Board for their continued support. He stated that a marketing meeting with Jones Lang LaSalle was held in December for continuing efforts to attract potential tenants to the DuPage Business Center. He discussed the two transactions that now appear not to be coming into the Business Center for development and reported that steps are progressing for another potential transaction. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2015-280; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015.

Executive Director Bird stated that the 2015 Tentative Budget and Appropriations was submitted to the DuPage County Chairman’s Office for review on December 10, 2014 and no questions or comments have been received from Chairman Cronin or his staff. He added that a Public Hearing was held on January 12, 2015 and the Airport Authority has met all statutory obligations. The 2015 Budget and Appropriations was recommended for final Board approval.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Ordinance 2015-280; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Ordinance 2015-281; An Ordinance of the DuPage Airport Authority Promulgating Regulations under the Freedom of Information Act. as required by statute the Airport Authority is required by statute to pass an Ordinance establishing regulations under the Freedom of Information Act. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Posch to approve Proposed Ordinance 2015-281; An Ordinance of the DuPage Airport Authority Promulgating Regulations under the Freedom of Information Act. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

Proposed Resolution 2015-1900; Approving the Use of Outside Attorneys for the Fiscal Year 2015.

Approves utilizing the firms of Schirott, Luetkehans and Garner and SheppardMullin to provide legal services for the 2015 fiscal year.

Executive Director Bird stated this proposed resolution authorizes the Airport Authority to utilize Schirott, Luetkehans and Garner as general legal counsel and SheppardMullin as human resources legal counsel for the Fiscal Year 2015. Each firm's rates are shown as Exhibit A and Exhibit B of the Resolution. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1900; Approving the Use of Outside Attorneys for the Fiscal Year 2015. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (7-0).

Proposed Resolution 2015-1901; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. for Marketing and Communication Services.

Approves an Agreement for providing marketing and communications support for the Flight center, DuPage Business Center and Prairie Landing Golf club at a total not-to-exceed cost of \$42,500.

Executive Director Bird advised this will be the last year of the three-year agreement with Serafin & Associates for providing the Airport Authority's marketing and communications support. He continued that during this current year a Request for Proposal (RFP) will go out for marketing and communication services for the 2016 Fiscal Year. He remarked that Serafin & Associates has done an outstanding job placing advertisements with markets across the industry on behalf of the Flight Center and the Airport Authority and staff will continue to work with Serafin on efforts to market both Prairie Landing Golf Club and also the Vertiport. Discussion followed and staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1901; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1902; Authorizing the Award of an Aviation Fuel Supply Contract.

Approves Executive Director and Legal Counsel to finalize and execute required contract documents with Phillips 66 to be the aviation fuel supplier for the DuPage Airport Authority for a 5-yr term commencing April 1, 2015.

Executive Director Bird stated this proposed resolution was fully vetted with the Finance Committee and was unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1902; Authorizing the Award of an Aviation Fuel Supply Contract. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

Proposed Resolution 2015-1903; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. to Remodel the Prairie Landing Golf Club Service Bar.

Approves a Contract for Prairie Landing Golf Club Service Bar remodeling. Remodeling includes new service windows, wall covering, ceiling tile and grid, countertop, cabinets, shelving and lighting. Total authorized construction cost of \$35,786.96 including a 10% owner's contingency. Executive Director Bird advised this proposed resolution was reviewed at the Capital Development Committee and Board approval was recommended. No further discussion occurred.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1903; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. to Remodel the Prairie Landing Golf Club Service Bar. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

Proposed Resolution 2015-1904; Authorizing the Execution of task Order No. 27 with CH2M Hill, Inc. for Design Phase Services: Mill and Overlay Keil Road – Crack Repair Tower Road Parking Lot.

Approves a Task Order with CH2M Hill for design phase services for a project to Mill and Overlay Keil Road; repair asphalt pavement cracks in the Tower Road Parking lot, design of speed table zones, associated markings and signage. Total authorized professional services not-to-exceed cost of \$24,000.00.

Executive Director Bird advised this proposed resolution was discussed during the Capital Development Committee and Board approval was recommended. No further discussion occurred.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1904; Authorizing the Execution of Task Order No. 27 with CH2M Hill, Inc. for Design Phase Services: Mill and Overlay Keil Road – Crack Repair Tower Road Parking Lot. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

Proposed 2015-1905; Authorizing the Execution of Task Order No. 30 with CH2M Hill, Inc. for Program Management Services.

Approves a Task Order with CH2M Hill for Program Management of 2015 Capital Improvement Projects. Total authorized professional services not-to-exceed cost of \$94,000.

Executive Director Bird advised this proposed resolution was discussed during the Capital Development Committee and Board approval was recommended. No further discussion occurred.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1905; Authorizing the Execution of Task Order No. 30 with CH2M Hill, Inc. for Program Management Services. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Ledonne to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Wagner and was passed unanimously by voice vote; the meeting was adjourned at 5:01 p.m.

Stephen L. Davis
Chairman

(ATTEST)

Gina R. LaMantia
Secretary

**DuPAGE AIRPORT AUTHORITY
SPECIAL BOARD MEETING
Wednesday, February 11, 2015**

A Special Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, February 11, 2015. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, Huizenga, LaMantia, Ledonne, Posch, Wagner
Commissioners Absent: None

DuPage Airport Authority Staff Present: David Bird, Executive Director; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; John Schlaman, Manager of Prairie Landing Golf Club; Dan Barna, Procurement Manager; Anna Normoyle, Marketing Coordinator; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M Hill; Ed Harrington, CenterPoint Properties; Dan Pape, Crawford, Murphy and Tilly, Inc.

Members of the Press:
None

PUBLIC COMMENT
None

NEW BUSINESS

Proposed Resolution 2015-1910; Authorizing the Modification of Compensation Rates for Fire Protection Services.

Approves an increase in the cost for Aircraft Rescue and Firefighting (ARFF) services provided by West Chicago Fire Protection District on a 24/7/365 basis through an existing Intergovernmental Agreement. Current monthly fees increased from \$30,334 to \$34,461 for the period of July 1, 2014 through May 31, 2015 and \$35,459 for the period of June 1, 2015 through December 31, 2015.

Executive Director Bird advised that the Airport Authority has in place an Intergovernmental Agreement (IGA) with the West Chicago Fire Protection District to provide aircraft rescue and firefighting services and this agreement will run through the end of 2015. He continued that a collective bargaining agreement has just gone into effect with West Chicago and the Airport Authority will in the future be entering into negotiations for the IGA. Executive Director Bird added that rates going forward would be based upon the rates contained in the new labor contract and the Airport Authority's future IGA will run concurrent with the rates established in the labor agreement. Discussion followed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1910; Authorizing the Modification of Compensation Rates for Fire Protection Services. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (8-0).

Proposed Resolution 2015-1911; Authorizing the Execution of an Amendment to Task Order 18 with CH2M Hill for Transient Hangar Bridging Document Preparation.

Approves a \$71,000 increase to CH2M Hill Task Order 18 – Transient Hangar Design-Build Bridging Document Preparation. The amended total design fee is \$184,000. Such increase is necessary due to major design changes: including site work, clear span and roof lines.

Mark Doles advised the proposed amendment to Task Order 18 with CH2M Hill will assist with the design and construction of a new transient hangar and will provide community storage for our transient customers. During the design process it became apparent that several major elements would require the scope of this project to be expanded and that additional would be necessary. He reviewed the expanded scope and the additional fees that would be required by CH2M Hill to finalize the bridging documents for this transient hangar. Michael Vonic of CH2M Hill provided a presentation showing details and discussing each of the design items. Commissioner LaMantia pointed out that a “not-to-exceed” amount of for this Amended Task Order should be added to the language contained within the resolution and Attorney Luetkehans stated he would make that revision to the resolution prior to execution. Discussion followed. Staff recommended Board approval.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1911; Authorizing the Execution of an Amendment to Task Order 18 with CH2M Hill for Transient Hangar Bridging Document Preparation with the amendment to the resolution as discussed. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (8-0).

Proposed Resolution 2015-1913; Award of Contract to Midwest Golf Development Inc. d/b/a Golf Creations for the Prairie Landing Golf Club Bunker Refinement Project Phase II.

Approves a Contract for completion of the Prairie Landing golf Course Bunker Refinement Project. Scope of work includes approximately 57,400 square feet of sod removal, soil preparation of 2.25 acres, sod installation of 2.25 acres, shaping and tee construction. Total authorized construction cost of \$135,686.52 including a 2% owner’s contingency.

Executive Director Bird asked Dan Barna to discuss this proposed resolution. Mr. Barna advised the bunker project at Prairie Landing Golf Course has been nearly completed with only 15% remaining to finalize the project consisting of mainly sodding. The contractor completed their work but the remaining in-house work was delayed with the onset of bad weather. He advised this project was placed out to bid and Midwest Golf Development Inc. was selected to complete this project. Mr. Barna reviewed the scope of Phase II of the bunker project and the costs associated. He advised that this would be completed within a 35-day period with final completion anticipated by May 1. Staff recommended approval and discussion followed.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2015-1913; Award of Contract to Midwest Golf Development Inc. d/b/a Golf Creations for the Prairie Landing Golf Club Bunker Refinement Project Phase II. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (8-0).

Proposed Resolution 2015-1914; Authorizing the Execution of a Contract with Huddleston McBride Land Drainage Services for Farm Tile Drainage Investigation and Repairs – Phase II.

Approves a Contract for agricultural drain tile repairs on the southwest and southeast airfield farm parcels and north farm parcel. Total authorized construction cost of \$37,664.00 including a 7% owner's contingency.

Executive Bird asked Dan Barna to review this proposed resolution. Mr. Barna stated that the previously contract with Huddleston McBride Land Drainage Services was to investigate, evaluate and document needed repairs to damaged farm tiles on parcels North of North Avenue and West of Powis Road. The farm tiles are 50 plus years old and if left could cause these farm parcels to become wetlands and no longer developable creating a loss of revenue for the Airport Authority. He continued that Huddleston McBride has provided a proposal for making the needed repairs at a not-to-exceed cost of \$37,000. Staff recommended Board approval of this resolution and discussion followed.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1914; Authorizing the Execution of a Contract with Huddleston McBride Land Drainage Services for Farm Tile Drainage Investigation and Repairs – Phase II. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (8-0).

Proposed Resolution 2015-1915; Authorizing the Execution of a Plat of Assessment.

Authorizing the Executive Director to execute the Kress Creek Flood Control Reservoir Assessment Plat to subdivide the property comprising the Kress Creek Flood Control Reservoir from the remainder of the parcel on which it was constructed.

Executive Director Bird asked Attorney Luetkehans to address this proposed resolution. Attorney Luetkehans stated that several years prior the Airport Authority deeded property to DuPage County for the Kress Creek Flood Control Reservoir. He continued that this deed has been recorded and a Plat of Assessment must be recorded and filed. Attorney Luetkehans advised that Christopher B. Burke Engineering, Ltd. prepared an assessment plat showing the reservoir property as a separate parcel and the county can now update their records and the Airport Authority will not be taxed further for this land. Board approval was recommended and discussion followed.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1915; Authorizing the Execution of a Plat of Assessment. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (8-0).

Proposed Resolution 2015-1916; Approving CenterPoint Properties Trust Offer to Purchase Authority Real Property.

Approves a Contract for the sale of 14.55 acres of Authority land in the DuPage Business Center known as 2500 Enterprise Circle, West Chicago, Illinois to CenterPoint Properties Trust for the sum of \$1,870,194.00, and granting an option to CenterPoint to purchase 10.51 acres at the price of \$1,350,699.00.

A **MOTION TO TABLE** Proposed Resolution 2015-1916; Approving CenterPoint Properties Trust Offer to Purchase Authority Real Property was made by Commissioner Wagner. Discussion

occurred briefly, the **motion to table was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2015-1917; Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation for the Sale of Certain Real Property and Grant of Temporary Construction Easements.

Authorizes the execution of an Intergovernmental Agreement with the Illinois Department of Transportation for the sale of 1.771 acres of Authority land near the intersection of Illinois Rt. 64 (North Avenue) and Powis Road for the sum of \$396,605 and grants to the Illinois Department of Transportation four temporary construction easements totaling 1.039 acres of land for the sum of \$6,100.

A **MOTION TO TABLE** Proposed Resolution 2015-1917; Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation for the Sale of Certain Real Property and Grant of Temporary Construction Easements was made by Commissioner Ledonne. Discussion occurred briefly, the **motion to table was seconded** by Commissioner Posch and was passed unanimously by voice vote.

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending, probable or imminent litigation; the purchase or lease of real property for the use of the DuPage Airport Authority; and the setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (8-0). The Special Meeting was recessed to Executive Session at 3:54 p.m. and was reconvened at 4:30 p.m. Upon roll call, a quorum was present for the remainder of the Regular Meeting.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Wagner to adjourn the Special Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by voice vote; the meeting was adjourned at 4:31 p.m.

Stephen L. Davis
Chairman

(ATTEST)

Gina R. LaMantia
Secretary

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, JANUARY 14, 2015**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room, on Wednesday, January 14, 2015. Committee Chairman Huizenga was absent from the meeting and Commissioner Donnelly served as Acting Chairman. The meeting was called to order at 1:00 p.m. and a quorum was present for the meeting.

Commissioners Present: Donnelly, Ledonne, Posch, Wagner

Commissioners Absent: Huizenga

DuPage Airport Authority Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; John Schlaman, Manager of Prairie Landing Golf Club; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others:

None

OLD BUSINESS

None

NEW BUSINESS

REVIEW OF FINANCIAL STATEMENTS

Discussion occurred regarding the Property Tax Abatement and Patrick Hoard reviewed the history of the Airport Authority's tax levy abatements. He advised that given the significant capital projects completed in 2014, the Fiscal Year 2015 Budget and Appropriations does not reflect a tax abatement. Discussion followed.

Patrick Hoard proceeded to review the Financial Statements:

Operating Revenues:

Airport Operations increased 6% over budgeted amount.

Flight Center Fuel Operations increased 11% over the budgeted amount.

Prairie Landing Golf Club is 11% below budget for the year.

Total Operating Revenues overall are up 7% actual versus budget.

Operating Expenses:

Airport Operations increased 2% from the budgeted amount for the year.

Flight Center Fuel Operations increased 5%.

Prairie Landing Golf Club is 7% below actual versus budget.

Total Operating Expenses are up 2% actual versus budget.

Net Profit from Operations have increased significantly from the amount budgeted.

Total Non-Operating Revenues are up 5% actual versus budget.

Total Non-Operating Expenses increased 13% actual versus budget.

*Net profit from Non-Operations up 5% actual versus budget.
 Net Profit Excluding Depreciation increased 20% actual versus budget.
 Capital Development Program: 20% actual versus budget.
 Cash Ending Balance is at \$16.523 million; Cash Balance at the beginning of the year was \$27.3 million.*

Mr. Hoard continued that the annual audit is now ongoing for Fiscal Year 2014 and the audited financials will be presented to the Board at the May Meeting. Discussion followed.

NEW BUSINESS

Proposed Ordinance 2015-280; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015.

Executive Director Bird read into the record Proposed Ordinance 2015-280 and there was no further discussion. A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Ordinance 2015-280; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Ordinance 2015-281; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

Executive Director Bird read into the record Proposed Ordinance 2015-281 and there was no further discussion. A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Ordinance 2015-281; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2015-1900; Approving the Use of Outside Attorneys for the Fiscal Year 2015.

Approves utilizing the firms of Schirott, Luetkehans and Garner and SheppardMullin to provide legal services for the 2015 Fiscal Year.

Executive Director Bird read into the record Proposed Resolution 2015-1900 and Commissioner Wagner commented on the wonderful job done by the firm of Schirott, Luetkehans and Garner for the Airport Authority. A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Resolution 2015-1900; Approving the Use of Outside Auditors for the Year 2015. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2015-1901; Authorizing Execution of a Professional Services Agreement with Serafin and Associates Inc. for Marketing and Communications Services.

Approves an Agreement of providing marketing and communications support for the Flight Center, DuPage business Center and Prairie Landing Golf Club at a total not-to-exceed cost of \$42,500.

Executive Director Bird read into the record Proposed Resolution 2015-1901 and stated Serafin had served the Airport Authority during the past years very well. He advised that the three-year agreement with Serafin will end this year and a Request for Proposal (RFP) will be released for retaining marketing and communications services for the 2016 Fiscal Year. A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Resolution 2015-1901; Authorizing Execution of a Professional Services Agreement with Serafin and Associates Inc. for Marketing and Communications Services. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2015-1902; Authorizing the Award of an Aviation Fuel Supply Contract.
Approves Executive Director and Legal Counsel to finalize and execute required contract documents with Phillips 66 to be the aviation fuel supplier for the DuPage Airport Authority for a 5-year term commencing April 1, 2015.

Mr. Doles explained that the five-year agreement with the current fuel provider for the Flight Center will expire March 31, 2015. He continued that the Aviation Management Consulting Group (AMCG) was retained by the Airport Authority to assist with developing the Request for Proposal (RFP) and also assisted with review of the submissions; five proposals were received. After completion of the review process the panel unanimously selected Phillips 66 to be recommended for award of the fuel supply contract. Mr. Doles discussed the scope of the contract and the costs involved. Discussion followed. A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2015-1902; Authorizing the Award of an Aviation Fuel Supply Contract. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (4-0).

Other Business

None

A **MOTION** was made by Commissioner Ledonne to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Posch and was passed unanimously by voice vote. The meeting adjourned at 1:50 p.m.

Peter H. Huizenga, Chairman
Finance, Budget and Audit Committee

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE
WEDNESDAY, JANUARY 14, 2015**

The meeting of the Capital Development, Leasing and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois in the First Floor Conference Room on Wednesday, January 14, 2015. Former Committee Chairman Gorski has resigned from the DuPage Airport Authority effective December 31, 2014. Commissioner Wagner served as Acting Committee Chairman for this meeting and called the meeting to order at 3: 00 p.m. A quorum was present for this meeting.

Commissioners Present: Chavez, LaMantia, Ledonne, Posch, Wagner.

Absent: None

DAA Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Procurement Manager; John Schlaman, Manager of Prairie Landing Golf Club; Pamela Miller, Executive Assistant and Board Liaison.

Others: Phil Luetkehans, Schirott, Luetkehans and Garner, LLP; Michael Vonic, CH2M Hill; Mike Toth, JA Watts, Inc.; Ed Harrington, CenterPoint Properties Trust;

Press: None

CAPITAL DEVELOPMENT

NEW BUSINESS

Proposed Resolution 2015-1903; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. to Remodel the Prairie Landing Golf Club Service Bar.

Approves a Contract for Prairie Landing Golf Club Service Bar remodeling. Remodeling includes new service windows, wall covering, ceiling tile and grid, countertop, cabinets and shelving. Total authorized construction cost of \$35,786.96 including a 10% owner's contingency.

Dan Barna stated that the service bar at Prairie Landing Golf Club is more than 20 year old and in need of replacement. He explained the scope of this project and the costs involved and added this service bar is utilized by both the Grille Room and the banquet facility at Prairie Landing. Mr. Barna advised staff is recommending a Job Order Contract Agreement with Kellogg, Brown and Root Services, Inc. for this remodeling project. Discussion followed.

A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2015-1903; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. to Remodel the Prairie Landing Golf Club Service Bar. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2015-1904; Authorizing the Execution of a Task Order with CH2M Hill for Design Phase Services: Mill and Overlay Keil Road – Crack Repair Tower Road Parking Lot.

Approves Task Order with CH2M Hill for design phase services for a project to mill and overlay Keil Road; repair asphalt pavement cracks in the Tower Road parking lot, design of speed table zones, associated marking and signage. Total authorized professional services not-to-exceed cost of \$24,000.00.

Mr. Barna advised this project will address the deterioration of pavement on Keil Road and as an alternate to this project will replace four speed tables and signage. He reviewed the scope of this project and

advised CH2M Hill has submitted a task order for design phase services. Staff is seeking approval to execute this task order. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval for Proposed Resolution 2015-1904; Authorizing the Execution of a Task Order with CH2M Hill for Design Phase Services: Mill and Overlay Keil Road – Crack Repair Tower Road Parking Lot. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2015-1905; Authorizing the Execution of Task Order No. 30 with CH2M Hill, Inc. for Program Management Services.

Approves a Task Order with CH2M Hill for Program Management of 2015 Capital Improvement Projects. Total authorized professional services not-to-exceed cost of \$94,000.

Executive Director Bird discussed the Capital Development Program. He explained with the Airport Authority's aggressive capital development program, these services enable projects to move along effectively, ensures close budget monitoring and efficient project closeout. Executive Director Bird advised that CH2M Hill has provided program management services for this past year and has been very successful. Staff recommends approval of this Task Order.

A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2014-1892; Authorizing the Execution of a Hangar and Office Lease Agreement with Exelon Business Services Company, LLC. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (5-0).

LEASING AND CUSTOMER FEES

NEW BUSINESS

Resolution 2015-1906; Declaration of Airport Authority Property as Surplus and Authorization to Publish Notice Requesting Offers to Purchase Surplus Property.

Declares 25.065 acres of real property owned by the Authority and located in the DuPage Business Center to be surplus property and authorizes the publication of a notice requesting offers to purchase the property.

Attorney Luetkehans explained the Airport Authority is required to publish a notice in the newspaper stating their intent to sell property in the DuPage Business Center. This resolution authorizes the publication of this notice requesting offers for land to be sold and declaring the land to be surplus property and no longer useful to the Airport Authority. Discussion followed.

A **MOTION** was made by Commissioner Posch to recommend Board approval for Proposed Resolution 2015-1906; Declaration of Airport Authority Property as Surplus and Authorization to Publish Notice Requesting Offers to Purchase Surplus Property. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (5-0).

Resolution 2014-1907; Approving Vacant Land Purchase Agreement with CenterPoint Properties Trust for 2500 Enterprise Circle (Project Steel).

Approves a Vacant Land Purchase Agreement for 14.55 acres at 2500 Enterprise Circle in the amount of \$1,870,194.00. Said Vacant Land Purchase Agreement contains an option to purchase 10.51 additional acres in the amount of \$1,350,699.00. Said option to be exercised by September 30, 2017.

Attorney Luetkehans reviewed this Vacant Land Purchase Agreement for property at the DuPage Business Center known as Project Steel. Discussion occurred regarding the scope of this agreement.

A **MOTION** was made by Commissioner Chavez to recommend Board approval for Proposed Resolution 2015-1907; Approving Vacant Land Purchase Agreement with CenterPoint Properties Trust for 2500

Enterprise Circle (Project Steel). The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (5-0).

Resolution 2015-1908; Approving Revised Concept Plan for 2500 Enterprise Circle (Project Steel).

Approves the Revised Concept Plan dated December 4, 2014 for a 299,250 square foot light industrial building on 14.55 acres at 2500 Enterprise Circle with variations related to parking and height under the Minimum Design Standards for the DuPage Business Center and Section 105 of the City of West Chicago Zoning Ordinance.

Attorney Luetkehans asked that this item be pulled from the Committee Meeting Agenda and the Board Meeting Agenda to allow further review.

Resolution 2014-1909; Approving Concept Plan for 2560 Enterprise Circle (Project Spectrum).

Approves the concept plan dated December 17, 2014 for a 318,170 square foot light industrial building on 20.56 acres at 2560 Enterprise Circle subject to approval by the City of West Chicago.

Attorney Luetkehans stated that CenterPoint Properties has submitted a Concept Plan for Project Spectrum for property located in the DuPage Business Center. He explained this Concept Plan requires no variations or deviations from the West Chicago Zoning Ordinance or the Minimum Design Standards. He continued that Ed Harrington of CenterPoint Properties Trust has since learned this company has chosen another location for their site. DuPage Business Center remains their second location choice and if the current deal is not successful, the company will come back to the Business Center site. Attorney Luetkehans explained that approving the Concept Plan for Project Spectrum at this time would be helpful to CenterPoint in the event this company should later decide on the Business Center location. Discussion followed.

Commissioner Ledonne made a **MOTION** to recommend Board approval for Proposed Resolution 2015-1909; Approving Concept Plan for 2560 Enterprise Circle (Project Spectrum). The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (5-0).

RECESS TO EXECUTIVE SESSION

There was no Executive Session.

OTHER BUSINESS

NONE

Commissioner Ledonne made a **MOTION** to adjourn the Capital Development, Leasing and Customer Fees Committee Meeting; the **motion was seconded** by Commissioner LaMantia and the meeting was adjourned at 2:20 p.m.

Daniel J. Wagner, Chairman
Capital Development, Leasing and Customer Fees Committee

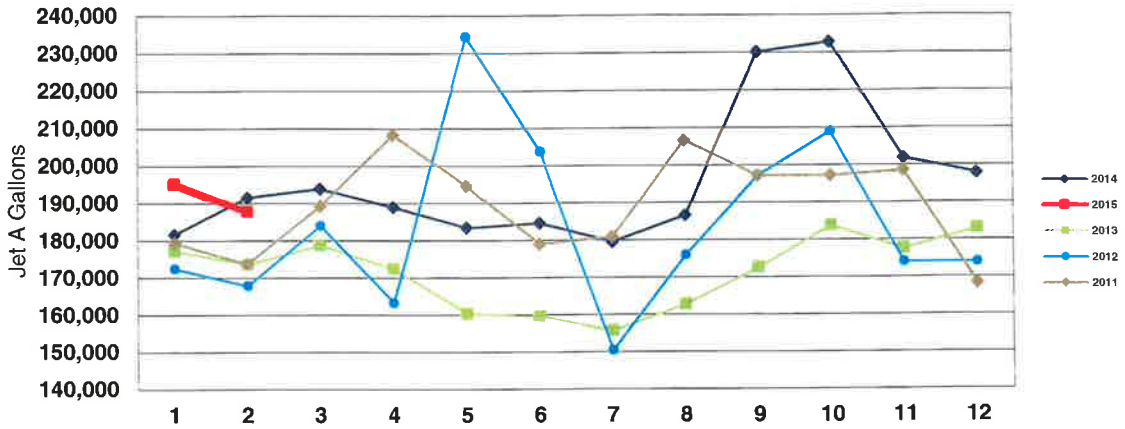


MONTHLY STATISTICS

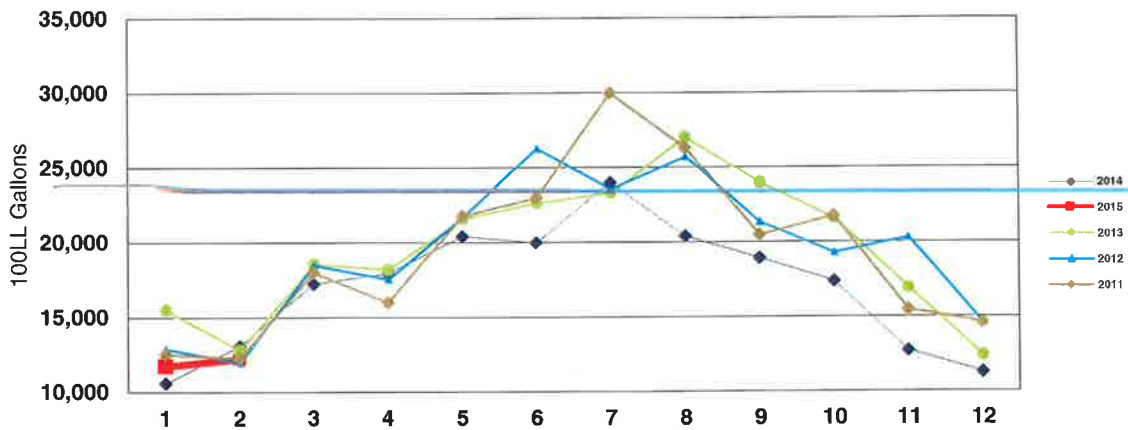
February 2015

	<u>Feb. '15</u>	<u>Feb. '14</u>	<u>'15 vs. '14</u>	<u>February Percent Change</u>	<u>YTD 2015</u>	<u>YTD 2014</u>	<u>'15 vs. '14</u>	<u>Percent Change</u>
FUEL								
100LL	12,192	13,065	(873)	-6.7%	23,900	23,642	258	1.1%
Jet A	187,735	191,540	(3,805)	-2.0%	382,856	373,181	9,675	2.6%
Total Gallons	199,927	204,605	(4,678)	-2.3%	406,756	396,823	9,933	2.5%

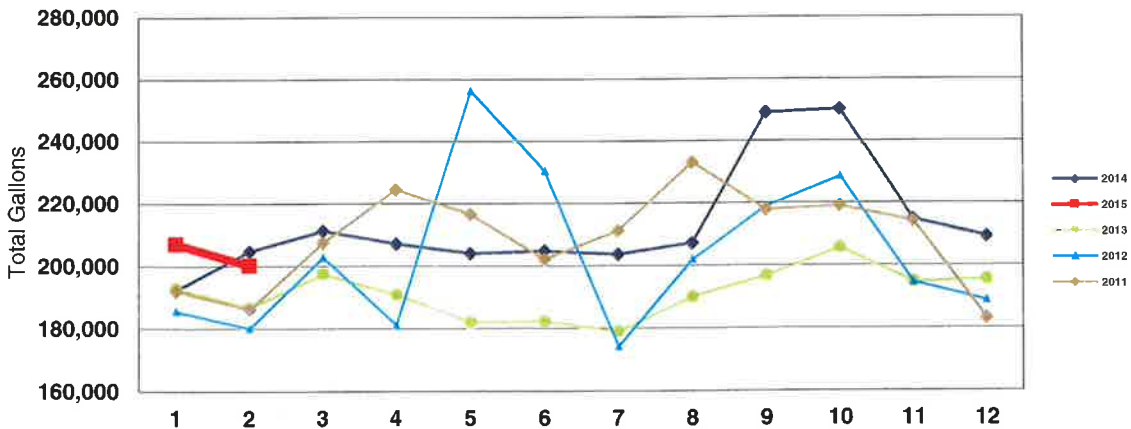
Jet A by Month



100LL by Month



Total Gallons by Month





DUPAGE AIRPORT AUTHORITY

2/28/2015

**FINANCIALS
PRE-AUDIT
COMMISSIONERS**

Board Summary
DuPage Airport Authority
YTD February 2015

	YTD Budget	YTD Actual	Percent Change Actual vs Budget
Beginning Cash Balance- Unrestricted	9,467,750	9,467,750	
Beginning Cash Balance - Restricted	7,055,080	7,055,080	
	16,522,830	16,522,830	
<u>OPERATING REVENUES</u>			
Airport Operations	745,679	749,212	0%
Flight Center Fuel Operations	1,998,911	1,729,025	-14%
Prairie Landing Golf Club	99,766	123,801	24%
TOTAL OPERATING REVENUES	2,844,356	2,602,038	-9%
<u>OPERATING EXPENSES</u>			
Airport Operations	1,136,579	1,026,577	-10%
Flight Center Fuel Operations	1,632,785	1,147,291	-30%
Prairie Landing Golf Club	240,563	211,590	-12%
TOTAL OPERATING EXPENSES	3,009,926	2,385,458	-21%
Net Profit from Operations	(165,570)	216,580	231%
<u>NON-OPERATING REVENUES</u>			
Miscellaneous Taxes	9,167	8,646	-6%
Property Taxes/Abatements	833	135	-84%
Federal & State Grants	0	0	0%
Investment Income	12,000	9,416	-22%
Unrealized Gain/Loss from Investments	0	32,356	0%
Gain/(Loss) on Sale of Fixed Assets	5,000	(64)	-101%
TOTAL NON-OPERATING REVENUES	27,000	50,489	87%
<u>NON-OPERATING EXPENSES</u>			
Property Tax (DAA)	0	0	0%
Property Tax (PLGC)	0	0	0%
TOTAL NON-OPERATING EXPENSES	0	0	0%
Net Profit from Non-Operations	27,000	50,489	87%
Net Profit Excluding Depreciation	(138,570)	267,069	293%
Total YTD Revenues	2,871,356	2,652,527	-8%
Total YTD Expenditures	3,009,926	2,385,458	-21%
CAPITAL DEVELOPMENT PROGRAMS	3,009,125	74,340	-98%
MAJOR MAINTENANCE	0	11,235	0%
FUTURE PROJECT EXPENSE	0	3,390	0%
Adjustment for Non-Cash Activities	0	(1,437,926)	
Cash Balance - Ending	13,375,135	15,263,007	14%

DUPAGE AIRPORT AUTHORITY
COMBINING BALANCE SHEET
 Month of February 2015

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
ASSETS				
Current Assets				
Cash & Cash Equivalents	10,164,803	5,124,640	(26,436)	15,263,007
Receivables				
Property Taxes	5,997,289	-	-	5,997,289
Interest	15,026	-	-	15,026
Accounts Receivable	73,934	516,655	45,867	636,456
Notes Receivable TEA Current Portion	47,400	-	-	47,400
Notes Receivable TEA Long term Portion	126,837	-	-	126,837
Due To/From Prairie Landing Golf Club	963,217	-	-	963,217
Due To/From DuPage Bus. Park Owner Assoc.	30,000	-	-	30,000
Prepaid Expenses	613,005	58,004	6,450	677,459
Vehicle Fuel Inventory	24,232	-	-	24,232
Inventories	-	135,363	77,021	212,384
Total Current Assets	18,055,743	5,834,662	102,902	23,993,306
Other Assets				
Total Other Assets	-	-	-	-
Capital Assets				
Cost	308,582,521	894,015	2,925,606	312,402,142
Construction in Progress	14,439,447	-	-	14,439,447
	323,021,968	894,015	2,925,606	326,841,589
Accumulated Depreciation/Amortization	(169,643,773)	(737,572)	(2,732,214)	(173,113,558)
Total Capital Assets	153,378,195	156,444	193,392	153,728,031
TOTAL ASSETS	171,433,937	5,991,106	296,294	177,721,337

DUPAGE AIRPORT AUTHORITY
COMBINING BALANCE SHEET
 Month of February 2015

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
LIABILITIES				
Current Liabilities				
Accounts Payable	202,997	189,662	14,616	407,275
Accrued Liabilities	565,427	87,244	533,566	1,186,237
Due to/from DuPage Airport Authority	-	-	963,217	963,217
Deferred Income - Operations	2,027,825	61,300	-	2,089,125
Deferred Income Property Taxes	5,997,288	-	-	5,997,288
Deferred Income Land	83,000	-	-	83,000
Total Current Liabilities	8,876,537	338,206	1,511,399	10,726,142
Long-Term Liabilities				
Security Deposits	109,440	-	169,972	279,411
Total Long-Term Liabilities	109,440	-	169,972	279,411
TOTAL LIABILITIES	8,985,976	338,206	1,681,371	11,005,553
NET ASSETS				
Net Assets				
Investment in Capital Assets, January 1	154,355,418	159,551	207,574	154,722,543
Changes in Net Capital Assets	(977,223)	(3,107)	(14,182)	(994,512)
Net Investment in Capital Assets	153,378,195	156,444	193,392	153,728,031
Restricted for Future Capital Assets, January 1	2,685,777	-	-	2,685,777
Changes in Restricted for Future Capital Assets	14,447	-	-	14,447
Net Restricted for Future Capital Assets	2,700,224	-	-	2,700,224
Designated for Future Capital Assets, January 1	4,284,302	-	-	4,284,302
Changes in Designated for Future Capital Assets	(128,434)	-	-	(128,434)
Net Designated for Future Capital Assets	4,155,868	-	-	4,155,868
Unrestricted Assets, January 1	2,415,529	4,914,722	(1,490,680)	5,839,571
Changes in Unrestricted Assets	1,091,210	3,107	14,182	1,108,499
Net Income (Loss)	(1,293,065)	578,627	(101,971)	(816,409)
Intrafund Transfers - Transfer from Tech Park	-	-	-	-
Net Unrestricted Assets	2,213,674	5,496,456	(1,578,469)	6,131,661
TOTAL NET ASSETS	162,447,961	5,652,900	(1,385,077)	166,715,784
TOTAL LIABILITIES AND NET ASSETS	171,433,937	5,991,106	296,294	177,721,337

DUPAGE AIRPORT AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
YTD February 2015

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
Revenues				
Field Operations	192,395	0	0	192,395
Building Operations	497,404	0	0	497,404
Flight Center Building	31,793	0	0	31,793
Administrative	27,620	0	0	27,620
Fuel and Oil Sales	0	1,635,613	0	1,635,613
De-ice, Lav Service, Preheats, APU, Tows	0	28,651	0	28,651
Overnight Fees - Transient	0	1,449	0	1,449
Hangar Rental	0	54,501	0	54,501
Golf Operations	0	0	89,541	89,541
Food and Beverage	0	7,661	0	7,661
Kitty Hawk Deli	0	0	4,543	4,543
Banquet	0	0	27,486	27,486
Miscellaneous	0	1,151	2,231	3,382
Total Revenues	749,212	1,729,025	123,801	2,602,038
Cost of Sales				
Field Operations	292,238	0	0	292,238
Building Operations	177,162	0	0	177,162
Flight Center Building	33,421	0	0	33,421
Shop Equipment	86,997	0	0	86,997
Fuel and Oil	0	823,470	0	823,470
Maintenance	0	31,214	0	31,214
Credit Card Expense	0	20,666	1,741	22,407
Golf Course Maintenance	0	0	57,671	57,671
Golf Operations	0	0	10,298	10,298
Food and Beverage	0	18,674	17,101	35,775
Kitty Hawk - Deli	0	0	4,543	4,543
Banquet	0	0	39,732	39,732
Total Cost of Sales	589,818	894,023	131,086	1,614,927
Gross Profit/(Loss)	159,394	835,002	(7,285)	987,111
General and Administrative				
Administration	346,315	250,155	80,504	676,974
Commissioners	16,435	0	0	16,435
Business Development & Marketing	25,956	3,114	0	29,070
Accounting	48,053	0	0	48,053
Total General & Administrative	436,759	253,269	80,504	770,532
Operating Income (Loss) Before Depreciation & Principal Reductions	(277,365)	581,734	(87,789)	216,580
Non Operating Revenues (Expenses)				
Taxes - Property	135	0	0	135
Taxes - Other	8,646	0	0	8,646
Taxes - Paid	0	0	0	0
Federal & State Grants	0	0	0	0
Investment Income	9,415	0	0	9,416
Unrealized Gain/Loss from Investments	32,356	0	0	32,356
Amortization (Expense)	0	0	0	0
Gain on Sale of Fixed Assets	(64)	0	0	(64)
Other Revenue (Expenses)	0	0	0	0
Total Non Operating Revenues (Expenses)	50,488	0	0	50,489
Net Income (Loss) before adjustments	(226,876)	581,734	(87,789)	267,069
Depreciation	1,051,563	3,107	14,182	1,068,852
Major Maintenance Expense	11,235	0	0	11,235
Future Project Expense	3,390	0	0	3,390
Net Income	(1,293,065)	578,627	(101,971)	(816,409)

Total DuPage Airport Authority
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 2/28/2015

	YTD				Month		YTD	
	Actual	Budget	Variance	Actual	Budget	2015	2014	
REVENUES								
Airport Operations	\$ 366,508	\$ 366,946	\$ (438)	\$ 749,212	\$ 745,679	\$ 366,190	\$ (1,681)	
Prairie Landing Golf Club	\$ 88,963	\$ 47,405	\$ 41,558	\$ 123,801	\$ 99,766	\$ 33,467	\$ 55,495	
DuPage Flight Center	\$ 844,198	\$ 1,030,932	\$ (186,734)	\$ 1,729,025	\$ 1,988,911	\$ 1,045,503	\$ (201,304)	
Total Revenues	\$ 1,299,669	\$ 1,445,284	\$ (145,614)	\$ 2,602,038	\$ 2,844,356	\$ 1,447,160	\$ (147,490)	
COST OF SALES								
Airport Operations	\$ 298,627	\$ 314,216	\$ (15,589)	\$ 589,818	\$ 666,602	\$ 303,672	\$ (5,045)	
Prairie Landing Golf Club	\$ 60,677	\$ 69,944	\$ (9,267)	\$ 129,345	\$ 146,461	\$ 68,024	\$ (7,347)	
DuPage Flight Center	\$ 440,051	\$ 718,323	\$ (278,273)	\$ 894,023	\$ 1,382,401	\$ 718,324	\$ (278,273)	
Total Cost of Sales	\$ 799,355	\$ 1,102,483	\$ (303,128)	\$ 1,613,186	\$ 2,195,465	\$ 1,090,019	\$ (290,664)	
Gross Profit/(Loss)	\$ 500,314	\$ 342,801	\$ 157,514	\$ 988,852	\$ 648,891	\$ 357,140	\$ 143,174	
GENERAL AND ADMINISTRATIVE								
Airport Operations	\$ 210,002	\$ 241,001	\$ (30,999)	\$ 436,759	\$ 469,976	\$ 219,893	\$ (9,891)	
Prairie Landing Golf Club	\$ 46,717	\$ 47,407	\$ (690)	\$ 82,245	\$ 94,102	\$ 37,913	\$ 8,804	
DuPage Flight Center	\$ 125,242	\$ 193,338	\$ (68,096)	\$ 253,269	\$ 250,383	\$ 125,056	\$ 186	
Total G&A Costs	\$ 381,961	\$ 481,746	\$ (99,785)	\$ 772,273	\$ 814,461	\$ 382,862	\$ (901)	
Operating Income/(Loss)	\$ 118,354	\$ (78,945)	\$ 197,299	\$ 216,580	\$ (165,570)	\$ (25,722)	\$ 144,075	
NON-OPERATING REVENUES/(EXPENSES)								
Property and Other Tax Revenue	\$ 96	\$ 5,000	\$ (4,904)	\$ 8,781	\$ 10,000	\$ 1,826	\$ (1,730)	
Property Tax Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal & State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Investment Income	\$ 6,409	\$ 6,000	\$ 409	\$ 9,415	\$ 12,000	\$ 22,587	\$ (16,179)	
Unrealized Gain/Loss from Investments	\$ (20,941)	\$ -	\$ (20,941)	\$ 32,356	\$ -	\$ 107,822	\$ (128,763)	
Amortization (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Gain on Sale of Fixed Assets	\$ -	\$ 2,500	\$ (2,500)	\$ (64)	\$ 5,000	\$ 1,303	\$ (1,303)	
Total Non-Operating Revenues/(Expenses)	\$ (14,436)	\$ 13,500	\$ (27,936)	\$ 50,488	\$ 27,000	\$ 133,539	\$ (147,975)	
Net Income/(Loss) before Depreciation	\$ 103,918	\$ (65,445)	\$ 169,363	\$ 267,068	\$ (138,570)	\$ 107,817	\$ (3,900)	
Depreciation	\$ 534,568	\$ 626,775	\$ (92,207)	\$ 1,068,852	\$ 1,253,549	\$ 608,369	\$ (73,801)	
Net Income/(Loss) after Depreciation	\$ (430,650)	\$ (692,219)	\$ 261,569	\$ (801,784)	\$ (1,392,119)	\$ (500,551)	\$ 69,901	
Major Maintenance	\$ 1,711	\$ -	\$ 1,711	\$ 11,235	\$ -	\$ 81,157	\$ (79,446)	
Engineering Costs	\$ -	\$ -	\$ -	\$ 3,390	\$ -	\$ 3,390	\$ -	
Net Income/(Loss)	\$ (432,361)	\$ (692,219)	\$ 259,858	\$ (816,409)	\$ (1,392,119)	\$ (581,708)	\$ 149,347	
2015 Annual Budget	\$ 4,642,907	\$ 4,642,907	\$ -	\$ 4,642,907	\$ 4,642,907	\$ 4,642,907	\$ -	
	\$ 2,694,570	\$ 2,694,570	\$ -	\$ 2,694,570	\$ 2,694,570	\$ 2,694,570	\$ -	
	\$ 12,140,373	\$ 12,140,373	\$ -	\$ 12,140,373	\$ 12,140,373	\$ 12,140,373	\$ -	
	\$ 19,417,850	\$ 19,417,850	\$ -	\$ 19,417,850	\$ 19,417,850	\$ 19,417,850	\$ -	
	\$ 3,625,296	\$ 3,625,296	\$ -	\$ 3,625,296	\$ 3,625,296	\$ 3,625,296	\$ -	
	\$ 1,911,158	\$ 1,911,158	\$ -	\$ 1,911,158	\$ 1,911,158	\$ 1,911,158	\$ -	
	\$ 8,448,710	\$ 8,448,710	\$ -	\$ 8,448,710	\$ 8,448,710	\$ 8,448,710	\$ -	
	\$ 13,985,163	\$ 13,985,163	\$ -	\$ 13,985,163	\$ 13,985,163	\$ 13,985,163	\$ -	
	\$ 5,432,686	\$ 5,432,686	\$ -	\$ 5,432,686	\$ 5,432,686	\$ 5,432,686	\$ -	
	\$ 2,933,498	\$ 2,933,498	\$ -	\$ 2,933,498	\$ 2,933,498	\$ 2,933,498	\$ -	
	\$ 620,465	\$ 620,465	\$ -	\$ 620,465	\$ 620,465	\$ 620,465	\$ -	
	\$ 1,622,345	\$ 1,622,345	\$ -	\$ 1,622,345	\$ 1,622,345	\$ 1,622,345	\$ -	
	\$ 5,176,308	\$ 5,176,308	\$ -	\$ 5,176,308	\$ 5,176,308	\$ 5,176,308	\$ -	
	\$ 256,378	\$ 256,378	\$ -	\$ 256,378	\$ 256,378	\$ 256,378	\$ -	
	\$ 6,036,000	\$ 6,036,000	\$ -	\$ 6,036,000	\$ 6,036,000	\$ 6,036,000	\$ -	
	\$ (522,000)	\$ (522,000)	\$ -	\$ (522,000)	\$ (522,000)	\$ (522,000)	\$ -	
	\$ 43,000	\$ 43,000	\$ -	\$ 43,000	\$ 43,000	\$ 43,000	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	
	\$ 5,587,000	\$ 5,587,000	\$ -	\$ 5,587,000	\$ 5,587,000	\$ 5,587,000	\$ -	
	\$ 5,843,378	\$ 5,843,378	\$ -	\$ 5,843,378	\$ 5,843,378	\$ 5,843,378	\$ -	
	\$ 7,521,294	\$ 7,521,294	\$ -	\$ 7,521,294	\$ 7,521,294	\$ 7,521,294	\$ -	
	\$ (1,677,916)	\$ (1,677,916)	\$ -	\$ (1,677,916)	\$ (1,677,916)	\$ (1,677,916)	\$ -	
	\$ 311,250	\$ 311,250	\$ -	\$ 311,250	\$ 311,250	\$ 311,250	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ (1,989,166)	\$ (1,989,166)	\$ -	\$ (1,989,166)	\$ (1,989,166)	\$ (1,989,166)	\$ -	

Airport and Administration
STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 2/28/2015

	REVENUES			COST OF SALES			GENERAL AND ADMINISTRATIVE			NON-OPERATING REVENUES/(EXPENSES)			TOTAL		
	Month		YTD	Month		YTD	Month		YTD	Month		YTD	Month		YTD
	Actual	Budget		Variance	Actual		Budget	Variance		Actual	Budget		Variance	Actual	
Administrative	\$ 13,368	\$ 11,821	\$ 1,548	\$ 27,620	\$ 23,641	\$ 3,979	\$ 142,584	\$ 142,584	\$ 142,584	\$ 9,940	\$ 3,428	\$ 27,620	\$ 22,469	\$ 5,152	
Field Operations	\$ 96,292	\$ 95,783	\$ 509	\$ 192,395	\$ 191,566	\$ 829	\$ 1,368,173	\$ 1,368,173	\$ 1,368,173	\$ 95,961	\$ 730	\$ 192,395	\$ 189,788	\$ 2,607	
Building Operations	\$ 240,952	\$ 244,870	\$ (3,919)	\$ 497,404	\$ 501,527	\$ (4,123)	\$ 2,958,263	\$ 2,958,263	\$ 2,958,263	\$ 244,953	\$ (4,001)	\$ 497,404	\$ 498,919	\$ (1,516)	
Flight Center	\$ 15,897	\$ 14,473	\$ 1,424	\$ 31,793	\$ 28,945	\$ 2,848	\$ 173,887	\$ 173,887	\$ 173,887	\$ 17,735	\$ (1,839)	\$ 31,793	\$ 38,729	\$ (6,936)	
Total Revenues	\$ 366,508	\$ 366,946	\$ (438)	\$ 749,212	\$ 745,679	\$ 3,533	\$4,642,907	\$4,642,907	\$4,642,907	\$ 368,190	\$ (1,681)	\$ 749,212	\$ 749,905	\$ (693)	
Field Operations	\$ 155,041	\$ 142,639	\$ 12,402	\$ 292,238	\$ 299,976	\$ (7,738)	\$ 1,741,421	\$ 1,741,421	\$ 1,741,421	\$ 100,337	\$ 54,704	\$ 292,238	\$ 282,335	\$ 9,903	
Building Operations	\$ 84,691	\$ 105,120	\$ (20,429)	\$ 177,162	\$ 222,225	\$ (45,063)	\$ 1,142,514	\$ 1,142,514	\$ 1,142,514	\$ 111,963	\$ (27,272)	\$ 177,162	\$ 220,949	\$ (43,787)	
Flight Center	\$ 17,238	\$ 25,499	\$ (8,261)	\$ 33,421	\$ 55,372	\$ (21,952)	\$ 284,484	\$ 284,484	\$ 284,484	\$ 17,000	\$ 238	\$ 33,421	\$ 28,758	\$ 4,663	
Shop Equip. Operations	\$ 41,657	\$ 40,958	\$ 699	\$ 86,997	\$ 89,029	\$ (2,031)	\$ 456,877	\$ 456,877	\$ 456,877	\$ 74,372	\$ (32,715)	\$ 86,997	\$ 102,756	\$ (15,759)	
Total Cost of Sales	\$ 298,627	\$ 314,216	\$ (15,589)	\$ 589,818	\$ 666,602	\$ (76,785)	\$3,625,296	\$3,625,296	\$3,625,296	\$ 303,672	\$ (5,045)	\$ 589,818	\$ 634,798	\$ (44,980)	
Gross Profit/(Loss)	\$ 67,881	\$ 52,731	\$ 15,150	\$ 159,394	\$ 79,077	\$ 80,318	\$1,017,611	\$1,017,611	\$1,017,611	\$ 64,518	\$ 3,264	\$ 159,394	\$ 115,107	\$ 44,287	
Administrative	\$ 157,249	\$ 188,563	\$ (31,314)	\$ 346,315	\$ 369,630	\$ (23,315)	\$ 2,299,514	\$ 2,299,514	\$ 2,299,514	\$ 170,289	\$ (13,040)	\$ 346,315	\$ 356,962	\$ (10,647)	
Commissioners	\$ 7,755	\$ 8,665	\$ (911)	\$ 16,435	\$ 17,331	\$ (896)	\$ 103,985	\$ 103,985	\$ 103,985	\$ 7,653	\$ 102	\$ 16,435	\$ 15,573	\$ 862	
Business Dev./Marketing	\$ 17,861	\$ 16,730	\$ 1,131	\$ 25,956	\$ 32,642	\$ (6,686)	\$ 202,011	\$ 202,011	\$ 202,011	\$ 10,710	\$ 7,150	\$ 25,956	\$ 19,423	\$ 6,533	
Accounting	\$ 27,137	\$ 27,042	\$ 95	\$ 48,053	\$ 50,373	\$ (2,320)	\$ 327,988	\$ 327,988	\$ 327,988	\$ 27,137	\$ (4,103)	\$ 48,053	\$ 52,007	\$ (3,954)	
Total G&A Costs	\$ 210,002	\$ 241,001	\$ (30,999)	\$ 436,759	\$ 469,976	\$ (33,217)	\$2,933,498	\$2,933,498	\$2,933,498	\$ 219,893	\$ (9,891)	\$ 436,759	\$ 443,964	\$ (7,205)	
Operating Income/(Loss)	\$ (142,120)	\$ (188,270)	\$ 46,150	\$ (277,365)	\$ (390,899)	\$ 113,535	\$ (1,915,887)	\$ (1,915,887)	\$ (1,915,887)	\$ (155,375)	\$ 13,255	\$ (277,365)	\$ (328,857)	\$ 51,492	
Property Tax Expenses	\$ 96	\$ 5,000	\$ (4,904)	\$ 8,781	\$ 10,000	\$ (1,219)	\$ 6,036,000	\$ 6,036,000	\$ 6,036,000	\$ 1,826	\$ (1,730)	\$ 8,781	\$ 11,807	\$ (3,026)	
Federal & State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (214,000)	\$ (214,000)	\$ (214,000)	\$ -	\$ -	\$ -	\$ -	\$ -	
Investment Income	\$ 6,409	\$ 6,000	\$ 409	\$ 9,415	\$ 12,000	\$ (2,585)	\$ 43,000	\$ 43,000	\$ 43,000	\$ 22,587	\$ (16,179)	\$ 9,415	\$ 24,886	\$ (15,470)	
Unrealized Gain/Loss from Investments	\$ (20,941)	\$ -	\$ (20,941)	\$ 32,356	\$ -	\$ 32,356	\$ -	\$ -	\$ -	\$ (20,941)	\$ (128,763)	\$ 32,356	\$ 107,822	\$ (75,466)	
Amortization (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Gain on Sale of Fixed Assets	\$ -	\$ 2,500	\$ (2,500)	\$ (64)	\$ 5,000	\$ (5,064)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 1,305	\$ (1,305)	\$ (64)	\$ 1,305	\$ (1,369)	
Total Non-Operating Revenues/(Expenses)	\$ (14,436)	\$ 13,500	\$ (27,936)	\$ 50,488	\$ 27,000	\$ 23,488	\$5,895,000	\$5,895,000	\$5,895,000	\$ 133,541	\$ (147,977)	\$ 50,488	\$ 145,819	\$ (95,331)	
Net Income/(Loss) before Depreciation	\$ (156,556)	\$ (174,770)	\$ 18,214	\$ (226,876)	\$ (363,899)	\$ 137,023	\$3,979,113	\$3,979,113	\$3,979,113	\$ (21,834)	\$ (134,722)	\$ (226,876)	\$ (183,037)	\$ (43,839)	
Depreciation	\$ 525,924	\$ 618,131	\$ (92,207)	\$ 1,051,563	\$ 1,236,261	\$ (184,698)	\$ 7,417,568	\$ 7,417,568	\$ 7,417,568	\$ 596,481	\$ (70,558)	\$ 1,051,563	\$ 1,192,840	\$ (141,276)	
Net Income/(Loss) after Depreciation	\$ (682,480)	\$ (792,901)	\$ 110,421	\$ (1,278,440)	\$ (1,600,161)	\$ 321,721	\$ (53,438,455)	\$ (53,438,455)	\$ (53,438,455)	\$ (618,315)	\$ (64,165)	\$ (1,278,440)	\$ (1,375,877)	\$ 97,438	
Major Maintenance	\$ 1,711	\$ -	\$ 1,711	\$ 11,235	\$ -	\$ 11,235	\$188,100	\$188,100	\$188,100	\$ 81,157	\$ (79,446)	\$ 11,235	\$ 81,225	\$ (69,990)	
Engineering Costs	\$ -	\$ -	\$ -	\$ 3,390	\$ -	\$ 3,390	\$0	\$0	\$0	\$ -	\$ -	\$ 3,390	\$ -	\$ 3,390	
Net Income/(Loss)	\$ (684,191)	\$ (792,901)	\$ 108,710	\$ (1,293,065)	\$ (1,600,161)	\$ 307,096	\$ (53,626,555)	\$ (53,626,555)	\$ (53,626,555)	\$ (699,473)	\$ 15,282	\$ (1,293,065)	\$ (1,457,102)	\$ 164,037	

DuPage Flight Center

STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 2/28/2015

	Month			YTD			2015 Annual Budget			Month			YTD				
	Budget		Variance	Budget		Variance	Budget		Variance	2015		2014		2015		2014	
	Actual			Actual													
REVENUES																	
Hangar Rentals	\$ 27,946	\$ 12,333	\$ 15,613	\$ 54,501	\$ 24,667	\$ 29,834	\$ 148,000	\$ 27,946	\$ 23,500	\$ 4,446	\$ 27,946	\$ 23,500	\$ 4,446	\$ 54,501	\$ 42,131	\$ 12,370	
Ramp Tie Downs & Overnight fees	\$ 1,043	\$ 2,083	\$ (1,040)	\$ 1,449	\$ 4,167	\$ (2,718)	\$ 25,000	\$ 1,043	\$ 21	\$ 1,022	\$ 1,043	\$ 21	\$ 1,022	\$ 1,449	\$ 139	\$ 1,310	
Fuel and Oil Sales	\$ 800,727	\$ 1,008,579	\$ (207,852)	\$ 1,635,613	\$ 1,954,204	\$ (318,591)	\$ 11,872,132	\$ 800,727	\$ 1,008,483	\$ (207,756)	\$ 800,727	\$ 1,008,483	\$ (207,756)	\$ 1,635,613	\$ 1,958,319	\$ (322,706)	
Line Service Other	\$ 10,070	\$ 4,042	\$ 6,028	\$ 28,651	\$ 8,083	\$ 20,568	\$ 48,500	\$ 10,070	\$ 8,749	\$ 1,321	\$ 10,070	\$ 8,749	\$ 1,321	\$ 28,651	\$ 26,638	\$ 2,013	
Aircraft Catering	\$ 3,768	\$ 3,103	\$ 664	\$ 7,661	\$ 6,207	\$ 1,454	\$ 37,241	\$ 3,768	\$ 3,758	\$ 9	\$ 3,768	\$ 3,758	\$ 9	\$ 7,661	\$ 6,102	\$ 1,559	
Non Airfield Rent/Lease/Maintenance Revenue	\$ 645	\$ 792	\$ (147)	\$ 1,151	\$ 1,583	\$ (433)	\$ 9,500	\$ 645	\$ 992	\$ (347)	\$ 645	\$ 992	\$ (347)	\$ 1,151	\$ 1,706	\$ (555)	
Total Revenue	\$ 844,198	\$ 1,030,932	\$ (186,734)	\$ 1,729,025	\$ 1,998,911	\$ (269,886)	\$ 12,140,373	\$ 844,198	\$ 1,045,503	\$ (201,304)	\$ 844,198	\$ 1,045,503	\$ (201,304)	\$ 1,729,025	\$ 2,035,034	\$ (306,009)	
COST OF SALES																	
Fuel and Oil Cost of Sales	\$ 402,712	\$ 677,238	\$ (274,526)	\$ 823,165	\$ 1,300,231	\$ (477,066)	\$ 7,955,688	\$ 402,712	\$ 677,066	\$ (274,354)	\$ 402,712	\$ 677,066	\$ (274,354)	\$ 823,165	\$ 1,319,657	\$ (496,492)	
De Ice Cost of Goods	\$ 305	\$ 2,083	\$ (1,778)	\$ 305	\$ 4,167	\$ (3,862)	\$ 25,000	\$ 305	\$ -	\$ 305	\$ 305	\$ -	\$ 305	\$ 305	\$ 4,782	\$ (4,477)	
Credit Card Expense	\$ 9,812	\$ 13,833	\$ (4,021)	\$ 20,666	\$ 27,667	\$ (7,001)	\$ 166,000	\$ 9,812	\$ 12,924	\$ (3,111)	\$ 9,812	\$ 12,924	\$ (3,111)	\$ 20,666	\$ 24,519	\$ (3,853)	
Food - COGS	\$ 10,628	\$ 8,333	\$ 2,295	\$ 18,674	\$ 16,667	\$ 2,007	\$ 100,000	\$ 10,628	\$ 10,298	\$ 330	\$ 10,628	\$ 10,298	\$ 330	\$ 18,674	\$ 19,288	\$ (615)	
Maintenance	\$ 16,594	\$ 16,835	\$ (242)	\$ 31,214	\$ 33,670	\$ (2,457)	\$ 202,022	\$ 16,594	\$ 18,037	\$ (1,443)	\$ 16,594	\$ 18,037	\$ (1,443)	\$ 31,214	\$ 35,348	\$ (4,134)	
Total Cost of Sales	\$ 440,051	\$ 718,323	\$ (278,273)	\$ 894,023	\$ 1,382,401	\$ (488,379)	\$ 8,448,710	\$ 440,051	\$ 718,324	\$ (278,273)	\$ 440,051	\$ 718,324	\$ (278,273)	\$ 894,023	\$ 1,403,594	\$ (509,571)	
Gross Profit/(Loss)	\$ 404,148	\$ 312,609	\$ 91,539	\$ 835,002	\$ 616,510	\$ 218,493	\$ 3,691,663	\$ 404,148	\$ 327,179	\$ 76,969	\$ 404,148	\$ 327,179	\$ 76,969	\$ 835,002	\$ 631,440	\$ 203,562	
GENERAL AND ADMINISTRATIVE																	
	\$ 125,242	\$ 133,338	\$ (8,096)	\$ 253,269	\$ 250,383	\$ 2,885	\$ 1,622,345	\$ 125,242	\$ 125,056	\$ 186	\$ 125,242	\$ 125,056	\$ 186	\$ 253,269	\$ 247,673	\$ 5,595	
Operating Income/(Loss)	\$ 278,906	\$ 179,272	\$ 99,634	\$ 581,734	\$ 366,126	\$ 215,607	\$ 2,069,318	\$ 278,906	\$ 202,123	\$ 76,783	\$ 278,906	\$ 202,123	\$ 76,783	\$ 581,734	\$ 383,767	\$ 197,967	
Net Income/(Loss) before Depreciation	\$ 278,906	\$ 179,272	\$ 99,634	\$ 581,734	\$ 366,126	\$ 215,607	\$ 2,069,318	\$ 278,906	\$ 202,123	\$ 76,783	\$ 278,906	\$ 202,123	\$ 76,783	\$ 581,734	\$ 383,767	\$ 197,967	
Depreciation	\$ 1,554	\$ 1,554	\$ -	\$ 3,107	\$ 3,107	\$ 0	\$ 18,642	\$ 1,554	\$ 1,676	\$ (123)	\$ 1,554	\$ 1,676	\$ (123)	\$ 3,107	\$ 3,853	\$ (246)	
Net Income/(Loss)	\$ 277,352	\$ 177,718	\$ 99,634	\$ 578,627	\$ 363,019	\$ 215,607	\$ 2,050,676	\$ 277,352	\$ 200,447	\$ 76,906	\$ 277,352	\$ 200,447	\$ 76,906	\$ 578,627	\$ 380,414	\$ 198,213	

Prairie Landing Golf Club
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 2/28/2015

	YTD				Month				YTD					
	Actual		Budget		Actual		Budget		2015		2014		Variance	
		Variance				Variance								
REVENUES														
P100 - Golf Administration	\$ 1,081	\$ (89)	\$ 2,321	\$ 2,300	\$ (69)	\$ 1,081	\$ 1,449	\$ (368)	\$ 2,231	\$ 2,524	\$ (294)	\$ 2,231	\$ 2,524	\$ (294)
P300 - Golf Operations	\$ 74,533	\$ 36,033	\$ 89,541	\$ 66,500	\$ 23,041	\$ 74,533	\$ 17,857	\$ 56,676	\$ 89,541	\$ 65,075	\$ 24,466	\$ 89,541	\$ 65,075	\$ 24,466
P400 - Food and Beverage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P500 - Weddings	\$ -	\$ -	\$ 14,930	\$ 14,500	\$ (430)	\$ -	\$ -	\$ -	\$ 14,330	\$ -	\$ 14,330	\$ -	\$ -	\$ 14,330
P600 - Private Events	\$ 11,124	\$ 6,069	\$ 13,156	\$ 11,066	\$ 2,090	\$ 11,124	\$ 11,469	\$ (345)	\$ 13,156	\$ 17,818	\$ (4,662)	\$ 13,156	\$ 17,818	\$ (4,662)
P700 - Golf Outings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P900 - Kitty Hawk Café	\$ 2,225	\$ (475)	\$ 4,543	\$ 5,400	\$ (857)	\$ 2,225	\$ 2,691	\$ (467)	\$ 4,543	\$ 5,960	\$ (1,416)	\$ 4,543	\$ 5,960	\$ (1,416)
Total Revenue	\$ 88,963	\$ 41,558	\$ 123,801	\$ 99,766	\$ 24,035	\$ 88,963	\$ 33,467	\$ 55,495	\$ 123,801	\$ 91,377	\$ 32,424	\$ 123,801	\$ 91,377	\$ 32,424
COST OF SALES														
P200 - Golf Maintenance	\$ 29,423	\$ (1,261)	\$ 57,671	\$ 61,315	\$ (3,645)	\$ 29,423	\$ 27,336	\$ 2,087	\$ 57,671	\$ 53,431	\$ 4,240	\$ 57,671	\$ 53,431	\$ 4,240
P300 - Golf Operations	\$ 4,200	\$ (2,670)	\$ 10,298	\$ 14,079	\$ (3,781)	\$ 4,200	\$ 7,127	\$ (2,927)	\$ 10,298	\$ 15,418	\$ (5,120)	\$ 10,298	\$ 15,418	\$ (5,120)
P400 - Food and Beverage	\$ 8,357	\$ (5,556)	\$ 17,101	\$ 29,065	\$ (11,964)	\$ 8,357	\$ 9,515	\$ (1,158)	\$ 17,101	\$ 18,640	\$ (1,539)	\$ 17,101	\$ 18,640	\$ (1,539)
P500 - Weddings	\$ 11,310	\$ (2,103)	\$ 27,678	\$ 31,393	\$ (3,715)	\$ 11,310	\$ 14,881	\$ (3,571)	\$ 27,678	\$ 28,173	\$ (495)	\$ 27,678	\$ 28,173	\$ (495)
P600 - Private Events	\$ 5,165	\$ 2,800	\$ 12,054	\$ 5,208	\$ 6,846	\$ 5,165	\$ 6,474	\$ (1,309)	\$ 12,054	\$ 11,089	\$ 965	\$ 12,054	\$ 11,089	\$ 965
P700 - Golf Outings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P900 - Kitty Hawk Café	\$ 2,222	\$ (478)	\$ 4,543	\$ 5,400	\$ (857)	\$ 2,222	\$ 2,691	\$ (469)	\$ 4,543	\$ 5,960	\$ (1,416)	\$ 4,543	\$ 5,960	\$ (1,416)
Total Cost of Sales	\$ 60,677	\$ (9,267)	\$ 129,345	\$ 146,461	\$ (17,116)	\$ 60,677	\$ 68,024	\$ (7,347)	\$ 129,345	\$ 132,710	\$ (3,365)	\$ 129,345	\$ 132,710	\$ (3,365)
Gross Profit/(Loss)	\$ 28,285	\$ 50,825	\$ (5,544)	\$ (46,695)	\$ 41,151	\$ 28,285	\$ (34,557)	\$ 62,842	\$ (5,544)	\$ (41,333)	\$ 35,789	\$ (5,544)	\$ (41,333)	\$ 35,789
GENERAL AND ADMINISTRATIVE														
Operating Income/(Loss)	\$ 46,717	\$ (690)	\$ 82,245	\$ 94,102	\$ (11,857)	\$ 46,717	\$ 37,913	\$ 8,804	\$ 82,245	\$ 81,742	\$ 503	\$ 82,245	\$ 81,742	\$ 503
NON-OPERATING REVENUES/(EXPENSES)														
Property Tax Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2)	\$ 2	\$ -	\$ 4,351	\$ (4,351)	\$ -	\$ 4,351	\$ (4,351)
Net Income/(Loss) before Depreciation	\$ (18,432)	\$ 51,515	\$ (87,789)	\$ (140,797)	\$ 53,007	\$ (18,432)	\$ (2)	\$ 54,038	\$ (87,789)	\$ (118,724)	\$ 30,935	\$ (87,789)	\$ (118,724)	\$ 30,935
Depreciation	\$ 7,091	\$ 0	\$ 14,182	\$ 14,181	\$ 1	\$ 7,091	\$ 10,211	\$ (3,120)	\$ 14,182	\$ 20,422	\$ (6,240)	\$ 14,182	\$ 20,422	\$ (6,240)
Major Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income/(Loss)	\$ (25,522)	\$ (77,037)	\$ (101,971)	\$ (154,977)	\$ 55,006	\$ (25,522)	\$ (82,882)	\$ 57,160	\$ (101,971)	\$ (139,146)	\$ 37,175	\$ (101,971)	\$ (139,146)	\$ 37,175

MEMORANDUM

TO: Board of Commissioners
DuPage Airport Authority

FROM: Phillip A. Luetkehans
Brian J. Armstrong

SUBJECT: Amendment to Chapter 6 (Procurement) of DAA Code

DATE: March 12, 2015

FILE: DAA 2407

We have drafted proposed amendments to several Sections of Chapter 6 (Procurement) of the DAA Code. The changes are outlined below. On March 4, 2015, the Internal Policy & Compliance Committee recommended approval of these modifications.

A redlined copy of Chapter 6 is attached.

1. Design-Build. Staff would like to utilize the design-build process to construct the new hangar. The Procurement Policy had no provisions for this type of process. Accordingly, we have drafted amendments to several sections to make provisions for design-build contracts. Those amendments are as follows:
 - (a) Section 6-4: we have added several definitions regarding design-build services, including the terms "Design-Build," "Design-Build Contract," "Design-Build Entity," and "Design Professional."
 - (b) Section 6-19-2(h): we have added a new subsection (h) to authorize the procurement of design-build services and to remove the prohibition in Section 6-14 against a contractor providing both design services and contract administration. Eliminating this prohibition as it applies to design-build services is necessary because in such a contract one contractor both designs the project and constructs and oversees administration of the construction contract.
 - (c) Section 6-19-6(b): we have amended subsection (b) to allow a Request For Proposals (RFP) for a design-build contract to request information regarding design concepts and disciplines in furtherance of a design-build contract.

- (d) Section 6-19-6(c): we have amended subsection (c) to identify that where the DAA is seeking design-build services which include prequalification requirements, those minimum qualifications will be listed in the RFP.
 - (e) Section 6-19-7(i): we have added subsection (i) to identify prequalification and selection criteria for design-build firms.
2. Section 6-14: we propose amendment of Section 6-14 ("Conflicts of Interest") to reflect that contractors performing under a design-build contract may both perform design and contract administration work.
 3. Section 6-15-2: we have amended Section 6-15-2 to clarify that the required political contribution disclosure does not apply to any provider of goods or services who has provided goods and services in an amount less than \$9,999.99 during the past 12 months or to any person or entity who is submitting a bid of \$9,999.99 or less for a contract. This amendment is intended to clarify the intent of Section 6-15-2.

The Committee declined to recommend increasing the dollar threshold for filing the disclosure from \$9,999.99 to \$14,999.99.

4. Section 6-18-39: we have amended Section 6-18-39 to make clear that the Board of Commissioners has discretion to waive the preference for qualified local bidders. We believe that the Board of Commissioners has this authority currently, but recommend explicitly stating this authority in the Code.
5. Pursuant to staff's request, we have made proposed modifications to the various dollar thresholds for competitive bidding and for procurement by staff without board approval.

These modifications include the following:

- a) in the definitions section, "Competitive Dollar Threshold" has been revised to \$1,999.99 (up from \$999.99) such that procurements under \$1,999.99 need not be competitively bid;
- b) in the definitions section, "Formal Solicitation Process" has been revised to \$14,999.99 (up from \$9,999.99) such that procurements exceeding \$14,999.99 must use the formal solicitation process; procurements of \$14,999.99 or less need not engage in the formal solicitation process;
- c) in the definitions section, "Informal Solicitation Process" and "Simplified Purchase Procedures" have been revised to \$15,000.00 (up from \$10,000.00) such that procurements less than \$15,000.00 need not (but may) use the formal solicitation process. Instead, procurements less than \$15,000 may be solicited informally and bid by letter, fax or other means and under conditions different from those for formal bidding;
- d) Section 6-5-3 has been revised as follows:

i) the Executive Director is given authority to approve contracts less than \$15,000 (up from \$9,999.99); the Board of Commissioners must approve any contracts that exceed \$14,999.99 (up from \$9,999.99);

ii) the Executive Director may approve contracts for emergency requirements; (Does the Committee want to recommend Board ratifications of such emergency contracts?)

iii) the Executive Director may delegate to a Director the authority to approve contracts up to \$14,999.99 in the event the Executive Director is absent;

iv) the table in Section 6-5-3 is modified to reflect the change in subparagraph i) above;

v) consistent with i) above, the text following the table is amended to reflect that the Executive Director shall sign the notice of award on all contracts exceeding \$14,999.99 (up from \$9,999.99);

e) Section 6-8 is revised to \$14,999.99 (up from \$9,999.99) such that procurement of contracts over \$14,999.99 must be procured competitively

f) Section 6-9 (a), (b) and (c) are revised to reflect the threshold changes set forth above;

g) Section 6-17 is revised to require greater specificity in the estimated magnitudes for construction projects;

h) Section 6-23-1 is revised to \$5,000 (up from \$2,500) such that no master agreement for services and materials may exceed \$5,000 per project;

i) the following sections are revised to reflect the increase in dollar thresholds set forth above:

6-15-5	6-20-3
6-18-25	6-20-4
6-18-26	6-23-1
6-18-38	6-26-1
6-18-41	6-30-1
6-18-43	6-30-3
6-19-5	6-30-4
6-20-1	6-30-7
6-20-2	6-30-9

CHAPTER 6 PROCUREMENT

Sec. 6-1 **BASIS AND PURPOSE.** The purpose of these requirements is to provide for purchases of materials, supplies, equipment and services for the operational requirements of the DuPage Airport Authority and in the best interests of the DuPage Airport Authority.

It is the objective of the DuPage Airport Authority Procurement Policy to secure the best quality commodity or service for the purpose intended at the best price.

Delivery, quality, and service, in addition to price, must be considered in determining the value of goods and services purchased.

These rules are designed to simplify, clarify and update the procurement and contracting process of the DuPage Airport Authority. The rules are meant to encourage effective competition and to ensure that expenditures are carried out in a prudent manner. The rules are also designed to assure a procurement system of quality and integrity.

6-2 **APPLICATION.** These rules shall apply to every group or unit of the DuPage Airport Authority, except as set forth in subsections 6-2-1 through 6-2-4 below:

6-2-1 **Federal Funds or Grants.** When procurement involves the expenditure of federal and/or state grants funds, the Authority shall follow any mandatory requirements of applicable federal and state law and implementing regulations, as stipulated by the language in the actual grant.

6-2-2 **Grants or Cooperative Agreements.** Nothing in these rules shall prevent the Authority from complying with the terms and conditions of any grant, or cooperative agreement, providing that competitive procedures as described in these rules shall be followed whenever possible.

6-2-3 **Professional Services.** Procurement of Professional Services is exempt from using Sealed Bids (IFBs). The preferred method for procuring these services will be using Requests for Proposals (RFP) under the guidelines set forth in these regulations.

6-2-4 **Real Property.** These rules shall not be applicable to the leasing, rental, acquisition or disposition of real property.

6-3 **REVIEW.** The DuPage Airport Authority shall endeavor to review this Policy no less than every five (5) years.

6-4 **TERMS DEFINED IN THESE RULES.**

Award: The acceptance of a Bid or Proposal; the presentation of a purchase agreement or Contract to a bidder.

Best Bid: A Bid which is not necessarily the lowest but, rather, best fits the needs and interests of the Authority when taking into account the responsibility of the bidders.

Best Interest of The Authority: A term granting the DuPage Airport Authority discretion to take action felt to be the most advantageous to the DuPage Airport Authority, including Award of a Contract to the lowest Best Bid or the rejection of all Bids, Proposals and/or offers.

Bid: An offer, as a price, whether for payment or acceptance, given to the DuPage Airport Authority by a bidder on a Contract.

Bid Bond: An insurance agreement in which a third-party surety agrees to be liable to pay a certain amount of money in the event that the bidder's Bid is accepted by the DuPage Airport Authority and the bidder fails to accept the Contract as awarded and approved as to form by the DuPage Airport Authority's attorney.

Brand Name Specification: A specification that cites the brand name, model number or some other designation that identifies a specific product to be offered exclusive of others.

Brand Name or Equal Specification: A specification that cites brand names, model numbers or other identifications as representing quality or performance called for, when inviting bids on comparable items or products of any manufacturer.

Design-Build: A process involving contracting with a single entity to furnish the architectural, engineering, design and related services related to a project where the Executive Director has determined that it is in the Authority's best interests to use the Design-Build method of procurement.

Design-Build Contract: A contract between the Authority and a Design-Build Entity to furnish the architecture, engineering, design and related services as required for a given project, and to furnish the labor, materials and other construction services for the same project.

Design-Build Entity: The entity (whether natural person, partnership, joint venture, corporation, business association, or other legal entity) that proposes to

enter into a Design-Build Contract. This entity **must** provide appropriately-licensed contracting, architectural, engineering or other applicable services as required by the Request for Proposals.

Design Professional: Any person or entity that offers services under the Illinois Architecture Practice Act of 1989, the Professional Engineering Practice Act of 1989, the Structural Engineering Practice Act of 1989 or the Illinois Professional Land Surveying Act of 1989.

DuPage Airport Authority: The DuPage Airport Authority, including all groups and units.

Competitive Bidding: The submission of prices by individuals or firms for a Contract, privilege or right to supply merchandise or services.

Competition Dollar Threshold: The maximum dollar amount for a requirement that does not require competitive quotes (\$1,999.99).

Confidential Information: Subject to the Freedom of Information Act, any information which is available to an Authority employee only because of the employee's status as a public employee and is not a matter of public knowledge, such as Trade Secrets and test data which may be provided to the DuPage Airport Authority on a confidential basis during the contracting process.

Contract: Any type of Authority agreement, regardless of what it may be called, for the procurement or disposal of supplies, equipment, materials or services.

Discussions: Terminology synonymous or meaning negotiations.

Elected Official:

- (a) members of the DuPage County Board, including its Chairman;
- (b) persons holding an elected office with the County of DuPage; and
- (c) members of the General Assembly whose district is located either wholly or partially within the territory of the Authority.

Emergency Purchase: Emergency purchases made without compliance with the requirements herein are not to be made unless true and justifiable emergencies exist. Emergencies are defined as "Need for parts, supplies, and services required in connection with repairs due to breakdown of major equipment that must be kept running, natural disasters, or other requirements which significantly interfere with the operation of the Airport." If a vendor is called in to provide the product or service, the Manager is responsible to see that the vendor is supervised and that

no unnecessary work is done. As soon as reasonably practicable, the Executive Director is to be notified of all emergency purchases.

Evaluation of Bid: The process of examining a Bid after opening to determine the bidder's responsibility and responsiveness to requirements and to ascertain other characteristics of the Bid that relate to determination of the successful bidder.

Formal Solicitation Process: The process used for soliciting and awarding contracts that exceed \$914,999.99. This process involves formally advertising the requirement pursuant to these regulations, issuing either a formal IFB or RFP and making the resultant Award on a Contract, or rejecting all Bids. The formal solicitation process may also be used on requirements less than \$1015,000 if deemed appropriate by the Executive Director.

Invitation For Bids (IFB): All documents, whether attached or incorporated by reference, utilized for soliciting Bids.

Informal Solicitation Process: The process of soliciting Bids or Proposals for requirements less than \$1015,000 from prospective contractors without formally advertising or issuing a formal IFB or RFP. Under the informal process, Bids or Proposals may be conveyed and received by letter, facsimile transmission or other means and under conditions different from those required for formal bidding. Competition is still required using this process unless waived in writing by the Executive Director.

Legal Notice: Notice of a proposed purchase as required by law. Depending on the legal requirement, notice may be satisfied by posting an announcement of the purchase in a public place and/or formal advertisement in a newspaper of general circulation, or a combination of these methods.

Lowest Responsible Bidder: The bidder submitting the lowest initial price and who has been determined to be responsible based on past performance, financial capabilities and ability to perform the required work.

Lowest Responsive Bidder: The bidder submitting the lowest and Best Bid and who meets all requirements of the bid invitation.

Mistake in Bid: A miscalculation in composing a Bid resulting in an incorrect price or other term which will affect the bidder's eligibility to be awarded a Contract.

Multi-Step Bidding: Source selection involving two competitive steps, the first constituting a technical Proposal for furnishing the product or service described in the solicitation and the second a submission of prices.

No Bid: A response to an Invitation for Bid stating that the respondent does not wish to submit a Bid.

Non-Responsive Bid: A Bid that does not conform to the requirements of the Invitation for Bids; non-conforming Bid; unresponsive Bid.

Performance Bond: A Contract of guaranty executed subsequent to Award by a successful bidder to protect the Authority from loss due to contractor's inability to complete the Contract as agreed.

Performance Specification: A specification describing the performance characteristics sought in a product or service; a purchase description accenting performance over design; a functional, rather than a generic or physical, specification.

Professional Services: Those services which are essentially intellectual in character and which include analysis, evaluation, prediction, planning or recommendation. Professional Services involve extended analysis, the exercise of discretion and independent judgment in their performance and an advanced, specialized type of knowledge, expertise or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Professional Services include, but are not limited to, services performed by accountants, auditors, analysts, consultants, lawyers, physicians, planners, artists, engineers and architects. Preferred method of procurement of Professional Services is using RFP's.

Protest: A written statement concerning an unresolved disagreement or controversy arising out of the solicitation or Award of a Contract.

Provider Of Goods And Services: All vendors, suppliers, contractors and other service providers to the DuPage Airport Authority, including those providing Professional Services to the DuPage Airport Authority and those seeking to provide goods and services of any kind to the DuPage Airport Authority.

Pre-Qualification of Bidders: The screening of potential suppliers or contractors in which the DuPage Airport Authority considers such factors as financial capability, reputation, management, etc., in order to develop a list of prospective bidders qualified to be sent Invitations to Bid.

Purchase Requisition: That document whereby a Director and/or a Manager requests that a Contract be entered into for a specific need and which may include the description of a request item, delivery schedule, transportation data, criteria evaluation, suggested source of supply and information supplied for the making of a written determination. The Purchase Requisition is required prior to soliciting Bids or Proposals.

Proprietary Information: Subject to the Freedom of Information Act, information or data describing technical processes, mechanisms or operational factors that a business wishes to keep confidential and restricted from public access.

Proposal: An offer made by one (1) party to another as a basis for negotiations for entering into a Contract.

Purchase Order: A DuPage Airport Authority document which formalizes a purchase transaction with a vendor. A Purchase Order contains statements as to quantity, description, price, terms, discounts and date of performance, transportation and other factors pertinent to the purchase and its execution by the vendor. Purchase Orders may be used for goods or services less than \$50,000.00. Acceptance of a Purchase Order by the vendor constitutes a Contract.

Qualified Products List: An approved list of supplies, services or construction items described by model or catalog numbers which, prior to competitive solicitation, the DuPage Airport Authority has determined will meet the applicable specification requirements.

Request For Proposals (RFP): All documents, whether attached or incorporated by reference, utilized for soliciting competitive Proposals; the RFP procedure permits negotiation of Proposals and prices as distinguished from Competitive Bidding and an Invitation for Bids.

Responsible Bidder: A bidder who, in the DuPage Airport Authority's sole judgment, has the financial capability, technical ability and record of satisfactory past performance in all respects to perform in full the Contract requirements and the integrity and reliability that will assure good faith performance.

Sealed Bid: A Bid which has been submitted in a sealed envelope to prevent its contents from being revealed or known before the deadline for the submission of all Bids. Sealed Bids are associated with IFBs

Simplified Purchase Procedures: A procedure in which purchases for goods or services less than \$15,000 are obtained by using the informal bid process.

Specifications: Any description of the physical, functional or performance characteristics, or that which sets forth the nature of a supply, service or construction item. A specification includes, as appropriate, requirements for inspecting, testing or preparing a supply, service or construction item for delivery.

Trade Secret: Any aspect of a business or its operation not made available to competitors.

Value Analysis: An organized effort to analyze the function(s) of products, systems Specifications and standards and practices and procedures intended to satisfy the required function(s) in the most economical manner.

Waiver of Bids: A process authorized by the Executive Director to procure items without Competitive Bidding procedures because of unique circumstances related to a particular need or procurement, including emergency provisions.

Sole Source Justification: The written justification which rationalizes or justifies a specified procurement which was accomplished without using full and open competition.

6-5 ADMINISTRATIVE MATTERS.

6-5-1 **Executive Director.** All purchasing and Contracts shall be administered by, and shall be under the general supervision of, the Executive Director or person designated by the Executive Director.

6-5-2 **Authority.** The Executive Director or designee shall have the power, responsibility and duty to purchase or Contract for supplies and contractual services needed by the DuPage Airport Authority, in accordance with such rules and regulations as the DuPage Airport Authority's Board of Commissioners shall adopt.

6-5-3 **Purchase Order/Contract Signatory Authorities and Approval Thresholds.** The following personnel in conjunction with the table below are required to be approving officials or the actual authority on the specified procurements:

Board Of Commissioners: The Board of Commissioners shall approve all Contracts that exceed \$~~9~~14,999.99.

Executive Director: The Executive Director shall approve all Contracts over \$2,500.01 but less than \$~~40~~15,000 and approve all sole source and emergency requirements. The Executive Director, in his/her absence, may delegate up to \$14,999.99 approval authority to a Director.

Directors: Directors shall approve Contracts of \$1,000.01 up to and including \$2,500.

Managers: Managers shall approve Contracts up to and including \$1,000.

DuPage Airport Authority Attorney: The DuPage Airport Authority Attorney must review and approve all Contracts in excess of \$914,999.99 as to form.

The following table shall be used to determine Purchase Order/Contract signatory authorities and approval thresholds for the procurements listed herein. Authorities are the approvals necessary prior to soliciting, signing or entering into the agreement or action. Approvals listed will be signatory authorities for the actual contractual instrument.

<u>AMOUNT</u>	<u>APPROVALS</u>
\$1,000 and less	Responsible Manager
More than \$1,000 but less than \$2,500.01	Responsible Director
More than \$2,500 but less than \$15,000	Executive Director
More than \$914,999.99 (using Sealed Bids)	Board of Commissioners

Executive Director shall solicit, sign and issue the notice of Award on all Contracts over \$914,999.99. Notwithstanding anything herein to the contrary, the Executive Director with Resolution Authority (as defined below) can accept a bid immediately if it involves unique subject matter (by way of example, an electric or natural gas supply contract) provided the Board of Commissioners delegates the authority to the Executive Director in a resolution prior to the commencement of the bidding process. The resolution by the Board of Commissioners shall provide for specific instructions regarding the basis and criteria upon which the Executive Director is authorized to accept the bid (collectively the "Resolution Authority").

- 6-6 **AMENDMENTS, CHANGES AND MODIFICATIONS.** All amendments, changes and modification approvals for a Contract shall follow the same authority as the original document. The responsible authority may delegate their authority in writing (memo or e-mail) to an individual for amendments, changes and modifications for the specific Contract but may not delegate their authority as a blanket authority for all future Contracts. The authorized signatory for the Contract or action listed in the table above may be delegated to a higher authority level; however, under no circumstances shall it be delegated to a lower level without the written approval of the Executive Director.

6-7 **CHANGE ORDERS AND CHANGES IN SCOPE OF CONTRACT.** The DuPage Airport Authority may make written changes to the plans, Specifications, scheduling and performance period of a Contract as long as the change is determined to be within the original scope of the Contract. Any change order which exceeds ten percent (10%) of the original cost of the Contract shall be justified in writing by the Manager of the Department responsible for contract administration of the subject Contract and approved by the Executive Director and shall be within the original scope of the Contract prior to issuance of the change order to the contractor.

6-8 **COMPETITION EXCEPTIONS.** All purchases and Contracts shall be procured competitively if the aggregate total is more than \$914,999.99, with the exception of purchases or Contracts made using the following exemptions. The applicable exceptions must be cited in the comments section of the Purchase Order or in a formal memo signed by the proper approving authority when applicable and placed in the file for audit purposes.

- (a) Purchases made off of another Contract or agreement written by another state, county, or federal government agency for identical goods or services. The agreement or Contract must have been formally competed within the last twelve (12) months, including renewal of option periods, by the state, county or federal government agency. This includes GSA Contracts up to the limits specified in the GSA schedule.
- (b) Purchases directly from federal, state, county or other local government units.
- (c) Purchases made off of Contracts awarded through a joint purchasing alliance of which the DuPage Airport Authority is a member where the Contract was formally competed by the alliance or group.
- (d) Subscriptions for magazines, books or periodicals.
- (e) Training classes or instructors up to and including \$914,999.99 if the price is determined to be fair and reasonable.
- (f) Purchases for inventory items intended for the purpose of resale.
- (g) Professional Services up to and including \$914,999.99 annually with justification approved by Executive Director.
- (h) Personal service Contracts up to and including \$914,999.99 if price is determined to be fair and reasonable.

- (i) Unusual and compelling urgency - an unusual and compelling urgency precludes full and open competition where the delay in Award of a Contract would result in serious injury, financial or otherwise, to the Authority.
- (j) Other exceptions as approved by the Executive Director and which are in accordance with these policies and procedures.

6-9 **MINIMUM COMPETITION REQUIREMENTS.** These minimum competition requirements apply to the purchase of goods and services which are not exempted from competition:

- (a) Purchases of \$~~1~~999.99 or less do not require competitive bids, however at least three verbal bids are highly encouraged for every purchase.
- (b) Purchases of \$~~1~~2,000.00 and more up to and including \$~~9~~14,999.99 require a minimum of three (3) actual bids that are written. The bids may be informally solicited in writing and may be received via fax, e-mail, or hand delivered. If three (3) bids are not received, the file must be documented showing the efforts made to obtain at least three (3). The Executive Director shall approve the Purchase Order and documentation prior to issuance. If the Award is not made to the lowest bidder, then the file must be documented to include the rationale for awarding to other than the lowest bid received.
- (c) The DuPage Airport Authority will solicit all purchases of \$~~1~~015,000 and more using formal methods and procedures and shall follow the formal procedures unless otherwise waived as per the requirements under this document.

6-10 **CONTRACT DURATION.** The length or duration of Contracts for goods or services may be written for a period up to but not to exceed four (4) years, unless circumstances or conditions exist which are documented to be in the best interest of the DuPage Airport Authority to enter into Contracts for longer periods of time. Each requirement will be closely looked at by the Executive Director to determine the duration of the requirement to ensure the DuPage Airport Authority will benefit from Contracts with longer or shorter durations. The normal procedure for Contracts that are longer than one (1) year in duration will be to write them on a yearly basis with option-to-extend provisions, which will be exercised at the sole discretion of the DuPage Airport Authority each year contingent upon annual appropriations of the DuPage Airport Authority.

- 6-11 **AUDIT AND RECORD RETENTION.** Contractors shall keep full and detailed accounts and exercise such controls for proper financial management. The DuPage Airport Authority, its agents and accountants shall be afforded access to Contractors' records, books, correspondence, instructions, drawings, receipts, subcontracts, purchase orders, vouchers, memoranda and other data relating to its contract with the DuPage Airport Authority and the work performed thereunder. Contractors shall preserve these records for a period of three (3) years after final payment, or for such longer period as required by law.
- 6-12 **OPTION PERIODS.** Contractors should be notified in writing of the DuPage Airport Authority's intent whether to exercise an option period within thirty (30) calendar days from the expiration date of the current Contract period. The DuPage Airport Authority will consider the following criteria prior to exercising or entering into an extension of a Contract under an option provision:
- (a) Contractor has performed satisfactorily under original Contract term.
 - (b) Services are still required under the Contract.
 - (c) Current market conditions have not changed from original Contract, therefore the contractor's prices under the option period are still considered fair and reasonable.
 - (d) Scopes of services have not significantly changed from original Contract. (If scopes of services are significantly changed then re-bid of Contract is recommended.)
 - (e) Contractor has fully complied with all political contribution disclosure requirements under this Chapter.
- 6-13 **BIDDING OPTION PERIODS.** The DuPage Airport Authority may require contractors to bid option periods in solicitations. If option periods are bid in solicitations, then they should be considered to some extent when evaluating the overall low bidder prior to making an Award. If options periods are bid in solicitations, contractors will not be allowed to increase their prices when an option period is entered into unless there have been drastic economic changes that could not be realistically considered by the contractor when they submitted their original Bid. In such cases, the Contractor must submit proper justification of their proposed increase prior to entering into the option period. The Executive Director will then determine if the Contractor's request is reasonable or if it is in the best interest of the DuPage Airport Authority to re-bid the requirement.
- 6-14 **CONFLICTS OF INTEREST.** In addition to the applicable DuPage Airport Authority Ethics Ordinance and/or prohibitions listed in the DuPage Airport

Authority Personnel and/or Policies Manual, Contracts or Purchase Orders, other than Design-Build Contracts, will not be awarded to consultants, engineers, architects or other professionals for Contract administration services if they were paid for actual design or specification preparation of the subject project by the DuPage Airport Authority without written consent or approval from the Executive Director; nor is a Contractor or any affiliated firm of that Contractor allowed to bid on Contracts in which they are being paid for Contract oversight without written consent or approval from the Executive Director. In no event shall the consultant or Contractor have full authority for approving change orders or obligating the DuPage Airport Authority financially on the Contract for which they are providing oversight.

6-15 POLITICAL CONTRIBUTION DISCLOSURE.

6-15-1 **Disclosure Required.** At the time any Bid is submitted, or upon request by the DuPage Airport Authority, Providers of Goods and Services to the DuPage Airport Authority must disclose, on a form available from the DuPage Airport Authority (a "Statement of Political Contributions" attached hereto at Appendix 6-A), all contributions made to any Elected Official, as that term is previously defined herein, that exceed \$150.00 total during the twenty-four (24) months immediately preceding this disclosure. In addition to the name of the Elected Official, the provider must disclose on the Statement of Political Contributions, the amount(s) or value(s), if other than cash, of any contribution(s), the date(s) of any contribution(s) and the form of any contribution made during the twenty-four (24) months preceding this disclosure.

6-15-2 **Exception.** This Section 6-15 does not apply to any Provider of Goods and Services who has provided goods or services during the prior twelve (12) month period valued at \$9,999.99 or less or to any Provider of Goods and Services who is submitting a Bid of \$9,999.99 or less for a Contract, ~~not received payment from the DuPage Airport Authority in an amount exceeding \$9,999.99 during the prior twelve (12) month period or to any Provider of Goods and Services who has been awarded a Contract valued at \$9,999.99 or less.~~

6-15-3 **Persons Required to Disclose.** When the provider of goods or services is a business entity, the disclosures required by subsection 6-15-1 must be made for those contributions made in the name of the business and a separate disclosure must be made for each of the following:

- (a) Each individual owning twenty-five percent (25%) or more of the stock of a corporation, regardless of the type of corporation;

- (b) Each individual listed as the president, vice-president, treasurer or secretary of the corporation, regardless of the type of corporation;
- (c) Each individual member of a partnership, regardless of the type of partnership;
- (d) Each individual member and manager of a limited liability company; and
- (e) Each individual owner of a sole proprietorship.

6-15-4 **Additional Person.** When any person is required to make disclosures pursuant to this Section 6-15, that person must disclose all information required in this Section for themselves as well as for each of the following:

- (a) His or her spouse and dependent children;
- (b) Every entity in which the person or the person's spouse or dependent children own more than five percent (5%); and
- (c) Every association or organization in which the person or the person's spouse or dependent children are listed as an officer.

6-15-5 **Publication by Airport Authority.** Biannually, the DuPage Airport Authority will release, for public inspection, a list detailing the contributions reported to the DuPage Airport Authority by those Providers of Goods and Services who were awarded Contracts by or received payments from the DuPage Airport Authority in excess of \$9,999.99 during the twelve months prior to the issuance of said list.

6-15-6 **Contents of Disclosure Not Considered.** The contents of the Statement of Political Contributions submitted under this Section 6-15 will not be considered in any decisions made by any commissioner, employee or representative of the DuPage Airport Authority, except that any failure to comply with this Section 6-14 will result in the revocation of an existing Contract or Purchase Order or the rejection of a Bid or Proposal submitted to the DuPage Airport Authority, unless the DuPage Airport Authority Board of Commissioners votes to waive the requirements of this Section 6-15, in accordance with subsection 6-15-9.

6-15-7 **Contracts Let by State.** Inasmuch as the State of Illinois' ethics policies are currently not as stringent as this Policy, any Contracts let by the State of Illinois are exempt from this Section 6-15 because the

DuPage Airport Authority does not control who is awarded a particular State of Illinois Contract.

6-15-8 **Exemptions.** This Section 6-15 shall not apply to Contracts awarded prior to September 1, 2005 or to compensation paid to someone in his or her role as employee or Commissioner of the DuPage Airport Authority. However, all Providers of Goods and Services who receive payments pursuant to oral agreements before or after September 1, 2005 shall be subject to the provisions of this Section 6-15 effective September 1, 2005.

6-15-9 **Non-Compliance.** It is the DuPage Airport Authority's policy that this Section 6-15 on Political Contribution Disclosure be adhered to in all respects. In the case of non-compliance with Section 6-15, the Airport Authority reserves the right to make an Award to a Provider of Goods and Services despite said non-compliance. However, any decision to make such an Award despite a Provider's non-compliance with Section 6-15 must be made at a public meeting after an individual voice-vote by a majority of the Board of Commissioners of the DuPage Airport Authority present and must be accompanied by a specific finding by the Board that the named provider did not comply with Section 6-15 but that such provider is being awarded the Contract notwithstanding said non-compliance, and the reason therefor.

6-16 **EMPLOYEE-OWNED BUSINESS.** The DuPage Airport Authority shall not contract for goods or services for any department if the Contract is with an employee of the DuPage Airport Authority, with the exception of employment Contracts.

Furthermore, contracting for goods or services with a commissioner or a company which is owned in whole or part by an employee or commissioner, or a member of his/her immediate family, or a company in which an employee or commissioner or a member of his/her immediate family has a financial interest (as defined below), is permitted providing a majority of the Board of Commissioners of the DuPage Airport Authority present at a public meeting votes to permit same and a disclosure of the relationship is read aloud prior to the vote being taken.

The Executive Director shall be notified immediately in writing of such an ownership interest or financial interest.

DEFINITIONS: For the purpose of this provision, "owned in part" means having an ownership interest of more than five percent (5%) of the business. "Financial interest" means any interest in the business by means of a loan or other evidence of indebtedness, in excess of five percent (5%) of said business's outstanding indebtedness. "Immediate family" is defined as a spouse, parent, dependent child, or sibling.

6-17 **ESTIMATED MAGNITUDES FOR SOLICITATIONS FOR CONSTRUCTION.** Invitations for Bids (IFBs) and all associated notice to bidders or advertisements for construction projects shall contain an estimated project magnitude in order to inform potential Bidders what the Authority anticipates the project to cost, without releasing the actual project estimate. The magnitude is for informational purposes only and should only be used by bidders as a guide to determine if they have the necessary bonding capacity and capabilities to perform a construction project within this magnitude. The following magnitude ranges shall be used for this purpose:

\$50,000 up to and including \$100,000

\$100,000.01 up to and including \$250,000

~~\$250,000.01 up to and including \$530,000~~

\$300,000.01 up to and including \$400,000

\$400,000.01 up to and including \$500,000

\$500,000.01 up to and including \$750,000

\$750,000.01 up to and including \$1,000,000

\$1,000,000.01 up to and including \$1,500,000

\$1,500,000.01 up to and including \$2,500,000

\$2,500,000.01 up to and including \$5,000,000

\$5,000,000.01 up to and including \$7,500,000

\$7,500,000.01 up to an including \$10,000,000

\$10,000,000.01 up to and including \$15,000,000.

6-18 **METHODS OF SOURCE SELECTION - COMPETITIVE SEALED BIDDING - (INVITATION FOR BIDS) FOR EQUIPMENT, SUPPLIES, MATERIALS, SERVICES AND CONSTRUCTION.**

6-18-1 **Invitation for Bids (IFBs).** The statement of work or Specifications of the Invitation for Bids is critical for the success of the procurement since the Award using sealed bidding must be made without negotiations, unless only one Bid was received. Basic considerations

include the contractual terms and conditions which must be written to protect the interest of the DuPage Airport Authority; openness of Specifications; requirements for transportation and delivery; and instructions as to how the bidder is to submit the Proposal. A solicitation should seek full and open competition for all purchases and provide fair and equal opportunity for all qualified persons or firms to compete. Invitation for Bids (IFBs) is the preferred method of procurement for the DuPage Airport Authority.

- 6-18-2 **Invitation for Bids - Content.** The Invitation for Bids shall include the following: (a) Instructions and information to bidders concerning the Bid submission requirements, including the time and closing date, the address of the office to which Bids are to be delivered; (b) The project description, basis of Award, delivery or performance schedule and inspection and acceptance requirements; (c) The Contract terms and conditions, including warranty and bonding or security requirements, as applicable.
- 6-18-3 **Incorporation by Reference.** The Invitation for Bids may incorporate documents by reference provided that the Invitation specifies where such documents may be obtained.
- 6-18-4 **Bidder Submissions - Bid Form.** The Invitation for Bids shall provide a form which shall include space(s) in which the Bid price(s) shall be inserted and which the Bidder shall sign and submit along with all other necessary submissions.
- 6-18-5 **Bidder Submissions - Statement of Political Contributions Form.** The Invitation for Bids shall provide a Statement of Political Contributions form which the bidder shall complete and submit along with all other necessary submissions.
- 6-18-6 **Multiple or Alternate Bids.** The solicitation shall prohibit multiple or alternate Bids unless such Bids are specifically provided for in the Invitation for Bids. When prohibited, the multiple or alternate Bids shall be rejected, and a clearly indicated base Bid will be considered for Award as though it were the only Bid or offer submitted by the bidder.
- 6-18-7 **Specifications.** Whenever feasible, the DuPage Airport Authority shall issue product, supply and service Specifications which are not unduly restrictive. This may include the utilization of life cycle costing and/or Value Analysis in determining the Lowest Responsible Bidder, provided the Specifications indicate the procedure and evaluative factors to be used. Performance Specifications may be used provided they include evaluative criteria to be used in making the Award.

- 6-18-8 **Solicitation Time.** Except as provided for under this Chapter and declared emergencies, the minimum time for solicitation of Bids shall be twenty-one (21) calendar days from the date the advertisement is posted. When special requirements exist, the Executive Director may lengthen or shorten the Bid time, but in no case shall the time cycle be shortened if it will reduce competition. Complicated procurements may have a time period that is longer than the standard twenty-one (21) calendar days. The DuPage Airport Authority will document solicitation times of less than twenty-one (21) days as to why a reduced Bid period was required. Requests for Proposals (RFPs) for services must allow a minimum of thirty (30) calendar days for response, unless approved by the Executive Director.
- 6-18-9 **Receipt of Bids.** Upon receipt, each Bid shall be time-stamped by machine or by hand and shall be stored in a secure place until Bid opening time. Bids shall not be opened upon receipt, with the exception of Bids that must be opened in order to identify those bids which cannot be visibly identified by the information on the envelope. If Bids are opened for identification purposes only, they will be opened and resealed in the presence of witness (s) and documented as such on the front of the envelope.
- 6-18-10 **Opening & Recording of Bids.** The Executive Director or designee, in the presence of one (1) or more witnesses, shall open Bids publicly at the time and place designated in the Invitation for Bids. The name of each bidder, the Bid price(s), and other information as is deemed appropriate by the Executive Director shall be read aloud or otherwise be made available. The record shall be available for public inspection and distribution. Except for those items identified as Proprietary Information, Trade Secrets or other information protected under the Freedom of Information Act, all data regarding any particular Bid becomes public information immediately after a decision or Award relating to that Bid has been made.
- 6-18-11 **One Bid Received.** If only one responsive Bid is received in response to the Invitation for Bids, a second Invitation for Bids will be made with the notice for same clearly noting that only one Bid was received in response to the first invitation. In the case of a second Invitation for Bids, the price received from the first invitation shall not be released to the public prior to the second Invitation for Bids. If after the second Invitation only one Bid is received again, an Award may be made to the single contractor if the responsive Bid complies with requirements of this Chapter, and the Executive Director finds that the price(s) submitted are fair and reasonable. If the Executive Director determines that the price of the one Bid is not fair and reasonable,

negotiations may be entered into with the lone bidder, and an Award may be made to the lone bidder. Otherwise, the Bid may be rejected or the proposed procurement may be cancelled.

If there is inadequate time for a second Invitation for Bids, the resolution awarding said Contract to the lone bidder shall state such and the foregoing requirements regarding the receipt of one Bid after a second solicitation shall be adhered to.

- 6-18-12 **Extension of Time for Bid or Proposal Acceptance.** After opening of Bids, the Executive Director may request low bidder(s) to extend the time during which the DuPage Airport Authority may accept their bids, provided that no other change is permitted. The reasons for requesting such extensions shall be documented.

- 6-18-13 **Evaluation.** All products or services shall be evaluated against the requirements stated in the DuPage Airport Authority's solicitation. In addition to price, the following factors may be considered in evaluating any Bid response: delivery date after receipt of order, cash discounts, warranties (type/length), future availability, results of product testing, local service, cost of maintenance agreements, future trade-in value or availability of re-purchase agreement, availability of training courses, financial terms, space limitations, esthetics, adaptability to environment, cost of operation (if any), safety and health features relating to regulatory codes or requirements. The contents of the Statement of Political Contributions shall not be considered in evaluating any bid response. However, the failure to comply with said requirement as contained herein may result in the rejection of a Bid.

- 6-18-14 **Bid Evaluation - Product Acceptability.** The Invitation for Bids may require the submission of Bid samples, descriptive literature, technical data or other material necessary to determine product acceptability. The acceptability evaluation is not conducted for the purpose of determining whether one bidder's item is superior to another but only to determine whether a bidder's offering will meet the DuPage Airport Authority's needs as set forth in the Invitation. Any bidder's offering which does not meet acceptability requirements will be rejected as non-responsive.

- 6-18-15 **Award Using Sealed Bidding.** The Contract shall be awarded to the Lowest Responsive and Responsible Bidder whose Bid meets the requirements and the criterion set forth in the Invitation for Bids, under this Chapter, and is determined to be in the best interest of the DuPage Airport Authority. Negotiations are not allowed when using sealed bidding unless only one Bid was received. The Executive Director

may determine to make whole or partial Awards or may reject any or all Bids, as determined by the Executive Director to be in the best interests of the DuPage Airport Authority. If insufficient funds are available to award a Contract, the solicitation may be canceled or the Executive Director may choose to re-scope the project and re-solicit Bids, as may be determined to be in the best interest of the DuPage Airport Authority.

- 6-18-16 **Low Tie Bids.** Tie Bids are low responsive Bids from Responsible Bidders that are identical in price and which meet all the requirements and criteria set forth in the Invitation for Bids. At the discretion of the Executive Director, Award shall be made, if possible, by methods including split orders and rotations or, if not possible to make split or rotational Awards, then drawing of lots or flipping of a coin will be used to determine the Award.

- 6-18-17 **Telephone Bids.** Telephone Bids will not be accepted in formal solicitations, except as provided for herein, unless the Executive Director shall make written determination that market conditions are of such a nature that it is in the Best Interest of the Authority to solicit telephone Bids, such as the purchase of petroleum fuels on a daily basis, under changing market conditions or under solicitations during a declared emergency.

- 6-18-18 **Electronic and Facsimile Bids.** Bids submitted by facsimile transmission to the DuPage Airport Authority's Office prior to the Bid opening may be accepted under the following conditions: 1) the facsimile Bid must refer specifically to the applicable Invitation for Bids; 2) it must set forth the items, quantities, prices and deliveries offered; and 3) it shall state that the Bid complies with the terms and conditions of the Invitation for Bids and is being confirmed by submission of the properly executed Bid documents and Statement of Political Contributions. Facsimile transmissions to the DuPage Airport Authority's Office will not be accepted in the formal competitive Sealed Bid process unless the Invitation for Bids specifically allows them.

- 6-18-19 **Modification or Withdrawal of Bids.** Bids may be modified or withdrawn by written correspondence or facsimile notice to the DuPage Airport Authority's Office prior to the time set for Bid opening.

- 6-18-20 **Withdrawal of Bid Prior to Bid Opening.** The bidder, prior to the specified Bid opening time and date, may withdraw any Bid if the bidder's representative appears at the DuPage Airport Authority's

office or if the Executive Director receives a written request for withdrawal.

- 6-18-21 **Withdrawal of Bid after Opening but Prior to Award.** No Bid may be withdrawn or Contract negated unless the bidder or Contractor can establish that the Bid or Contract contains mistakes despite the exercise by the bidder or Contractor of reasonable care. The test of reasonable care shall be that 1) the mistake relates to a material feature of the Contract; 2) the mistake occurred despite the exercise of reasonable care; and 3) withdrawal is deemed by the Executive Director to be in the best interest of the DuPage Airport Authority.
- 6-18-22 **Records.** All documents relating to the modification or withdrawal of Bids shall be made part of the appropriate procurement file.
- 6-18-23 **Minor Informalities/Irregularities in Bids.** A minor informality or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a Bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is considered immaterial when the effect on price, quantity, quality or delivery is negligible when contrasted with the total cost or scope of the services being acquired. If the Executive Director determines that the Bid submitted contains a minor informality or irregularity, then he/she either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a Bid or waive the deficiency, whichever is to the advantage of the Authority. In no event will the bidder be allowed to change the Bid amount. Examples of minor informalities or irregularities include but are not limited to the following:
- (a) Bidder fails to return the number of copies of signed Bids required by the Invitation for Bids.
 - (b) Bidder fails to sign the Bid, but only if the unsigned Bid is accompanied by other material evidence, which indicates the bidder's intention to be bound by the unsigned Bid. (such as Bid Bond, or signed cover letter which references the bid number or title and amount of Bid)
 - (c) Bidder fails to acknowledge an amendment - this may be considered a minor informality only if the amendment, which was not acknowledged, is insignificant and involves only a matter of form or has either no effect or merely a negligible effect on price, quantity, quality, or delivery of the item or services bid upon.

6-18-24 **Late Bids.** Any Bid withdrawal or modification to Bids received after time and date set for opening shall be considered late and shall be rejected and returned unopened to the bidder, except as provided herein. All sealed competitive Bids shall be opened as soon as possible after the time designated by the Invitation. Bids received after the Bid opening time shall not be opened but shall be rejected as a late Bid. The responsibility to ensure that Bid solicitations are obtained and that Bids are received prior to the opening date and time rests with the vendor. The Executive Director may permit the following exceptions:

(a) In the event of a public labor unrest (strike, work slowdown, etc.), which may effect mail delivery, the Executive Director may develop and issue emergency procedures.

(b) There is conclusive evidence that the Bid was submitted to the office designated in the IFB or RFP, on time and was mishandled by the DuPage Airport Authority's personnel responsible for handling/receiving Bids (*i.e.*, lost or misplaced).

(c) It was the only Bid received.

(d) The Executive Director shall rule any other situation, which is beyond the control of both the DuPage Airport Authority and the vendor, as to the acceptability of the Bid.

6-18-25 **Public Notice- Advertisement.** Invitations for Bids or notices of the availability of Invitations for Bids shall be posted on the DuPage Airport Authority's website, mailed, faxed or otherwise furnished to a sufficient number of prospective bidders to secure adequate competition. For formal Bids in excess of \$914,999.99, public notice shall be published at least once in a newspaper of general circulation and/or in as many trade publications, secondary newspapers and the DuPage Airport Authority's Web Page to assure competition is maximized, at least fourteen (14) calendar days prior to the date for Bid opening, except as outlined herein.

6-18-26 **Waiver of Public Notice - Advertisement.** The Executive Director may authorize the waiver of public notice for requirements in excess of \$914,999.99 upon written determination that circumstances call for quick procurement action. Supplies or equipment may be needed promptly for backup to insure against downtime; a significant price increase on a needed item may be imminent; the scope of an ongoing task may be unexpectedly expanded. In these kinds of situations the Executive Director will make a special effort to obtain written

competition or Sealed Bids but may waive the publication of notice in the newspaper.

- 6-18-27 **Public Availability.** A copy of the Invitation for Bids shall be made available for public inspection at the DuPage Airport Authority's Office or via the DuPage Airport Authority's website.

- 6-18-28 **Pre-Bid Conferences.** Pre-Bid conferences may be conducted for the purpose of explaining the procurement requirements. They shall be announced to all prospective bidders known to have received the Invitation for Bids. The conference should be held long enough after the Invitation has been issued to allow bidders to become familiar with it, but with adequate time before Bid opening to allow consideration of the conference results in preparing the Bid. The Pre-Bid conferences may be mandatory if determined necessary to ensure familiarity of the project prior to bidding by all bidders. Nothing stated at such conference shall change the Invitation for Bids unless the change is made by written amendment.

- 6-18-29 **Addenda/Amendments to Invitations for Bids.** Addenda/Amendments to Invitations for Bids shall be identified as such and shall require that the bidder acknowledge receipt of all amendments issued with their Bid or Proposal. The amendment shall reference the portions of the Invitation it amends. Amendments shall be sent to all prospective bidders known to have received an Invitation for Bids, as well as made available on the DuPage Airport Authority's website. Amendments shall be distributed within a reasonable time to allow prospective Bidders to consider them in preparing their Bids. If the time set for Bid opening will not permit such preparation, to the extent possible the Bid preparation time shall be increased in the amendment or, if necessary, by telephone, and confirmed in the amendment. Questions received by prospective bidders concerning the Invitation for Bid, both technical and contractual in nature, will be answered in the form of an amendment to allow all potential bidders to share the same information.

- 6-18-30 **Distribution of Addenda/Amendments.** Addenda/Amendments to Invitations for Bids shall be sent to all prospective bidders known to have received an Invitation for Bids and posted on the DuPage Airport Authority's website for electronic distribution (downloading). Regardless of the distribution, it is still the overall responsibility of the Bidder to ensure they have received all previously issued Addenda/Amendments prior to submission of their Bid.

- 6-18-31 **Confidential Data.** The Executive Director shall examine all Bids to determine the validity of any requests for non-disclosure of Trade

Secrets or other proprietary data identified in writing. The bidder, prior to the Bid opening under separate cover, shall submit such requests. If the parties do not agree as to the disclosure of data, the Executive Director shall inform the bidder in writing what portions of the Bid will be disclosed and that, unless the bidder protests in accordance with Section 6-27 of these rules, the Bids will be so disclosed.

- 6-18-32 **Mistakes in Bids - Confirmation of Bid.** When it appears from a review of the Bid that a mistake has been made, the Executive Director shall be responsible for requesting the bidder to confirm their Bid in writing. Situations in which the confirmation should be requested include obvious, apparent errors on the face of the Bid or a Bid unreasonably lower than the other Bids submitted. If the bidder alleges mistake, the Bid may be withdrawn only if the provisions of this Chapter are followed. Bidders may request in writing to the Executive Director that they be allowed to correct a mistake in their Bid; however, the mistake has to be apparent and substantiated by evidence provided by the bidder that the mistake was valid. The Executive Director will evaluate the request and make a determination in writing as to whether the correction of the mistake is allowed. Further, bidders will not be allowed to correct other than apparent typographical errors if their correction would displace another bidder.
- 6-18-33 **Mistakes Where Intended Correct Bid is Evident.** If the mistake and the intended correct Bid are clearly evident to the Executive Director on the face of the Bid document, the Bid shall be corrected by the bidder to the intended correct Bid and may not be withdrawn. Examples include typographical errors, errors in extending unit prices and transposition errors.
- 6-18-34 **Mistakes Where Intended Correct Bid Is Not Evident to the Director.** A bidder may be permitted to withdraw a Bid if the bidder submits proof of evidentiary value in accordance with provisions of this Chapter.
- 6-18-35 **Mistakes Discovered Before Opening.** A bidder may correct mistakes discovered before Bid opening by withdrawing or correcting the Bid as outlined in this Chapter.
- 6-18-36 **Determination Required.** Any decision to permit or deny correction or withdrawal of a Bid under this Section shall be supported by a written determination by the Executive Director.
- 6-18-37 **Mistakes After Award of Contract.** When a mistake in a Contractor's Bid is not discovered until after award of a Contract, the mistake may be corrected by Contract change order if correcting the

mistake would be favorable to the Authority without changing the Specifications. If the mistake is not in the favor of the DuPage Airport Authority, the Executive Director will have the following options:

- (a) To rescind the Contract via termination;
- (b) Deny the Contractor's request to correct the mistake; or
- (c) To reform the Contract by the following actions:
 - (i) Delete the item (s) involved in the mistake; and/or
 - (ii) To increase the price of the Contract by allowing the correction of the mistake, as long as the correction or increase in price does not exceed the price of the next lowest bidder. Note: Partial corrections will not be allowed in order to stay below the next lowest bidder's price.

In all cases, the burden of proof rests with the Contractor. The alleged mistake must be proven by clear and convincing evidence that a mistake was indeed made. The Executive Director shall request the contractor to support the alleged mistake by submission of written statements and pertinent evidence such as, but not limited to: Contractor's file copy of Bid, Contractor's original worksheets, including supporting data used to prepare Bid, subcontractor or supplier quotes and any other evidence that will serve to establish the mistake, the manner in which the mistake occurred and the Bid actually intended. If there is not clear and convincing evidence to support the alleged mistake, then no action will be taken.

6-18-38 **Waiver of Competition.** The Executive Director may elect to waive the competitive bidding process for services/products which total less than \$105,000 in the aggregate under certain conditions including: (a) a needed product or service which is available from only one supplier (sole source), (b) a particular product is wanted for experiment or trial, (c) additional products are required to complete an ongoing task, (d) the amount of the purchase is too small to justify the expense of soliciting quotations, (e) a purchase is made from another unit of government, or (f) the purchase of a used item is advantageous and the item is available only on short notice and subject to prior sale.

The Board of Commissioners may elect to waive the competitive bidding process for services/products which total more than \$914,999.99 under the conditions cited above except for condition (d). The DuPage Airport Authority shall require competition wherever

practicable, and, except for small purchases, the basis and reasons for each waiver shall be documented as public record.

6-18-39 **Preference for Qualified Local Bidders.** To the extent not prohibited by federal or state statute, FAA regulation or other applicable statute, regulation or law and notwithstanding any provisions of this Chapter 6 of the DuPage Airport Authority Code to the contrary, it shall be the policy of the Authority to procure goods and services from qualified local bidders to the greatest extent possible. However, the Board of Commissioners may in its discretion waive the preference for qualified local bidders. The preference for qualified local bidders shall not apply to contracts or work paid in whole or in part with funds received from the State of Illinois or any agency of the federal government.

(a) Definition. To be considered a qualified local bidder, a bidder must at a minimum meet each of the following criteria:

1. The bidder must maintain a business office within DuPage County, Illinois;
2. The bidder must employ year-round full-time staff at its office maintained within DuPage County, Illinois; and
3. The Bidder must be current with all applicable taxes or other amounts due to the Authority.

(b) Notice Of Intent To Bid Lower Than Low Bid. If the lowest responsive, responsible bidder is not a qualified local bidder and if a qualified local bidder has submitted a Bid which is within five percent (5%) of the lowest responsive, responsible bidder for an item or Bid, the qualified local bidder shall be given written notice to that effect and may, within five (5) calendar days from the date of such notice, provide written confirmation to the Authority that it will bid lower than the Bid price of the lowest responsive, responsible bidder and shall, within the same five (5) calendar days submit its substitute Bid. If a qualified local bidder fails to provide such written confirmation and substitute Bid within the time allowed, its Bid shall be considered as originally submitted.

(c) Multiple Qualified Local Bidders. If more than one qualified local bidder is within five percent (5%) of the lowest responsive, responsible bidder, only the qualified local bidder submitting the lowest Bid shall be given the opportunity to bid lower than the Bid of the lowest responsive, responsible bidder. The qualified local bidder shall, where the Bid is an aggregate of separate price components, reduce the price of each separate component of its

aggregate Bid by the same percentage that was used to bid lower than the Bid of the lowest responsive, responsible bidder.

- (d) **Rejection of Bids.** The Authority may reject any and all Bids and award the Contract to a bidder other than the lowest responsive, responsible bidder or a qualified local bidder who bids lower than the lowest responsible Bid upon the determination of the appropriate person/Board as set forth in subsection 6-5-3 hereof that it is in the Authority's best interests to do so.
- (e) **Certification.** A bidder shall certify in its Bid whether it is a qualified local bidder under this Code.

6-18-40 **Sole Source Procurement.** Sole source purchase requirements may arise from a number of circumstances including, but not limited to:

- (a) The purchase of technical equipment for which there is no competitive product and which is available only from one supplier.
- (b) The purchase of a component or replacement part for which there is no commercially available product and which can be obtained only from the manufacturer.
- (c) The purchase of an item where compatibility is the overriding consideration.
- (d) The purchase of a used item which becomes immediately available and is subject to prior sale.
- (e) The purchase of a particular product for trial or testing.
- (f) The Executive Director, in writing, determines use of a sole source to be in the Best Interest of the Authority based on unusual or compelling urgency.
- (g) The use of other than OEM parts would void a still valid warranty.
- (h) Sole source refers to the supplier, not a product or service. Thus, the ability to meet a delivery date or to provide on-call repairs can create a sole source that is a single supplier condition. Justification for a sole source purchase depends upon a needed item being available from only a single supplier under the prevailing conditions. If the item may be obtained from more than one source, price competition shall be solicited.

- 6-18-41 **Written Justification.** A written justification approved by the Executive Director and any other approving authority, depending on total value of the procurement, shall be included in the file for all procurements that exceed the competition threshold of \$1,999.99 that were awarded as "Sole Source." This justification shall completely explain the rationale used in determining "sole source" as well as the determination that the awarded price is "fair and reasonable" using an element of price analysis justifying the total cost.
- 6-18-42 **Purchase of Items Separately from Construction Contract.** The Executive Director and using agency are authorized to determine whether a supply item or group of supply items shall be included as a part of, or procured separately from, any Contract for construction.
- 6-18-43 **Procurement of Services/Construction by Purchase Order.** If the Executive Director deems it to be in the Best Interest of the Authority, services or construction which are simple and which typically involve no more than one or two trades may be procured through the use of a Purchase Order approved by the Executive Director, subject to the rules governing that method of procurement. The normal rule for allowing such services to be ordered under a Purchase Order is as follows:
- (a) Less than sixty (60) days' performance with a defined completion date;
 - (b) Less than \$105,000 and competition was obtained to determine fair price;
 - (c) Vendor or contractor signs the Purchase Order acknowledging full acceptance of the terms; and
 - (d) Vendor or contractor completes and submits a Statement of Political Contributions along with the signed Purchase Order.
- 6-18-44 **Disposition of Bid Security.** Bid security, if any, shall be returned to the bidder when withdrawal of the Bid is permitted, the Contract is awarded to another firm or Invitation for Bids are canceled after opening. Normally, Bid securities in the form of bonds will not be returned to unsuccessful Bidders unless requested since they normally expire after Contract is awarded and become invalid automatically.
- 6-18-45 **Disadvantaged, Minority or Small Business Enterprises.** No provision is made in these rules for preferences or set-asides for small, minority or women-owned businesses. It is, however, the policy of the

DuPage Airport Authority to make every effort to solicit and encourage small, minority or women-owned business participation for the DuPage Airport Authority's purchasing or Contracts.

6-18-46 **Equal Opportunity.** The DuPage Airport Authority shall be responsible for ensuring the procurement of products, commodities and services are in a manner that affords all responsible businesses a fair and equal opportunity to compete.

6-18-47 **Adequate Competition.** It is the responsibility of the DuPage Airport Authority's staff to ensure that an adequate selection of bidders is solicited for every requirement for achieving optimum competition. This responsibility includes selecting other advertising methods or vehicles when sources may be limited.

6-19 **METHOD OF SOURCE SELECTION - REQUEST FOR PROPOSALS (RFP) (FORMAL).**

6-19-1 **Definition.** Request For Proposals (RFP) is an objective method of contracting for goods or services whereby Proposals are solicited from qualified contractors, following submission of which changes in Proposals and prices are allowed, and the offer deemed by the DuPage Airport Authority to be most advantageous in terms of criteria as designated in the RFP, as determined by the Executive Director to be in the Best Interest of the Authority, may then be accepted. An RFP should not be used when the service or equipment to be contracted is standard, routine or common "off the shelf" type items or if there is an industry standard associated with the service or commodity to be contracted. A RFP is a very time-consuming and costly method of procurement that should only be used when sealed bidding is not appropriate.

6-19-2 **When RFPs are Practicable.** Factors to be considered in determining whether RFPs are practicable include:

(a) Estimated Contract value is more than \$50,000.

(b) Requirement is highly technical, unusual, is not standard "off the shelf" item, or there is not any clear standards or Specifications available to use in the solicitation.

(c) If the Contract needs to be other than fixed-price type.

(d) If it may be necessary to conduct oral or written Discussions with offerors concerning technical and price aspects of their Proposals.

- (e) If it may be necessary to afford offerors the opportunity to revise their Proposals.
- (f) If it may be necessary to base Award on a comparative evaluation as stated in the RFP of differing price, quality and contractual factors in order to determine the most advantageous offering to the DuPage Airport Authority.
- (g) If the primary consideration(s) in determining Award may be factors other than price(s).

(h) The Authority is procuring a Design-Build Contract, which it is hereby expressly authorized to do. In the event the Authority procures a Design-Build Contract, the Authority shall use a Design Professional to prepare bridging/scoping documents and performance criteria. Any prohibition against the Contractor's providing both design services and contract administration and/or oversight shall not apply; provided, however, that any person or entity who prepares scoping or bridging documents for a Design-Build project shall be prohibited from submitting a proposal for that Design-Build project.

6-19-3 **When RFPs are Advantageous.** A determination will be made to use competitive sealed Proposals if it is determined to be advantageous to the Authority. Factors to be considered in determining whether RFPs are advantageous include:

- (a) If prior procurements indicate that competitive sealed Proposals may result in more beneficial Contracts for the Authority.
- (b) The requirement is highly technical or complex in nature and would be more advantageous to the DuPage Airport Authority to use the RFP method of source selection.
- (c) If the factors listed in this Section are more desirable than necessary in conducting a procurement, then such factors may be used to support a determination that RFPs are advantageous.

6-19-4 **Determinations.** Before a solicitation is issued by RFP, the Executive Director shall determine in writing that competitive sealed bidding is either not practicable or not advantageous to the Authority. The Executive Director may make determinations by category of supply, service or construction item(s) that it is either not practicable or not advantageous to the Authority to procure specified types of supplies,

services, or construction by competitive sealed bidding. Procurements of the specified types may then be made by competitive sealed Proposals based on this determination. The Executive Director may revoke such determination at any time, and all such determinations shall be reviewed from time to time for current applicability.

- 6-19-5 **Dollar Thresholds for RFPs.** Formal RFPs shall be issued by the DuPage Airport Authority for requirements that are estimated to exceed \$914,999.99. Solicitations in the form of informal RFP's may be issued for requirements estimated to be less than \$150,000 if more than one vendor is known to exist that has the capabilities of providing the product or service. The Executive Director may accept written justification from the using agency for a sole source professional service Contract even though it may exceed \$914,999.99.
- 6-19-6 **Content of the RFPs.** The RFPs shall be prepared using the following sections:
- (a) Section I - Proposal Information: This section includes where to submit Proposals, how many copies, when they are due, information regarding amendments, basis of Award and acceptance time period.
 - (b) Section II - Minimum Specifications: This section will include project scope, location, performance period and general information. In the case of an RFP for Design-Build services, the RFP may request essential design concepts and disciplines, construction trades or types of subcontractors that must be listed by the Design-Build Entity in the Proposal.
 - (c) Section III - Proposal Content: This section includes a list of the requirements a potential offeror must address and include in his Proposal. In the case of an RFP for Design-Build services where the Authority has identified pre-qualification requirements, the minimum qualifications that the Design-Build Entity will be required to possess to be deemed responsive shall be listed.
 - (d) Section IV - Evaluation Criteria: This section includes the evaluation process, the evaluation criteria and its order of importance, and how the Proposals will be evaluated.
 - (e) Section V - Terms and Conditions/Attachments/Exhibits: This section includes attachments such as sample evaluation score sheets, drawings, sketches, sample Contract, general conditions, special instructions, insurance requirements, etc.

6-19-7 **Evaluation Process.**

- (a) The Request for Proposal evaluation process shall be conducted as a fair and objective process which requires the evaluation committee to evaluate all Proposals on the specific criteria in the RFP.
- (b) Complete confidentiality is an ethical and legal requirement and is vital to fair, equitable evaluation. Before Proposals are received, the Project Manager serves as the sole technical contact for vendors and all RFP procedures and communication. After Proposals are submitted, all vendor contact is through the Executive Director's office or the designated project manager. Please remember that vendor information, number of Proposals received, results and other evaluation proceedings are confidential at all times.
- (c) Evaluation panel will be selected by the Executive Director. Evaluation panel members shall be required to sign a Procurement Integrity statement of confidentiality prior to evaluating Proposals. Committee members shall score each Proposal individually and independently; however, group Discussions are encouraged to discuss technical views to arrive at a better understanding of technical Proposals during the evaluation process. The results of the scoring by the evaluating committee shall be totaled to determine the overall highest rated Proposal. The suggested method for totaling scores is by each evaluators rankings of the Proposals, *i.e.*, 1, 2, 3, etc.
- (d) If interviews are part of the evaluation criteria, the RFP must contain language that allows for them, and the criteria for evaluating the interviews must be sent to the offeror who will be interviewed prior to the actual interview.
- (e) The evaluation committee, prior to entering into Discussions with any offerors, will make competitive range determinations. Any and all offerors determined to be within the competitive range must be given an opportunity to interview.
- (f) Best and final offers may be requested at the conclusion of Discussions, if Discussions are determined necessary.

- (g) All offerors shall be notified as to whether they were successful at the same time the successful or selected contractor is notified of their selection.
- (h) All offerors are allowed to schedule a debriefing with the Executive Director to go over the weaknesses and strengths of their Proposal. The strengths and weaknesses of other Proposals will not be discussed.
- (i) In procuring Design-Build services, the Authority may pre-qualify proposers in accordance with a procedure set forth in the RFP for the Design-Build Contract. The pre-qualification may include any criteria deemed relevant by the Authority.

Selection criteria for the award of the Design-Build Contract may include, but not be limited to:

- (i) An evaluation of overall quality, capability, resource availability and financial stability of the Design-Build Entity.
- (ii) An evaluation of references provided with respect to responsiveness, quality of work, timeliness and overall performance.
- (iii) An evaluation of Design-Build Entity's experience, training and qualifications on similar types and sizes of projects.
- (iv) Consideration of items such as price, proposed design approach, initial and/or life-cycle costs, project features, quality, capacity, schedule, and operational and functional performance of the facility.
- (v) The extent to which a Design-Build Entity's Proposal meets the Performance Criteria and other requirements set forth in a Request for Proposals.
- (vi) Analysis of the cost relative to a Design-Build Entity's ability to meet the Performance Criteria and other requirements set forth in the Request for Proposals.

Depending on the number of Proposals received, the Authority may develop a "short list" of top-ranked Design-Build Entities. The Authority may require "short-listed" Design Build Entities to submit to an interview and/or make a presentation to establish a final ranking.

6-19-8 **Competitive Range Determination.**

- (a) The evaluation committee, through the Executive Director, shall determine which Proposals are in the competitive range for the purpose of conducting written or oral Discussions/interviews. The competitive range shall be determined on the basis of both cost and technical criteria stated in the RFP. The determination shall include all Proposals that have a reasonable chance of being selected for Award. When there is doubt as to whether a Proposal is in fact within the competitive range, the Proposal shall be included.
- (b) If the RFP initially solicits unpriced technical proposals, they shall be evaluated to determine which are acceptable to the DuPage Airport Authority. After necessary discussion of these technical proposals is completed, the evaluation selection committee shall request the price proposals from all offerors who submitted an acceptable technical Proposal and make the Award to the lowest responsible offeror.

6-19-9 **Written or Oral Discussions.** If a Contract Award cannot be made on initial offers as submitted, the evaluation selection committee, through the Executive Director, shall conduct written or oral Discussions with all responsible offerors within the competitive range. The following guidelines in subsections 6-19-10 and 6-19-11 may be used when conducting written or oral Discussions with each offeror.

6-19-10 **DO's**

- (a) Advise the offeror of deficiencies in its Proposal so the offeror is given an opportunity to satisfy the DuPage Airport Authority's requirements.
- (b) Attempt to resolve or clarify any uncertainties concerning their Proposal.
- (c) Resolve any suspected mistakes.
- (d) If interviews are conducted as per the RFP and questions are given out to each offeror, then the scoring of these questions must be clearly written in the RFP. If the scoring is not listed in the RFP, then an amendment must be issued with the questions that clearly

describes how the questions will be scored and evaluated. All offerors should be given the same questions and scored according to the RFP or Amendment. Note: If interviews are listed in the RFP, then it is not a requirement to request best and final offers unless the interviews involve price or cost questions that would require an offeror to revise their prices. The evaluation criteria of the interviews must be clear to all offerors within the competitive range.

- (e) Provide each offeror a reasonable opportunity to submit revisions to both their technical Proposals and price Proposals, as discussed, by requiring submission of best and final offers by each offeror within the competitive range at the conclusion of Discussions. Note: Offerors should be reminded that best and final offers are not mandatory. They are only an opportunity to revise if necessary.
- (f) Provide the offeror a reasonable opportunity to discuss past performance information obtained from references. Names of individuals providing references information shall not be disclosed.

6-19-11 **DONT's**

- (a) The purpose of Discussions is not to engage in technical leveling (helping an offeror bring Proposal up to the level of others) of Proposals.
- (b) Do not use auction techniques such as indicating a cost or price an offeror must meet to be considered, advising an offeror of its price standing relative to the other offerors, or otherwise furnish information about other offerors prices. (It is permissible to inform an offeror that his prices are unrealistic or too high.)
- (c) Do not inform an offeror of the number of offerors still within the competitive range.

6-19-12 **Best and Final Offers.**

- (a) Upon completion of Discussions, the evaluation selection committee may issue to all offerors still within the competitive range a request for Best and Final Offers. Oral requests for Best and Final Offers shall be confirmed in writing.
- (b) The request shall include:
 - (i) Notice that Discussions are concluded.

(ii) Notice that this is an opportunity to submit a Best and Final Offer.

(iii) A due date for submission of the Best and Final Offer.

(iv) Note that this is only an opportunity to revise their Proposals. If they chose not to submit a Best and Final Offer, then their original Proposal as submitted will be considered.

(v) After receipt of Best and Final Offers, the evaluation selection committee shall evaluate them accordingly and recommend Award be made to the offeror whose Best and Final Offer is most advantageous to the DuPage Airport Authority considering price and the other factors included in the RFP.

6-19-13 **Proposal Preparation Time.** Proposal preparation time should be set to provide offerors thirty (30) calendar days under normal circumstances to prepare and submit their Proposals. The Executive Director may modify this requirement to require less time on less complicated requirements, but in no event will the period be less than fourteen (14) calendar days.

6-19-14 **Form of Proposal.** The manner in which Proposals are to be submitted, including any forms for that purpose, may be designated as a part of the RFPs in Section 6-19.

6-19-15 **Pre-Proposal Conference.** Pre-Proposal conferences may be held. Any such conference should be held a minimum of ten (10) calendar days prior to the submission of initial Proposals.

6-19-16 **Modification or Withdrawal of Proposal.** Proposals may be modified or withdrawn by any offeror prior to the established due date and time.

6-19-17 **Receipt of Proposals.** The time and date for receipt of Proposals will be included in the RFP and may read a specific time or "close of business" on a certain date. If a specific time is cited, then Proposals must be received by the time or they are considered late and will not be accepted. If "close of business" is cited, then Proposals may be accepted at any time during business hours on the date specified. Proposals will not be opened publicly, nor will the list of the names of proposers or the number of Proposals received be released publicly until such time the evaluation process is completed.

6-19-18 **Late Proposals.** Late Proposals shall be handled in the same manner as late Bids.

6-19-19 **Only One Proposal Received.** If only one Proposal is received in response to a RFP, a second RFP will be made with the notice for same clearly noting that only one Proposal was received in response to the first Request. In the case of a second RFP, the price received from the first Request shall not be released to the public prior to the second RFP. If after the second Request only one Proposal is received again, the Executive Director has the following options:

- (a) Proceed with the evaluation of the Proposal from the single offeror; if the offer meets the requirements of the Authority as stated in the RFP and the cost is determined to be fair and reasonable through negotiations, an Award may be made.
- (b) If the evaluation determines that the only offeror does not meet our needs, or negotiations of the cost do not result in a fair and reasonable price, then the solicitation may be canceled and re-solicited at a later date. Note: If the solicitation is canceled, the Proposal shall be returned to the offeror and the canceled solicitation file shall be documented as to why it was canceled.

If there is inadequate time for a second RFP, the resolution awarding said Contract to the lone Proposal shall state such and the foregoing requirements regarding the receipt of one Proposal after a second solicitation shall be adhered to.

6-19-20 **Evaluation of Proposals.** The RFP shall clearly define all evaluation criteria in order of importance, including price. Numerical rating systems and/or weights may be used but are not mandatory to be listed in the RFP. However, the criteria listed in the RFP must be listed in order of importance, and the weights or points assigned by the evaluation committee prior to evaluating Proposals must follow the listed importance accordingly. The evaluators shall not consider criteria that are not specified in the RFP when evaluating Proposals. Selection for the Award shall be conclusive based on scoring criteria as specified in the RFP. The Authority reserves the right to enter into contractual negotiations with the highest ranked firm selected by the evaluation committee. If a mutual contractual relationship cannot be established that will meet the DuPage Airport Authority's needs, then the DuPage Airport Authority reserves the right to enter into negotiations with the second highest ranked firm and so on.

- 6-19-21 **Proposal Discussions with Individual Offerors.** Discussions are held to promote understanding of the DuPage Airport Authority's requirements and the offeror's Proposal, to facilitate arriving at a Contract that will be most advantageous to the DuPage Airport Authority, taking into consideration price and the other evaluation factors set forth in the RFP. Offerors determined to be within the competitive range shall be accorded fair and equal treatment with respect to any opportunity for discussion and revisions of Proposals prior to Award for the purpose of obtaining best and final offers. Auction techniques or disclosure of any information derived from competing Proposals are prohibited. Any substantial oral clarification of a Proposal shall be reduced to writing by the offeror.
- 6-19-22 **Mistakes in Proposals.** When it appears from a review of the Proposal before Award that a mistake has been made, the offeror should be asked to confirm the Proposal. If the offeror alleges mistake, the Proposal may be corrected or withdrawn in accordance with rules governing mistakes in Bids.
- 6-19-23 **Award of Contract.** Award shall be made to the responsible offeror whose Proposal is determined to be most advantageous to the DuPage Airport Authority and in the Best Interest of the Authority based on the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation. If an evaluation committee is established, that committee may make that determination or may make recommendation to other levels of the Authority organization and the Executive Director. The Contract file shall contain the basis on which the Award is made. An offeror who has failed to accurately complete a Statement of Political Contributions may be denied an Award for such failure.
- 6-19-24 **Debriefing Unsuccessful Offerors.** If requested, an offeror shall be debriefed and furnished the basis for the selection and Award of the Contract. Debriefings shall include the following information:
- (a) Copies of the offeror's evaluation score sheets showing the strengths and weaknesses of their Proposal as evaluated by the committee.
 - (b) The overall evaluated cost and technical rating of the winning contractor.
 - (c) The overall ranking of all offerors.
 - (d) A summary of the rationale for Award.

- (e) Answer any relevant questions about the process the offeror may have.
- (f) DO NOT provide point-by-point comparisons of the debriefed offeror's Proposal with those of other offerors, or any items listed in other offerors' Proposals that may be marked confidential or proprietary.

6-19-25 **Public Notice - Advertisement.** Public Notice shall be given by advertising the RFP in the same manner provided for the Invitation for Bids.

6-19-26 **Amendments to RFP.** Amendments to RFPs may be made in accordance with Amendments to Invitation for Bids prior to submission of Proposals. After submission of Proposals, any amendments shall be distributed to all offerors who submitted Proposals.

6-20 **SMALL PURCHASES AND INFORMAL BIDS.**

6-20-1 **Definition.** The procurement of supplies, equipment, materials or services having an estimated value of less than \$150,000 may be made on the open market by informal methods without public notice and advertisements and without following steps outlined herein.

6-20-2 **Competition Dollar Threshold.** The DuPage Airport Authority may acquire supplies, materials, equipment, or services costing less than \$42,000 without benefit of documented quotations or written competitive Bids. The Director/Manager acquiring goods or services in this manner shall be expected to use professional judgment to ensure that the DuPage Airport Authority is receiving maximum value. This rule does not preclude the option to receive written or telephone quotations. Procurement requirements shall not be artificially divided so as to constitute a small purchase under this rule.

6-20-3 **Documented Written Quotations.** The Authority may procure supplies, equipment, materials, and services less than \$150,000 by soliciting written Specifications and securing documented written quotations which provide (a) the name of the company or firm, (b) the person providing the quotation, (c) the delivery date, (d) FOB information, (e) cash terms, and (f) price(s) of item(s). A minimum of three (3) businesses, if available, handling the particular commodity or service shall be requested to provide written quotations. A "No Bid" shall not meet the requirement of a responsible Bid. Award shall be made to the business offering the lowest acceptable quotation, delivery

and terms being a consideration. The Authority shall maximize the opportunity for small, minority, disadvantaged and women-owned businesses to participate in informal Bids.

6-20-4 **Sealed Competitive Bids.** Any acquisition for supplies, equipment, materials, or services, which is estimated to exceed \$149,999.99 shall be processed formally in accordance with Competitive Sealed Bid procedures herein. Sealed competitive Bids may be used to acquire any goods, services or construction at lower dollar amounts if the Executive Director determines it to be in the Best Interest of the Authority.

6-20-5 **Sole Source Procurement.** Sole source procurement is permissible if a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify sole source procurement if there is more than one potential bidder or offeror for that item or service. Some examples of circumstances that could necessitate sole source procurement are:

- (a) Compatibility of technical equipment, accessories, or replacement parts is the paramount consideration.
- (b) Where a sole supplier's item is needed for trial or testing purposes.
- (c) The purchase of supplies or equipment for which there is no competitive product.
- (d) The purchase of used equipment which may become immediately available and subject to prior sale.
- (e) There is clear and compelling reason that sole source is justified and is approved by the proper authority in these regulations
- (f) The Executive Director or designee shall make a written determination that procurement is sole source, setting forth the reasons. In cases of reasonable doubt, competition should be solicited. Any request by a using agency that procurement be restricted to one potential supplier shall be accompanied by a written explanation as to why no other will be suitable or acceptable to meet the need.

6-21 **EMERGENCY PROCUREMENT.**

6-21-1 **Definition.** Emergency Purchases made without compliance with the requirements herein are not to be made unless true and justifiable

emergencies exist. Emergencies are defined as "need for parts, supplies, and services required in connection with repairs due to breakdown of major equipment that must be kept running, natural disasters, or other requirements which significantly interfere with the operation of the Airport."

6-21-2 **Scope of Emergency Procurements.** Emergency Purchases shall be limited only to a quantity of those supplies, equipment, materials, or services necessary to meet the emergency.

6-21-3 **Authority.** Subject to emergency disaster declarations, any using agency may make emergency procurements when an emergency condition arises and the need cannot be met through normal procurement methods. In the event an emergency arises after normal working hours, the using agency will notify the Executive Director on the next business day.

6-22 **EQUIPMENT LEASING.**

6-22-1 **Definition.** A lease is a Contract under which title to the equipment will not pass to the lessee. A lease with an option to purchase, however, allows title to pass if the purchase option is exercised and has the effect of a conditional sales agreement. Leases and purchase options should never be used to circumvent the requirements for competition. The soundest and safest approach is that any leases of equipment be subject to the requirements for competition that apply to outright purchases, as outlined herein.

6-22-2 **Execution of Lease Agreements.** All lease agreements for capital equipment shall be reviewed by the Executive Director and Authority Attorney and shall be signed only by the Executive Director, or designee, after appropriate review and negotiation of terms and conditions. The Executive Director may elect to seek additional Proposals from third-party leasing companies. Lease agreements signed by unauthorized parties may be voided and may result in personal liability. The Executive Director may designate other members of the Authority to sign Contracts which have been reviewed and approved by the Executive Director and approved as to form by the Authority attorney.

6-23 **MASTER AGREEMENTS.**

6-23-1 **Services and Materials.** Master Agreements may be established with vendors who supply services and materials for lesser dollar amounts where the Board believes it would not be cost effective or in the best interests of the DuPage Airport Authority from a timing standpoint to

bid individual items or services for a minor project. For vendors who supply services and materials such as plumbers and electricians for example, the DuPage Airport Authority shall, at least every two (2) years, prepare IFBs to solicit proposals. The IFBs will solicit bids containing a per hour rate for services and a percentage mark up on all costs of materials to be utilized for the upcoming year. The staff of the DuPage Airport Authority shall evaluate the proposals and make a recommendation to the Board as to which vendor to enter into a Master Agreement with. No Master Agreement shall exceed \$25,000 annually or \$2,55,000 per project nor be entered into without a vote of the Board. No Master agreement shall exceed two (2) years in duration.

6-23-2 **Goods Only.** Master Agreements may be established with vendors who sell goods where because of the small amount of the cost of the goods the Board believes it would not be cost effective or in the best interests of the DuPage Airport Authority from a timing standpoint to bid individual items. For these goods, the DuPage Airport Authority will, at least every two (2) years, obtain pricing from at least three (3) different retailers for items for a list of commonly purchased items. Said pricing may be in the form of a percentage discount off of the retail price to the public. The staff of the DuPage Airport Authority shall evaluate the pricing options and make a recommendation to the Board as to which vendor to enter into a Master Agreement with. No Master Agreement shall exceed \$25,000 annually or \$1,000 per item and/or \$2,500 per individual purchase nor be entered into without a vote of the Board. No Master Agreement shall exceed two (2) years in duration.

6-24 **AUTHORITY PURCHASING CARDS.** The DuPage Airport Authority's credit cards may be used for small purchases in accordance with the rules and regulations. Appropriate approvals for purchases should be obtained prior to the purchase whenever possible.

6-25 **CANCELLATION OR REJECTION OF BIDS OR PROPOSALS.**

6-25-1 **Scope.** The provisions of this rule shall govern the cancellation of any solicitation issued by the DuPage Airport Authority under competitive sealed bidding, competitive sealed Proposals, small purchases or any other source selection method and rejection of Bids or Proposals, in whole or in part, whether rejected for being non-responsive or not responsible.

6-25-2 **Policy.** Solicitations should only be issued when there is a valid procurement need. Solicitations should not be issued to obtain estimates or to "test the water." A solicitation is to be canceled only when there are valid and compelling reasons to believe that the cancellation is in the DuPage Airport Authority's best interest.

6-25-3 **Cancellation or Rejection of All Bids or Proposals Prior to Opening.** Prior to opening of Bids, a solicitation may be canceled, in whole or in part, when the Executive Director determines in writing that such action is in the DuPage Airport Authority's best interest for reasons including but not limited to:

- (a) The DuPage Airport Authority no longer requires the supplies, equipment, materials, or services.
- (b) The DuPage Airport Authority can no longer reasonably expect to fund the procurement.
- (c) Proposed amendments to the solicitation would be of such magnitude that a new solicitation is desirable.
- (d) There are insufficient funds to award a contract.
- (e) Any other reason as determined by the Executive Director to be in the best interests of the DuPage Airport Authority.

In the event the Executive Director determines to cancel a solicitation, in whole or in part, the DuPage Airport Authority may choose to re-scope the project and/or resolicit bids, as may be determined in the best interests of the DuPage Airport Authority.

6-25-4 **Notice.** When a solicitation is canceled prior to opening, notice of cancellation shall be sent to all businesses solicited and posted on the DuPage Airport Authority's website. The notice of cancellation shall identify the solicitation, explain the reason for the cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation.

6-25-5 **After Opening.** After opening, but prior to Award, any or all Bids or Proposals may be rejected, in whole or in part, when the Executive Director determines in writing that such action is in the DuPage Airport Authority's best interest for reasons including but not limited to:

- (a) The supplies, equipment, materials, or services being procured are no longer needed.
- (b) Ambiguous or otherwise inadequate Specifications were part of the solicitation.

- (c) The solicitation did not provide for consideration of all factors of significance to the DuPage Airport Authority.
- (d) Prices exceeded funds available and it would not be appropriate to adjust quantities or qualities to come within available funds.
- (e) All otherwise acceptable Bids or Proposals received are at clearly unreasonable prices or terms.
- (f) There is reason to believe that the Bids or Proposals may not have been independently arrived at in open competition, may have been collusive, or may have been submitted in bad faith.
- (g) The bidder or party submitting the Proposal has failed to comply with the Political Contribution Disclosure requirements of this Code.
- (h) There are insufficient funds to award a contract.
- (i) Any other reason as determined by the Executive Director to be in the best interests of the DuPage Airport Authority.

In the event the Executive Director determines to cancel a solicitation, in whole or in part, the DuPage Airport Authority may choose to re-scope the project and/or re-solicit Bids, as may be determined in the best interests of the DuPage Airport Authority.

6-25-6 **Documentation.** The reasons for cancellation or rejection shall be made a part of the procurement files and shall be available for public inspection.

6-25-7 **Disposition of Documents.** When Bids or Proposals are rejected or a solicitation canceled after Bids or Proposals are received, the Bids or Proposals which have been opened shall be retained in the procurement files or, if unopened, returned to the bidders or offerors upon request or otherwise disposed of.

6-26 **RESPONSIBILITY OF BIDDERS OR OFFERORS.**

6-26-1 **Application.** A determination of responsibility or irresponsibility shall be governed by this Section.

6-26-2 **Standards of Responsibility.** Factors to be considered in determining whether the standard of responsibility has been met include whether a prospective contractor or vendor has:

- (a) Available the appropriate financial, material, equipment, facility and personnel resources and expertise or the ability to obtain them necessary to indicate capability to meet all contractual requirements.
- (b) A satisfactory record of past performance, including conduct and cooperation.
- (c) A satisfactory record of integrity.

6-26-3 **Information Pertaining to Responsibility.** The prospective contractor shall supply information requested by the Executive Director concerning the responsibility of such contractor. If the contractor fails to supply the requested information, the Executive Director shall base the determination of responsibility upon any available information or may find the prospective contractor to be not responsible if such failure is unreasonable.

6-26-4 **Ability to Meet Standards.** The prospective contractor or vendor may demonstrate the availability of necessary financing, equipment, facilities, expertise, and personnel by submitting upon request:

- (a) Evidence that such contractor or vendor possesses such necessary items.
- (b) Acceptable plans to subcontract for such necessary items.
- (c) A documented commitment from, or explicit arrangement with, a satisfactory source to provide the necessary items.

6-26-5 **Written Determination of Responsibility Required.** If a bidder or offeror who otherwise would have been awarded a Contract is found not responsible, a written determination of no responsibility setting forth the basis of the finding shall be prepared by the Executive Director. A copy of the determination shall be sent promptly to the non-responsible bidder or offeror. The final determination shall be made part of the procurement files.

6-26-6 **Pre-Qualification.** DuPage Airport Authority construction projects in excess of \$149,999.99 may require that the prospective contractor to be pre-qualified. On such construction projects, prospective contractors may be asked to submit a financial statement in accordance with the general provisions of the construction projects documents. All

prospective contractors shall fill out and return a pre-qualification questionnaire. Pre-qualification may be required for other Authority Contracts and shall be determined on an individual basis by the Executive Director.

6-27 **PROTEST.**

6-27-1 **Protested Solicitations.** Any actual or qualified prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or Award of a Contract may protest in writing to the Executive Director. Protests may be submitted anytime prior to Award; however, a Protest of an Award must be submitted in writing to the Executive Director within three (3) business days after the DuPage Airport Authority announces its intention to make the Award.

6-27-2 **Subject of Protest.** Protesters may file protest on any phase of solicitation, Bid, Proposal, or Award, including, but not limited to, procedure, specification, Award or disclosure of information marked confidential in the Bid or offer.

6-27-3 **Form.** The written Protest shall include, as a minimum, the following:

(a) The name and address of the protester.

(b) Appropriate identification of the procurement.

(c) A statement of the reasons for the Protest.

(d) Any available exhibit, evidence or documents substantiating the Protest.

6-27-4 **Decision.** The Executive Director shall provide a written determination to the protester within five (5) business days after receiving all relevant requested information.

6-27-5 **Appeals.** A written appeal of the decision issued by the Executive Director must be received by the Authority within three (3) business days after the protestor's receipt of the decision. The Executive Director prior to making the final decision may elect to:

(a) Render an immediate decision in the matter;

(b) Request additional documentation or meetings with parties involved;

- (c) Select a panel of two (2) or more Authority employees who are not involved with the protested requirement to jointly conduct a hearing with individuals on either side of the issue; or
- (d) Utilize any other method deemed appropriate to bring the matter to timely resolution.

However, the decision, once issued, shall be final and will complete the administrative procedure. The Executive Director shall issue the final decision within seven (7) calendar days after receiving such an appeal unless extended by mutual agreement by both parties involved.

6-27-6 **Stay of Procurement During Protest.** In the event of a protest in accordance with this Section, the Executive Director shall not proceed further with solicitation or Award of Contract until administrative remedies have been exhausted or until a written determination is made that Award of a Contract without delay is necessary to protect substantial interests of the DuPage Airport Authority.

6-28 **SUSPENSION OR DEBARMENT.** The Executive Director may suspend or debar any vendors or contractors for the following:

- (a) Default on awarded Contract. (Debarment)
- (b) Routinely performing unsatisfactory work. (Suspension or Debarment)
- (c) Violation of Contract terms and conditions without cure or remedy. (Suspension or Debarment depending on severity)
- (d) Have pending litigation against the Authority. (May only be suspended pending results of litigation)
- (e) Default on the payment of any taxes, license fees or other monies due the DuPage Airport Authority. (Suspension)
- (f) Conviction for fraud or criminal acts while performing as a contractor on any Contracts, even those not associated or written by the Authority. (Debarment)
- (g) If documentation substantiates a consistent past performance record of habitual or continuous unsatisfactory performance, safety

violations, repeated violations of Contract provisions or delinquent performance by a contractor. (Suspension)

- (h) Failure to comply with the Political Contribution Disclosure requirements of this Chapter. (Suspension or Debarment)
- (i) Violation of the DuPage Airport Authority's Ethics Ordinance. (Suspension or Debarment)¹

The Executive Director may debar vendors from bidding on, or performing as a subcontractor on, any DuPage Airport Authority Contracts for a minimum period of one (1) year up to a maximum of two (2) years. Vendors may be suspended from doing any business with the Authority for a minimum period of three (3) months up to a maximum period of twelve (12) months. However, if a vendor under suspension fails to correct or cure the deficiency for which they have been suspended during the suspension period, the Executive Director may convert the suspension into a debarment. Prior to formally suspending or debarring any vendor, the Executive Director shall review and investigate all reasons and evidence supporting such a decision and shall inform the suspended or debarred vendor in writing of such decision.

The suspended or debarred vendor may, at the conclusion of the suspension or debarment period, submit a formal request to be removed from such status. Upon receipt of this request, the Executive Director will be required to investigate current and past performance since the suspension or debarment by the suspended contractor to determine responsibility.

6-29 SPECIFICATIONS.

- 6-29-1 **General Purpose and Policy.** The purpose of a specification is to serve as a basis for obtaining a supply item or service adequate and suitable for the DuPage Airport Authority's needs in a cost-effective manner taking into account, to the extent practicable, the costs of ownership and operation as well as initial acquisition costs. It is the policy of the DuPage Airport Authority that Specifications permit maximum practicable competition consistent with this purpose.
- 6-29-2 **Use of Functional or Performance Descriptions.** Specifications shall, to the extent practicable, emphasize functional or performance criteria while limiting design or other detailed physical descriptions to those necessary to meet the need of the DuPage Airport Authority.

¹ The Ethics Ordinance is incorporated into this Policy by reference.

- 6-29-3 **Preference for Commercially-Available Products.** To the extent practicable, preference shall be given to the procurement of standard commercial products. In developing Specifications, accepted commercial standards should be used and unique requirements should be avoided.
- 6-29-4 **Brand Name or Equal Specifications - Conditions for Use.** Brand Name or Equal Specifications may be prepared when it is in the best interest of the DuPage Airport Authority and when the item to be procured is best described by the use of such a specification. Brand Name or Equal Specifications shall seek to designate as many different brands as are practicable as "or equal" references and shall further state those substantially equivalent products which will be considered for Award.
- 6-29-5 **Brand Name Specifications - Conditions for Use.** Since use of a Brand Name Specification is restrictive, it may be used only when the brand name or items will satisfy the DuPage Airport Authority needs or the item is to be used for resale purposes. The Airport Authority shall seek to identify sources from which the designated brand name or item can be obtained and shall solicit such sources to achieve whatever degree of competition is practicable. If only one source can supply the requirement, the procurement shall be made under provisions herein.
- 6-29-6 **Qualified Products List - Conditions for Use.** A Qualified Products List may be developed when testing or examination of the materials or equipment is required prior to the issuance of the solicitation.
- 6-29-7 **Specifications Prepared by Other Than Authority Staff.** All Specifications prepared by other than DuPage Airport Authority Staff, including consultants, architects, engineers, and designers, shall not be restrictive but shall, to the extent practicable, allow for maximum competition.

6-30 **BONDS, INSURANCE & CONTRACTS.**

- 6-30-1 **Bid Security - General.** Invitations for Bids for construction, labor, and public improvement Contracts in excess of \$149,999 shall require the submission of Bid security in an amount equal to at least five percent (5%) of the Bid, at the time the Bid is submitted. The Executive Director may set Bid security requirements, in an amount of not more than five percent (5%) of the Contract amount, for other types and dollar amounts of Contracts if deemed necessary. The Executive Director may determine it necessary to require Bid security

on projects less than \$150,000. If a bidder fails to accompany the Bid with the required Bid security, the Bid shall be rejected as not responsive.

6-30-2 **Acceptable Bid Security.** Acceptable Bid security shall be limited to:

- (a) A one-time Bid Bond underwritten by a company licensed to issue bonds in the State of Illinois.
- (b) A bank cashier's check made payable to the DuPage Airport Authority.
- (c) A bank certified check made payable to the DuPage Airport Authority.
- (d) An irrevocable letter of credit in a form acceptable to the Authority.

The Bid security is submitted as a guarantee that the Bid will be maintained in full force and effect for a period of not less than sixty (60) days after opening of the Bids or as specified in the Invitation for Bids.

6-30-3 **Contract Bonds.** For Contracts in excess of \$149,999.99, a separate Performance Bond, Labor and Materials Payment Bond and Maintenance Bond may be required for all construction, labor, and public improvement Contracts each in the amount of one hundred percent (100%) of the Contract price. The Contractor shall deliver these bond(s) to the DuPage Airport Authority within ten (10) calendar days after receipt of the Notice of Award, or at the same time the Contract is executed. If the contractor fails to deliver the required Bond(s), the contractor's Bid or Contract may be rejected or terminated for default. The Bond(s) must be submitted on Bond form(s) prepared and approved by the DuPage Airport Authority's attorney and executed by a surety company authorized to do business in the State of Illinois. Performance, Payments and Material and Maintenance Bonds may be required on Contracts less than \$150,000 if the Executive Director determines it to be in the Best Interest of the Authority.

6-30-4 **Legal Review of Bonds/Insurance Certificates.** All Bonds shall be on Bond Forms prepared and approved by the DuPage Airport Authority Attorney, including bonds required on solicitations and Contracts less than \$150,000. All Contract Bonds or other sureties shall be reviewed with the Contract for legal sufficiency. Deletions or

additions to the Bond terms by contractors or sureties shall not be permitted.

- 6-30-5 **Insurance Requirements.** The Executive Director may require such insurance as the Executive Director may deem necessary for the protection of the DuPage Airport Authority, or as may be required by the DuPage Airport Authority's Rules and/or Regulations. When a Contract requires Contractor insurance, the insurance certificates shall be provided with the Contract, including all exceptions and riders attached to the certificate, and shall be reviewed for legal sufficiency by the DuPage Airport Authority attorney. All Authority Contracts shall include a requirement for the provision of Worker's Compensation insurance. All Contractors shall carry Worker's Compensation insurance. At a minimum, this insurance coverage shall be in the statutory amount. Independent Contractors shall carry Worker's Compensation insurance to cover themselves and any employees or agents working, or who may work, under the Authority Contract. Workers and contractors who are not protected by Worker's Compensation insurance shall not participate in a DuPage Airport Authority Contract.
- 6-30-6 **Additional Bonding.** If at any time during the continuance of a Contract a surety on the Contractor's bond or bonds becomes irresponsible, the DuPage Airport Authority shall have the right to require additional and sufficient sureties which the contractor shall furnish within ten (10) calendar days after written notice to do so. Such surety bond shall cover the entire Contract amount, regardless of changes in total Contract amount.
- 6-30-7 **Exceptions.** If it is deemed by the Executive Director to be in the DuPage Airport Authority best interest, the Executive Director may waive or reduce the dollar amounts of any bonds or insurance, except Worker's Compensation Insurance, if the actual Contract price is less than \$10,000. However, in the event that the price or any construction, labor, or public improvement Contract for which the Executive Director has reduced or waived bonds should reach a value of \$915,999.99 or more, through change orders or otherwise, then the contractor may be required to provide separate bonds, each in the amount of one hundred percent (100%) of the new Contract price, and additional insurance as determined by the Executive Director.
- 6-30-8 **Execution of Contracts.** All DuPage Airport Authority Contracts shall be procured in accordance with all applicable DuPage Airport Authority rules, ordinances, guidelines and state and federal laws. No DuPage Airport Authority Contract shall be approved or executed unless and until sufficient funds have been appropriated by the DuPage

Airport Authority budget and are available for the Contract. All Contracts shall be written on DuPage Airport Authority's Contract forms (not other company's Contracts) and shall include provisions for termination in the event of non-appropriation of funds. The DuPage Airport Authority shall maintain the original of all Contracts.

6-30-9 **Legal Review of Contracts.** All DuPage Airport Authority Contracts in excess of \$914,999.99, and any other Contracts determined necessary by the Executive Director, shall be reviewed as to legal form by the DuPage Airport Authority's attorney, except as may otherwise be provided in these rules or by direction of the DuPage Airport Authority Board of Commissioners. DuPage Airport Authority Contracts shall utilize only those Contract terms and standard forms, including Purchase Orders, which have been approved for use by the Executive Director and/or the DuPage Airport Authority's attorney.

6-30-10 **Legal Notice to Bidders - Required Contract Provisions.** All Authority Contracts, regardless of dollar value, shall contain the DuPage Airport Authority appropriation of funds clause and shall contain a clause designating the law governing the Contract to be Illinois law and that the venue and court jurisdiction for all legal actions shall be the Eighteenth Judicial Circuit Court, DuPage County, Illinois, unless otherwise specifically required by federal or state law.

ORDINANCE NO. 2015-282

**AN ORDINANCE ENACTING A REVISED PROCUREMENT CODE AND
PROCUREMENT POLICIES AND PROCEDURES MANUAL
OF THE DUPAGE AIRPORT AUTHORITY AND REPEALING ORDINANCE 2012-252**

WHEREAS, the DuPage Airport Authority (hereafter the "Authority") is a duly authorized and existing airport authority under the laws of the State of Illinois;

WHEREAS, the Authority has previously enacted a Procurement Code setting forth the Authority's policies and practices in procuring goods and services for the Authority and a Procurement Policies and Procedures Manual outlining said policies and practices (collectively the "Procurement Code"); and

WHEREAS, the Board of Commissioners of the Authority deems it in the Authority's best interests to modify the Procurement Code and enact a revised Procurement Code in the form attached hereto as Exhibit A.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the DuPage Airport Authority that:

1. The Procurement Code attached hereto as Exhibit A is hereby enacted; and
2. The previous Procurement Code as amended by Ordinance 2012-252 is hereby repealed.

This Ordinance shall be in full force and effect immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

SECRETARY

Ordinance 2015-282



TO: Board of Commissioners

FROM: Dan Barna *DB*
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1931; Delegation of Authority to the Executive Director to Accept and Enter Into Electric Power and Natural Gas Supplier Agreements

DATE: March 12, 2015

SUMMARY:

For several years, the Airport Authority has procured deregulated electric energy from retail energy suppliers through a request for proposal process. Fixed all-inclusive kWh electric power supply pricing is locked throughout the term of the contract - usually 1-2 years in duration. The Authority's existing contract for electric power with Integrys expires in May, 2015.

Nicor has always been the Authority's Natural Gas provider. The Authority floats on Nicor's monthly PGA (Purchase Gas Adjustment). This is a market based rate that makes it difficult to budget for natural gas costs. By purchasing natural gas in a contract of at least one year in duration, the Authority has the ability to lock at a fixed term rate based upon a committed quantity of historical usage from deregulated retail energy suppliers.

In efforts to obtain cost savings and budget certainty, the Authority desires to continue contracting for deregulated electric energy and now also contract for deregulated natural gas. Due to market volatility, locking a fixed kWh rate or fixed term must be done by obtaining best and final pricing quotes from bidders and then executing a contract the same day. The only feasible way for the Authority to accomplish this is through use of the Authority's Code Section 6-5-3, which allows the Board of Commissioners to delegate authority to the Executive Director to enter into a contract with the low bidder in these kind of unique circumstances.

A Request for Proposals (RFP) for an electric power and natural gas supplier was advertised in the December 31, 2014 edition of the *Daily Herald Newspaper*. The following six (6) sealed proposals were received and opened at 4:30 p.m. on January 28, 2015:

- Champion Energy – Schaumburg, IL
- Consumer Energy Solutions – Clearwater, FL
- Direct Energy – Woodbridge, NJ
- Dynegy Energy Services – Collinsville, IL
- Integrys Energy – Chicago, IL
- MidAmerican Energy – Davenport, IA

An RFP evaluation committee was established by the Executive Director to review the proposals in accordance with the Airport's Procurement Policy. The evaluation committee rated the proposals on qualifications, experience, contract terms and pricing. The firms of Champion Energy, Integrys Energy and MidAmerican Energy were shortlisted finalists who would be eligible to submit best and final electric power pricing to the Authority. The firms of Integrys Energy and MidAmerican Energy were also shortlisted finalists who would be eligible to submit best and final natural gas pricing to the Authority.

The Airport Authority anticipates requesting best and final pricing from the shortlisted firms before April 15, 2015 for a new electric power contract and natural gas contract not-to-exceed a term of 24 months.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

In 2014, the Airport Authority spent \$226,837 on natural gas and \$372,335 on electric power. The average fixed all-inclusive kWh proposal for electric energy submitted by the shortlisted firms was \$0.05082 / kWh for the term of May 2015 – December 2016. The average fixed therm for natural gas submitted by the shortlisted firms was \$0.36975 / therm for a 24 month term.

Based upon current fixed all-inclusive kWh market conditions vs. the Airport's existing fixed kWh rate, the anticipated annual savings is \$40,000 not including ComEd delivery and taxes.

Based upon current fixed therm market conditions vs. Nicor, the anticipated annual savings is \$58,000 not including Nicor delivery and taxes

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has reviewed the form contracts of each RFP energy supplier finalist and made any necessary modifications to those agreements.

ATTACHMENTS:

- Memo from Legal Counsel
- Proposed Resolution 2015-1931; Delegation of Authority to the Executive Director to Accept and Enter Into Electric Power and Natural Gas Supplier Agreements.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1931; Delegation of Authority to the Executive Director to Accept and Enter Into Electric Power and Natural Gas Supplier Agreements.

MEMORANDUM

TO: DuPage Airport Authority Board of Commissioners

FROM: Bruce E. Garner

SUBJECT: Electric Power and Natural Gas Supply – Request for Proposals

DATE: March 11, 2015

The DAA recently conducted a Request for Proposals (RFP) for the procurement of an electric power and natural gas supplier for the Authority. DAA staff has selected three finalists from the five companies who responded to the RFP. Because the DAA is seeking to lock in fixed pricing for both electric power and natural gas for a term of at least one year, the DAA will be seeking best and final pricing on a day certain after the March DAA Board meeting. Due to market fluctuation, those prices must be locked in within 12-24 hours of receiving those best and final prices. Because of these timing restrictions, the DAA's Procurement Code Section 6-5-3 allows the Board to delegate authority to the Executive Director to complete the RFP process by selecting the party the DAA will contract with by asking for best and final pricing and then selecting the lowest bidder for each supply and executing a contract with that supplier.

Because we will be seeking best and final pricing from each supplier, our law firm was asked to review the form contracts of each of the RFP finalists and make any necessary modifications to those agreements. Our firm has reviewed each supplier's contract with DAA Staff and reached agreement with each supplier as to those contract terms.

In your packet is a resolution which grants the Executive Director authority to obtain best and final pricing from each finalist and execute a contract with the lowest bidder. Accordingly, our law firm recommends approval of that resolution.

RESOLUTION 2015-1931

Delegation of Authority to the Executive Director to Accept and Enter Into Electric Power and Natural Gas Supplier Agreements

WHEREAS, the DuPage Airport Authority (the "Authority") has conducted a Request for Proposal ("RFP") evaluation committee process for selection of eligible electric energy and natural gas suppliers; and

WHEREAS, the Authority received and reviewed six (6) proposals on January 28, 2015; and

WHEREAS, the Authority's RFP Evaluation Committee has selected three finalists (Champion Energy, Integrys Energy and MidAmerican Energy) to provide "best and final" bids for electric power and natural gas supply for the Authority; and

WHEREAS, the bids will only be valid for a very limited time after receipt; and

WHEREAS, the Authority has preliminarily agreed to the terms and conditions of a contract with each respective finalist; and

WHEREAS, Chapter 6-5-3 of the DuPage Airport Authority Code (the "Code") permits the Board of Commissioners to delegate to the Executive Director the authority to accept a bid and enter into a contract immediately if the product or service involves unique subject matter; and

WHEREAS, the Board of Commissioners has determined that the supply of electric power and natural gas for the Authority constitutes a unique subject matter under Chapter 6-5-3 under the Code; and

WHEREAS, the Board of Commissioners deems it to be in the best interests of the Authority to delegate to the Executive Director the authority, without further action by the Board of Commissioners, to accept a bid and enter into a contract for the supply of electric power and natural gas, provided that the Executive Director accepts the lowest bid and the terms and conditions are as previously agreed to by the Authority; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby delegates to the Executive Director the authority to accept a bid and to enter into a contract for electric power and natural gas supply provided that the Executive Director accepts the lowest bid.

This resolution shall be in full force and effect immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2015-1931



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1933; Award of Contract to Bill's Painting &
Tuckpointing Company for Flight Center Railing Repair and Repainting

DATE: March 12, 2015

SUMMARY:

The Airport Authority's 2015 Capital Program includes the project to repair and repaint the railing located on the east side of the Flight Center and lower roadway abutting the aircraft parking ramp. The railing paint is in poor condition as well as 17 locations where the pipe rail has broken loose from its mounting bracket.

In June 2014, staff utilized a painting contractor to test a 40' mockup section of railing to develop the best specifications for proper paint removal and application of the appropriate paint system. Upon completion of the mockup, it was determined that the railing requires a chemical paint stripping method and application of a three (3) part Tnemec paint system consisting of a primer coat, intermediate coat and top coat. The Tnemec paint system has a fifteen (15) year warranty. The contractor is required to involve the Tnemec representative throughout phases of paint removal, preparation and paint application to validate the warranty.



Mockup Section

Staff utilized the services of Charles Vincent George Architects to develop plans and specifications for this project. The scope of work consists of a base bid for 3,048 LF of railing paint removal and repainting, repainting all light sconces, and welding 17 new pipe bracket attachments. The alternate 1 bid is to refurbish 4 pedestrian gates and replace the gate chain link mesh fabric.

A solicitation for sealed bids was advertised in the February 6, 2015 edition of the *Daily Herald Newspaper*. A mandatory pre-bid meeting was conducted on February 18, 2015. Seven (7) sealed bids were received and opened at 2:00 p.m. on February 27, 2015. Bid results are as follows:

Bidder	Base Bid	Alternate 1 Bid	Notes
Bills Painting & Tuckpointing Co. Mt. Prospect, IL	\$91,700	\$4,100	
Sparkle Painting & Construction Chicago, IL	\$239,336	No Bid	No Bid Bond No Bid Forms
Central Development Corp. St. Charles, IL	\$243,770	\$3,730	
Opcon Inc. Carol Stream, IL	\$246,141	\$3,900	
National Decorating Service Inc. Oak Brook, IL	\$277,020	\$2,280	
Tecorp, Inc. Joliet, IL	\$380,000	\$6,300	
Freedom Contractors West Westmont, IL	\$410,800	No Bid	

Upon evaluation of the bids, it is apparent that Bill's Painting & Tuckpointing Company is the low, responsive and responsible bidder. Staff has reviewed the disparity in bid pricing with the contractor, Charles Vincent George Architects and legal counsel.

Charles Vincent George Architects and staff have conducted a thorough Scope of Work review with Bill's Painting and have received written confirmation of full compliance with project specifications. In addition, Bill's Painting will be required to provide a Performance and Payment Bond in the amount of the project as well as required insurance.

Bill's Painting & Tuckpointing Company has positive references for similar work from the Village of North Chicago, Village of Riverside and Village of Mt. Prospect.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

Staff recommends awarding the Base Bid and Alternate 1 Bid. The total construction cost submitted by Bill's Painting & Tuckpointing Company for the Base Bid and Alternate 1 Bid is \$95,800, with a 10% owner's contingency of \$9,580.00, the total authorized construction cost would be \$105,380.

Design and Construction Phase fees from Charles Vincent George for this project are not-to-exceed \$8,800.

\$356,730 was included in the 2015 Capital Budget to fund this project.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for this project.

ATTACHMENTS:

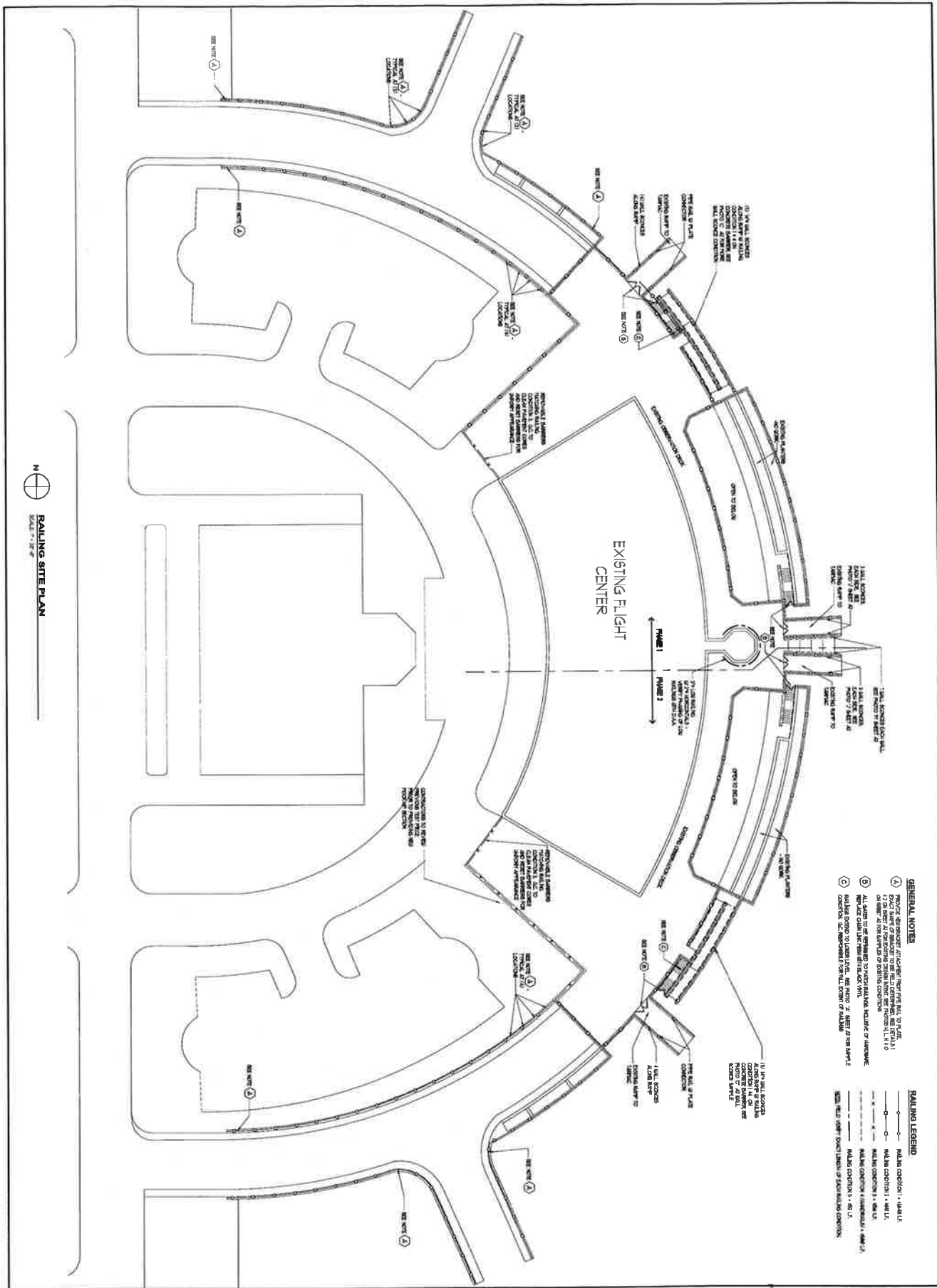
- Proposed Resolution 2015-1933; Award of Contract to Bill's Painting & Tuckpointing Company for Flight Center Railing Repair and Repainting.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1933; Award of Contract to Bill's Painting & Tuckpointing Company for Flight Center Railing Repair and Repainting.



N
RAILING SITE PLAN
SCALE: 1/8" = 1'-0"

PROPOSED RENOVATION FOR:

DUPAGE AIRPORT AUTHORITY

RAILING REPAIR
WEST CHICAGO, IL



charles vincent george
ARCHITECTS

1245 E. Ohio Rd. Suite
Naperville, Illinois 60563
830.357.2023 F: 830.357.2862
cvg@cvga.com

DATE: 02/06/2015 **PROJECT #:** 2014-035

REVISION: 01/10 **SCALE:**

BY: JMM **DATE:** 01/10

APP'D: JMM **DATE:** 01/10

A1

RESOLUTION 2015-1933

Award of Contract to Bill's Painting & Tuckpointing Company for Flight Center Railing Repair and Repainting

WHEREAS, the DuPage Airport Authority ("Authority"), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for Flight Center Railing Repair and Repainting; and

WHEREAS, the Authority has received and reviewed seven (7) sealed bids on February 27, 2015; and

WHEREAS, it is apparent that Bill's Painting & Tuckpointing Company is the low, responsive and responsible bidder at a lump sum cost of \$95,800 including the base bid and alternate 1 bid costs; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Bill's Painting & Tuckpointing Company for a total cost not-to-exceed \$105,380, which includes a 10% owner's contingency; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with Bill's Painting & Tuckpointing Company and to take whatever steps necessary to effectuate the terms of said Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
FLIGHT CENTER RAILING REPAIR AND RE-PAINTING PROJECT
SOLICITATION NO. 2015-0205**

STATEMENT OF POLITICAL CONTRIBUTIONS

Bill's Painting & Touchpointing Co.
(name of entity or individual)

119 S. Emerson, Suite 178
Mt Prospect IL 60052
(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>NONE</u>				
<u>N/A</u>				

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

2/25/15 Mark V. Harris President
(date) (signature) (title of signer, if a business)

10. NEW BUSINESS

- d. Proposed Resolution 2015-1939;
Approving the Development Plan for
Project Steel.**

Supporting Materials
Provided Under Separate Cover



TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1932; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. for the Prairie Landing Golf Club Kitchen Ceiling Grid Rehabilitation and Ceiling Tile Replacement

DATE: March 12, 2015

SUMMARY:

The ceiling tile and grid located in the Prairie Landing kitchen is in poor condition and requires replacement. In efforts to maximize savings for replacement, staff has obtained a proposal from Kellogg, Brown and Root Services, Inc. (“KBR”) to conduct this work. KBR is currently performing similar work at Prairie Landing for the service bar remodeling project.

The total cost to complete this project is \$17,500. The work includes the removal and replacement of approximately 1,700 SF of ceiling tiles and 300 SF of ceiling grid cover caps including new sprinkler head covers, diffusers and supply vents.

Section 6-8 of the Airport Authority’s Procurement Code and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 et seq.) allows for the utilization of purchases made off of Contracts awarded through a joint purchasing alliance of which the Authority is a member and where the Contract was formally competed by the alliance or group.

Staff desires to utilize a Job Order Contracting (“JOC”) Agreement with Kellogg, Brown and Root Services, Inc. (“KBR”) to replace the ceiling tile and grid in the Prairie Landing kitchen. KBR was previously awarded a national cooperative contract for JOC services by the County of DuPage in conjunction with the National IPA, a joint purchasing alliance of which the Authority is a member.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The total construction cost submitted by KBR is \$17,500, with a 10% owner’s contingency of \$1,750, the total authorized construction cost would be \$19,250.

This project was not included in the 2015 Capital Budget, however sufficient monies exist in 2015 Capital Budget savings to fund this project.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for this project.

ATTACHMENTS:

- ❑ Proposed Resolution 2015-1932; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. for the Prairie Landing Golf Club Kitchen Ceiling Grid Rehabilitation and Ceiling Tile Replacement.
- ❑ Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1932; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. for the Prairie Landing Golf Club Kitchen Ceiling Grid Rehabilitation and Ceiling Tile Replacement.

EXISTING CONDITIONS:



RESOLUTION 2015-1932

Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. for the Prairie Landing Golf Club Kitchen Ceiling Grid Rehabilitation and Ceiling Tile Replacement

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, Section 6-8 of the Authority’s Procurement Code and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 *et. seq.*) allows for the utilization of purchases made off of Contracts awarded through a joint purchasing alliance of which the Authority is a member and where the Contract was formally competitively bid by the alliance or group; and

WHEREAS, the County of DuPage in conjunction with the National IPA Joint Purchasing Alliance has previously awarded a national cooperative contract for Job Order Contracting (“JOC”) with Kellogg, Brown and Root Services, Inc. (“KBR”); and

WHEREAS, the Authority is a member of IPA; and

WHEREAS, the Authority is in receipt of a JOC proposal from KBR in the amount of \$17,500.00 to rehabilitate existing ceiling grid system and replace ceiling tile in the Prairie Landing Golf Club kitchen; and

WHEREAS, the Board of Commissioners deem it to be in the best interest of the Authority to accept KBR’s proposal and enter into a contract with KBR for the work; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Kellogg, Brown and Root Services, Inc. for a total cost not-to-exceed \$19,250.00, which includes a 10% owner’s contingency; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with Kellogg, Brown and Root Services, Inc. and to take whatever steps necessary to effectuate the terms of said Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March 2015.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2015-1932

STATEMENT OF POLITICAL CONTRIBUTIONS

Kellogg Brown & Root (KBR)
 (name of entity or individual)

860 Champions Dr
Columbia, MO 65203

(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>None</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependent children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

10 Mar 2015 *Thom Scott* Mid-West Regional Operations Manager
 (date) (signature) title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1934; Award of Contract to Raise-Rite Concrete Lifting for Sidewalk Settlement Repair

DATE: March 12, 2015

SUMMARY:

The Airport Authority's 2015 Capital Program includes a project to repair approximately 9,670 SF of sunken sidewalk areas in the International Drive and Maintenance Building parking lot areas including the replacement of 5 sidewalk slabs. Sidewalk raising is accomplished by utilizing a mud jacking material.

Staff utilized the services of CH2M Hill to develop plans and specifications for this project. A solicitation for sealed bids was advertised in the February 13, 2015 edition of the *Daily Herald Newspaper*. A mandatory pre-bid meeting was conducted on February 19, 2015. Three (3) sealed bids were received and opened at 2:30 p.m. on March 5, 2015. Bid results are as follows:

Bidder	Base Bid Construction Cost
Raise-Rite Concrete Lifting Carol Stream, IL	\$44,863
Monarch Concrete Ken-Rich Concrete Lake County, IN	\$89,032.30
Central Development Corp. St. Charles, IL	\$89,925

Upon evaluation of the bids, it is apparent that Raise-Rite Concrete Lifting is the low, responsive and responsible bidder. Staff has reviewed the disparity in bid pricing with the contractor and CH2M Hill.

CH2M Hill and staff have conducted a thorough Scope of Work review with Raise-Rite Concrete Lifting and have confirmed full compliance with project specifications.

Raise-Rite Concrete Lifting has positive references for similar work from the City of St. Charles, Village of LaGrange and DuPage County Highway Department.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The total construction cost submitted by Raise-Rite Concrete Lifting is \$44,863, with a 10% owner’s contingency of \$4,486.30, the total authorized construction cost would be \$49,349.30.

A summary of project costs is listed below:

2015 Capital Budget	\$212,625.00
Raise-Rite Concrete Construction Cost	-\$44,863.00
Owner's Contingency (10%)	-\$4,486.30
CH2M Hill Design Phase Fees (Not-to-Exceed)	-\$9,700.00
CH2M Hill Construction Phase Fees (Not-to-Exceed)	-\$5,000.00
	\$148,575.70

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for this project.

ATTACHMENTS:

- Proposed Resolution 2015-1934; Award of Contract to Raise-Rite Concrete Lifting for Sidewalk Settlement Repair.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1934; Award of Contract to Raise-Rite Concrete Lifting for Sidewalk Settlement Repair.



Existing Conditions – Sidewalk Settlement

RESOLUTION 2015-1934

Award of Contract to Raise-Rite Concrete Lifting for Sidewalk Settlement Repair

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for Sidewalk Settlement Repair; and

WHEREAS, the Authority has received and reviewed three (3) sealed bids on March 5, 2015; and

WHEREAS, it is apparent that Raise-Rite Concrete Lifting, is the low, responsive and responsible bidder at a lump sum cost of \$44,863.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Raise-Rite Concrete Lifting for a total cost not-to-exceed \$49,349.30, which includes a 10% owner’s contingency; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with Raise-Rite Concrete Lifting and to take whatever steps necessary to effectuate the terms of said Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
 SIDEWALK SETTLEMENT REPAIR
 SOLICITATION NO. 2015-0203**

STATEMENT OF POLITICAL CONTRIBUTIONS

RAISE-RITE CONCRETE LIFTING
 (name of entity or individual)

195 KATHOE BLVD - UNIT 5
CAROL STREAM, IL 60188

(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>N/A</u>				

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.


VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

3/4/15 Farrell E. Clay PRESIDENT
 (date) (signature) (title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1935; Award of Contract to Abbey Paving & Sealcoating Company, Inc. for Mill and Overlay Keil Road, Crack Repair Tower Road Parking Lot

DATE: March 12, 2015

SUMMARY:

The Airport Authority's 2015 Capital Budget includes a project to mill and overlay Keil Road including crack repair in parking lots adjacent to Tower Road. The project consists of the mill and overlay of Keil Road, which will address deteriorated pavement that is more than 20 years old and beyond repair. The crack repairs will address an 810 foot x 75 foot swath of asphalt parking lot pavement using backer rod and slurry mix crack fill material. The project also includes the replacement of four (4) speed tables and associated signage.

Staff utilized the services of CH2M Hill to develop plans and specifications for this project. A solicitation for sealed bids was advertised in the February 13, 2015 edition of the *Daily Herald Newspaper*. A mandatory pre-bid meeting was conducted on February 19, 2015. Four (4) sealed bids were received and opened at 2:00 p.m. on March 5, 2015. Bid results are as follows:

Bidder	Base Bid Construction Cost
Abbey Paving & Sealcoating Co. Inc. Aurora, IL	\$81,171.96
Accu-Paving Broadview, IL	\$99,900
Professional Paving & Concrete Company Glen Ellyn, IL	\$124,029.54
Schroeder Asphalt Services, Inc. Huntley, IL	\$130,086.85

Upon evaluation of the bids, it is apparent that Abbey Paving & Sealcoating Co. Inc. is the low, responsive and responsible bidder. CH2M Hill and staff have conducted a thorough Scope of Work review with Abbey Paving & Sealcoating Co. Inc. and have confirmed full compliance with project specifications.

Abbey Paving & Sealcoating Co. Inc. has provided quality work for the Airport Authority in the past. Additionally, Abbey Paving has positive references from Northern Illinois University, Hinsdale School District and Silver Cross Hospital.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The total construction cost submitted by Abbey Paving & Sealcoating Company is \$81,171.96, with a 10% owner’s contingency of \$8,117.20, the total authorized construction cost would be \$89,289.16.

A summary of project costs is listed below:

2015 Capital Budget	\$170,100.00
Abbey Paving & Sealcoating Construction Cost	-\$81,171.96
Owner's Contingency (10%)	-\$8,117.20
CH2M Hill Design Phase Fees (Not-to-Exceed)	-\$24,000.00
CH2M Hill Construction Phase Fees (Not-to-Exceed)	-\$9,500.00
	\$47,310.84

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for this project.

ATTACHMENTS:

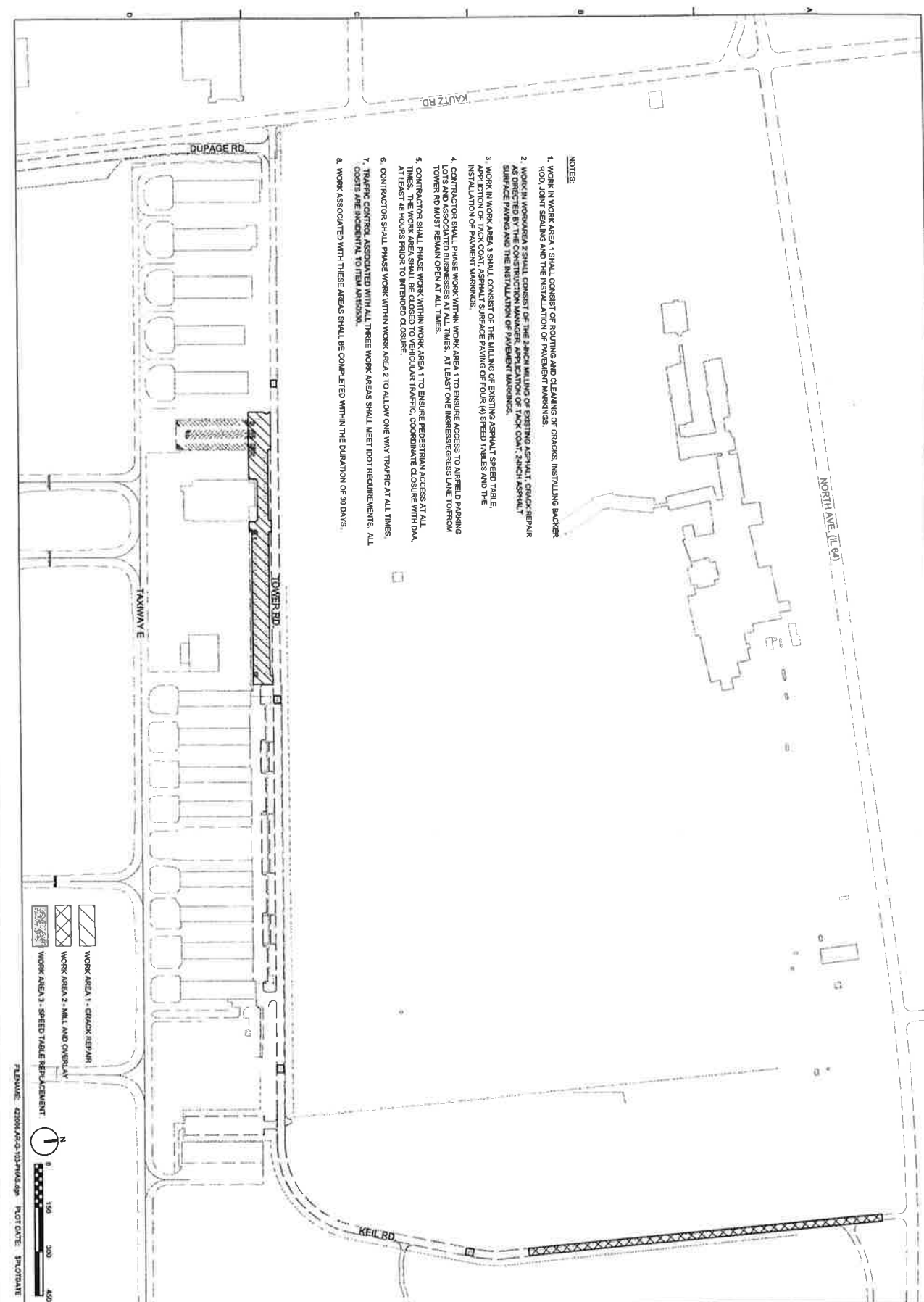
- Proposed Resolution 2015-1935; Award of Contract to Abbey Paving & Sealcoating Company, Inc. for Mill and Overlay Keil Road, Crack Repair Tower Road Parking Lot.
- Statement of Political Contributions.

ALTERNATIVES:

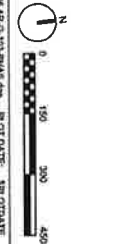
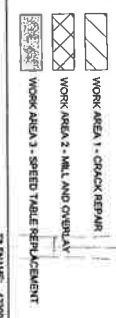
The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1935; Award of Contract to Abbey Paving & Sealcoating Company, Inc. for Mill and Overlay Keil Road, Crack Repair Tower Road Parking Lot.



- NOTES:**
1. WORK IN WORK AREA 1 SHALL CONSIST OF ROUTING AND CLEANING OF GROUDES, INSTALLING BACKERS, HOOD, JOINT SEALING AND THE INSTALLATION OF PAVEMENT MARKINGS.
 2. WORK IN WORK AREA 2 SHALL CONSIST OF THE PATCH MILLING OF EXISTING ASPHALT, CRACK REPAIR AS DIRECTED BY THE CONSTRUCTION MANAGER, APPLICATION OF TACK COAT, PATCH ASPHALT SURFACE PAVING AND THE INSTALLATION OF PAVEMENT MARKINGS.
 3. WORK IN WORK AREA 3 SHALL CONSIST OF THE MILLING OF EXISTING ASPHALT SPEED TABLE APPLICATION OF TACK COAT, ASPHALT SURFACE PAVING OF FOUR (4) SPEED TABLES AND THE INSTALLATION OF PAVEMENT MARKINGS.
 4. CONTRACTOR SHALL PHASE WORK WITHIN WORK AREA 1 TO ENSURE ACCESS TO AIRFIELD PARKING LOTS AND ASSOCIATED BUSINESSES AT ALL TIMES. AT LEAST ONE INGRESS/EGRESS LANE TOWARD TOWER RD MUST REMAIN OPEN AT ALL TIMES.
 5. CONTRACTOR SHALL PHASE WORK WITHIN WORK AREA 1 TO ENSURE PEDESTRIAN ACCESS AT ALL TIMES. THE WORK AREA SHALL BE CLOSED TO VEHICULAR TRAFFIC, COORDINATE CLOSURE WITH DAA AT LEAST 48 HOURS PRIOR TO INTENDED CLOSURE.
 6. CONTRACTOR SHALL PHASE WORK WITHIN WORK AREA 2 TO ALLOW ONE WAY TRAFFIC AT ALL TIMES.
 7. TRAFFIC CONTROL ASSOCIATED WITH ALL THREE WORK AREAS SHALL MEET DOT REQUIREMENTS. ALL COSTS ARE INCIDENTAL TO THIS AGREEMENT.
 8. WORK ASSOCIATED WITH THESE AREAS SHALL BE COMPLETED WITHIN THE DURATION OF 90 DAYS.



PLAN NO: 42300-AS-0-10-27-16-000 PLOT DATE: 1/10/2016
 SHEET 4 OF 11

CH2MHILL.

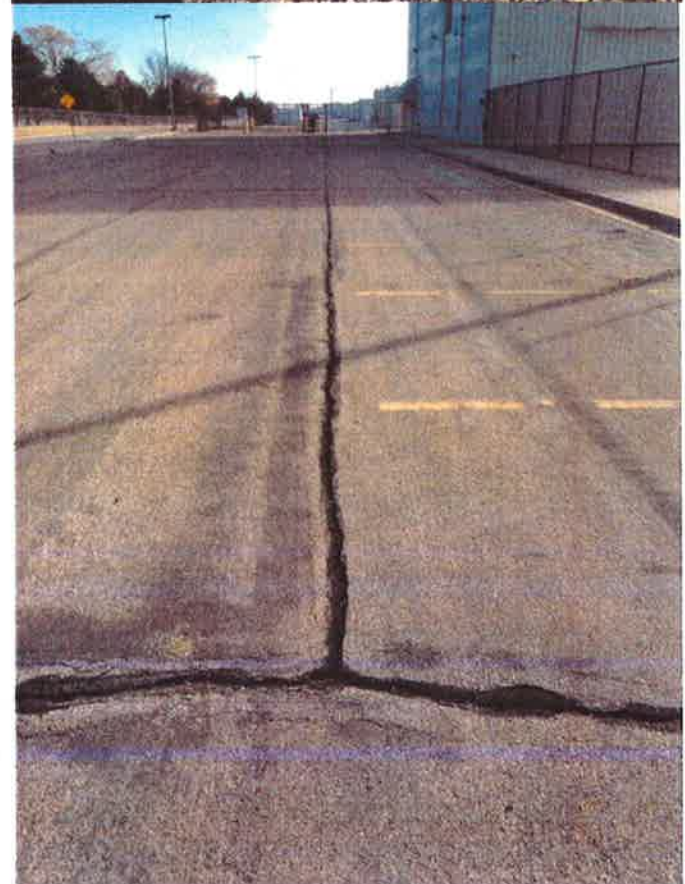
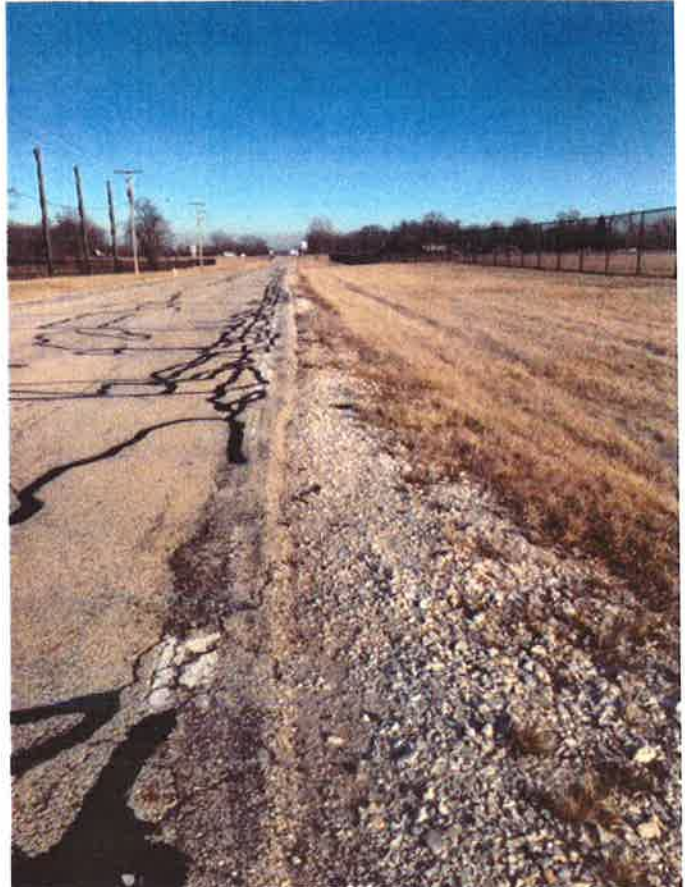
GENERAL PROJECT LOCATION MAP

8735 W. HUGHES ROAD
 SUITE 400
 CHICAGO, IL 60631

MILL AND OVERLAY KEIL ROAD.
 CRACK REPAIR TOWER
 ROAD PARKING LOT

NO.	DATE	ISSUED FOR	BY	APVD
1	2015/02/12	FOR BID	JA	JJ
		REVISION		

Existing Conditions: Keil Road and Tower Road Parking Lot Cracks



Existing Conditions: Speed Tables



RESOLUTION 2015-1935

**Award of Contract to Abbey Paving & Sealcoating Company, Inc. for Mill and Overlay
Keil Road, Crack Repair Tower Road Parking Lot**

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for Mill and Overlay Keil Road, Crack Repair Tower Road Parking Lot; and

WHEREAS, the Authority has received and reviewed four (4) sealed bids on March 5, 2015; and

WHEREAS, it is apparent that Abbey Paving & Sealcoating Company, Inc. is the low, responsive and responsible bidder at a lump sum cost of \$81,171.96; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Abbey Paving & Sealcoating Company, Inc. for a total cost not-to-exceed \$89,289.16, which includes a 10% owner’s contingency; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with Abbey Paving & Sealcoating Company, Inc. and to take whatever steps necessary to effectuate the terms of said Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March 2015.

CHAIRMAN


(ATTEST)

SECRETARY



DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1936; Award of Contract to K-Plus Mechanical, Inc.
for Fuel Farm Upgrades

DATE: March 12, 2015

SUMMARY:

The Airport Authority's 2015 Capital Program includes the project to upgrade and rehabilitate the existing fuel farm. The fuel farm was constructed approximately 20 years ago and requires repair and replacement of some of the installed components. The fuel farm holds all of the fuel required for the operation of the Airport and has the following capacities:

- (3) 20,000 gallon Jet A tanks
- (2) 20,000 gallon 100LL tanks
- (1) 10,000 gallon Unleaded tank
- (1) 10,000 gallon Diesel tank

The operating and inventory control systems and tanks are fully operational. However, some of the piping, meters, gauges, filter vessels and placards require maintenance and/or replacement due to age.

Staff utilized the services of CH2M Hill to develop plans and specifications for this project. The scope of work consists of a base bid for upgrades to the aviation gasoline and jet fuel area. The alternate 1 bid consists of upgrades to the auto gasoline and diesel fuel area. All work is intended to achieve an additional 20-25 years of life for the fuel farm facility.

A solicitation for sealed bids was advertised in the February 13, 2015 edition of the *Daily Herald Newspaper*. A mandatory pre-bid meeting was conducted on February 18, 2015. Two (2) sealed bids were received and opened at 3:00 p.m. on March 5, 2015. Bid results are as follows:

Bidder	Base Bid Construction Cost	Alternate 1 Bid Construction Cost
K-Plus Mechanical Inc. Plainfield, IL	\$213,965	\$89,990
Stenstrom Petroluem Services Group Rockford, IL	\$228,900	\$78,500

Upon evaluation of the bids, it is apparent that K-Plus Mechanical, Inc. is the low, responsive and responsible bidder.

CH2M Hill and staff have conducted a thorough scope of work review with K-Plus Mechanical Inc. and have received confirmation of full compliance with project specifications. K-Plus Mechanical Inc. has positive references for similar work from the City of Chicago, Metra, and Avis Rental Car.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

Staff recommends awarding the Base Bid and Alternate 1 Bid. The total construction cost submitted by K-Plus Mechanical, Inc. for the Base Bid and Alternate 1 Bid is \$303,955, with a 15% owner’s contingency of \$45,593.25, the total authorized construction cost would be \$349,548.25.

A summary of project costs is listed below:

2015 Capital Budget	\$430,105.00
K-Plus Mechanical Inc. Base Bid	-\$213,965.00
K-Plus Mechanical Inc. Alternate 1 Bid	-\$89,990.00
Owner's Contingency (15%)	-\$45,593.25
CH2M Hill Design Phase Fees (Not-to-Exceed)	-\$18,787.68
CH2M Hill Construction Phase Fees (Not-to-Exceed)	-\$53,200.00
	\$8,569.07

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for this project.

ATTACHMENTS:

- Proposed Resolution 2015-1936; Award of Contract to K-Plus Mechanical, Inc. for Fuel Farm Upgrades.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1936; Award of Contract to K-Plus Mechanical, Inc. for Fuel Farm Upgrades.

RESOLUTION 2015-1936

Award of Contract to K-Plus Mechanical, Inc. for Fuel Farm Upgrades

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for Fuel Farm Upgrades; and

WHEREAS, the Authority has received and reviewed two (2) sealed bids on March 5, 2015; and

WHEREAS, it is apparent that K-Plus Mechanical, Inc. is the low, responsive and responsible bidder at a lump sum cost of \$303,955 including the base bid and Alternate 1 bid costs; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with K-Plus Mechanical, Inc., including Alternate 1, for a total cost not-to-exceed \$349,548.25, which includes a 15% owner’s contingency; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with K-Plus Mechanical, Inc. and to take whatever steps necessary to effectuate the terms of said Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
FUEL FARM UPGRADES
SOLICITATION NO. 2015-0204**

STATEMENT OF POLITICAL CONTRIBUTIONS

K- PLUS MECHANICAL INC
(name of entity or individual)

24317 W 143RD ST #113
PLAINFIELD IL 60547

(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.


Elected Official	Office	Date	Amount	Form
<u>NONE</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

3/4/15
(date)


(signature)

President
(title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna *DB*
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1937; Authorizing the Execution of Task Order No. 29 with CH2M Hill, Inc. Construction Phase Services for the Projects: Mill and Overlay Keil Road / Crack Repair Tower Road Parking Lot, Sidewalk Settlement Repair and Fuel Farm Upgrades

DATE: March 12, 2015

SUMMARY:

The Airport Authority's 2015 Capital Budget includes the projects: Mill and Overlay Keil Road / Crack Repair Tower Road Parking Lot, Sidewalk Settlement Repair and Fuel Farm Upgrades; all of which are recommended for approval at the March 18, 2015 Regular Board of Commissioners Meeting.

In order to complete these projects, staff requires the assistance of a consultant for construction phase services. Staff is in receipt of Task Order No. 29 from CH2M Hill for providing construction phase services including preconstruction meeting attendance, submittal review, construction observation and project closeout. The fee for these services is a not-to-exceed cost of \$67,700.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The construction phase fee submitted by CH2M Hill is a not-to-exceed cost of \$67,700 as detailed below.

Fuel Farm Upgrades	\$53,200
Mill and Overlay Keil Road / Crack Repair Tower Road Parking Lot	\$9,500
Sidewalk Settlement Repair	<u>\$5,000</u>
Total	\$67,700

STAKEHOLDER PROCESS:

None.

LEGAL REVIEW:

Standard form task order will be utilized.

ATTACHMENTS:

- Proposed Resolution 2015-1937; Authorizing the Execution of Task Order No. 29 with CH2M Hill, Inc. Construction Phase Services for the Projects: Mill and Overlay Keil Road / Crack Repair Tower Road Parking Lot, Sidewalk Settlement Repair and Fuel Farm Upgrades.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1937; Authorizing the Execution of Task Order No. 29 with CH2M Hill, Inc. Construction Phase Services for the Projects: Mill and Overlay Keil Road / Crack Repair Tower Road Parking Lot, Sidewalk Settlement Repair and Fuel Farm Upgrades.

RESOLUTION 2015-1937

Authorizing the Execution of Task Order No. 29 with CH2M Hill, Inc. Construction Phase Services for the Projects: Mill and Overlay Keil Road / Crack Repair Tower Road Parking Lot, Sidewalk Settlement Repair and Fuel Farm Upgrades

WHEREAS, the DuPage Airport Authority, an Illinois Special District ("Authority"), previously selected CH2M Hill, Inc. ("CH2M Hill") to provide planning, design and construction services for various construction projects pursuant to the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq. (the "Act");

WHEREAS, the Authority expects to pursue the accomplishment of a project described as Mill and Overlay Keil Road / Crack Repair Tower Road Parking Lot, Sidewalk Settlement Repair and Fuel Farm Upgrades (the "Projects"); and

WHEREAS, the Authority has previously entered into a Contract with CH2M Hill for work at the DuPage Airport and is in receipt of Task Order No. 29 from CH2M Hill for Construction Phase Services for said Projects for a total not-to-exceed amount of \$67,700.00; and

WHEREAS, the Authority finds that the cost to provide said services is reasonable and deems it to be in the best interest of the Authority to enter into Task Order No. 29 with CH2M Hill for such services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute Task Order No. 29 with CH2M Hill, Inc., and to take whatever steps necessary to effectuate the terms of said Task Order on behalf of the Authority.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY



TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1938; Authorizing the Execution of Task Order No. 32 with Kluber Architects & Engineers for the Project: Flight Center 1st Floor HVAC Testing and Balancing

DATE: March 12, 2015

SUMMARY:

The Airport Authority's 2015 Capital Budget includes a project to test and balance the 1st floor HVAC heat in the Flight Center building. The project will provide supplemental hot water coils for the existing fan power boxes that supply air to the lobby areas. The hot water coils will allow faster recovery of the space temperature, after large amounts of air infiltrate the lobby from exterior doors opening and closing continuously. The hot water system and air handling systems will then be tested, adjusted and balanced.

Staff is in receipt of Task Order No. 32 from Kluber Architects & Engineers for design and construction phase services related to this project. Design phase services will include preparation of plans, specifications and bidding documents. Construction phase services will include preconstruction meeting, construction observation and project closeout. The fee for these services is a not-to-exceed cost of \$13,458.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The design and construction phase fee submitted by Kluber Architects & Engineers is a not-to-exceed cost of \$13,458.

\$126,600 is included in the 2015 Capital Budget to fund this project.

STAKEHOLDER PROCESS:

None.

LEGAL REVIEW:

Standard form task order will be utilized.

ATTACHMENTS:

- Proposed Resolution 2015-1938; Authorizing the Execution of Task Order No. 32 with Kluber Architects & Engineers for the Project: Flight Center 1st Floor HVAC Testing and Balancing.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1938; Authorizing the Execution of Task Order No. 32 with Kluber Architects & Engineers for the Project: Flight Center 1st Floor HVAC Testing and Balancing.

RESOLUTION 2015-1938

Authorizing the Execution of Task Order No. 32 with Kluber Architects & Engineers for the Project: Flight Center 1st Floor HVAC Testing and Balancing

WHEREAS, the DuPage Airport Authority, an Illinois Special District (“Authority”), previously selected Kluber Architects & Engineers (“Kluber”) to provide planning, design and construction services for various construction projects pursuant to the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq. (the "Act");

WHEREAS, the Authority expects to pursue the accomplishment of a project described as Flight Center 1st Floor HVAC Testing and Balancing (the "Project"); and

WHEREAS, the Authority has previously entered into a Contract with Kluber for work at the DuPage Airport and is in receipt of Task Order No. 32 from Kluber for Design and Construction Phase Services for said Project for a total not-to-exceed amount of \$13,458.00; and

WHEREAS, the Authority finds that the cost to provide said services is reasonable and deems it to be in the best interest of the Authority to enter into Task Order No. 32 with Kluber for such services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute Task Order No. 32 with Kluber, and to take whatever steps necessary to effectuate the terms of said Task Order on behalf of the Authority.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez	_____	Gina R. LaMantia	_____
Stephen L. Davis	_____	Michael V. Ledonne	_____
Charles E. Donnelly	_____	Gregory J. Posch	_____
Peter H. Huizenga	_____	Daniel J. Wagner	_____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.


CHAIRMAN

(ATTEST)

SECRETARY



TO: Board of Commissioners

FROM: Mark Doles 
Director, Aviation Facilities and Properties

THROUGH: David Bird
Executive Director

RE: Authorization of Proposed Ordinance 2015-283, Temporary Reduction in Certain Fees

DATE: March 11, 2015



SUMMARY:

As a result of the substantial downturn in the economy, especially in the aviation industry, staff previously proposed relief to based regulated aviation businesses in the form of a temporary fee reduction. Previously, Ordinances 2009-227, 2011-240, 2012-249, 2013-267 and 2014-273 were adopted by the Board to provide a temporary 50% reduction in the Specialized Aviation Service Organization (“SASO” – formerly FBO) Fees charged by the Airport Authority. The reduction did not apply to Permittee Fees associated with temporary non-based commercial operators or any fees associated with Self Service Fueling Permittees. The last temporary reduction commenced January 1, 2014 and terminated December 31, 2014.

Fees are charged by the Authority for the following types of regulated aviation businesses:

- Aircraft Maintenance / Avionics or Instrument Repair
- Aircraft Charter
- Flight Training
- Aircraft Rental
- Pilot Supplies

These Ordinances decreased fees 50% for a one-year periods (2010 through 2014) resulting in an annual decrease in revenues of approximately \$40,000 to the Authority. This reduction was recognized in previous budgets and has again been anticipated in the FY 2015 budget.

Based upon the continued difficult economic conditions, and their impact on the aviation industry, Staff proposes that the Board extends the temporary 50% reduction for FY 2015 (Jan 1, 2015 – Dec. 31, 2015).

PREVIOUS COMMITTEE/BOARD ACTION:

- March 19, 2014 Board adopts Ordinance 2014-273, Authorizing Temporary Reduction in Certain Fees
- June 12, 2013 Board adopts Ordinance 2013-267, Authorizing Temporary Reduction in Certain Fees
- January 25, 2012 Board adopts Ordinance 2012-249, Authorizing Temporary Reduction in Certain Fees
- January 12, 2011 Board adopts Ordinance 2011-240, Authorizing Temporary Reduction in Certain Fees
- November 11, 2009 Board adopts Ordinance 2009-227, Authorizing Temporary Reduction in Certain Fees

REVENUE OR FUNDING IMPLICATIONS:

SASO Type	Existing Annual Fee	Temporary Reduction
Aircraft Maintenance/Avionics	\$1.25 per billed labor hour – minimum \$12,000 annually	\$0.63 per billed labor hour – minimum \$6,000 annually
Aircraft Charter	\$5,000 per year plus fee based upon aircraft \$250 - \$2,000	\$2,500 per year plus fee based upon aircraft \$125 - \$1,000
Flight Training	\$50.00 per instructor	\$25.00 per instructor
Aircraft Rental	\$240 - \$720 per year based upon aircraft	\$120 - \$360 per year based upon aircraft
Pilot Supplies	\$1,000	\$500

Based upon current SASO Agreements, this proposed temporary reduction will decrease revenue to the Airport Authority by approximately \$40,000.

STAKEHOLDER PROCESS:

No formal discussions have been held with the SASO Agreement holders. However, SASO Agreement holders have voiced their support of the continuation of this temporary reduction and are very appreciative of the Board’s proactive support through this reduction.

LEGAL REVIEW:

Authority Legal Counsel drafted the original Ordinance and dates were revised to reflect the proposed period of January 1, 2015 through December 31, 2015.

ATTACHMENTS:

- Proposed Ordinance 2015-283 authorizing Temporary Reduction in Certain Fees

ALTERNATIVES:

The Committee and/or Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and staff that the Board approves Ordinance 2015-283, Authorizing Temporary Reduction in Certain Fees, at the March 18th Board meeting.

ORDINANCE NO. 2015-283
TEMPORARY REDUCTION IN CERTAIN FEES

WHEREAS, the DuPage Airport Authority (hereinafter the "Authority") is a duly authorized and existing airport authority under the laws of the State of Illinois;

WHEREAS, pursuant to the authority granted in 70 ILCS 5/8.04, the Authority may fix such fees as it deems advisable;

WHEREAS, pursuant to the authority granted in 70 ILCS 5/8.04, the Authority has levied fees on Specialized Aviation Service Organization operators on business transacted at the DuPage Airport;

WHEREAS, the Authority has deemed it advisable and in the public interest to temporarily reduce the fees levied on Specialized Aviation Service Organization operators by fifty percent (50%) for a period of one (1) year;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the DuPage Airport Authority as follows:

Section 1. The above recitals are hereby incorporated as if once again fully set forth herein.

Section 2. For a period of one (1) year from the effective date of this Ordinance, the Specialized Aviation Service Organization operator fees levied by the Authority, as set forth in Attachment C to the Authority's Minimum Standards adopted June 12, 2006, shall each be reduced by fifty percent (50%). In the event this temporary fee reduction results in a reduced fee containing a fraction of a cent, the fee shall be rounded up to the next higher cent. No other fees set forth in Authority's Minimum Standards or elsewhere are reduced by this Ordinance, including but not limited to Permittee Fees as set forth in Attachment C to the Minimum Standards.

Section 3. The reduction set forth herein is a temporary reduction not to exceed one (1) year. At the expiration of one year, or sooner as determined in the discretion of the Authority and approved by ordinance, the fees reduced by this Ordinance shall automatically revert to the amounts set forth in Attachment C to the Authority's Minimum Standards or such other amount as is deemed advisable by the Authority and approved by ordinance.

Section 4. The provisions of this Ordinance shall be in full force and effect as of January 1, 2014.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael LeDonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2015-1918

**A Resolution of the DuPage Airport Authority
Relating to Designated Depositories
of DuPage Airport Authority
and Persons Authorized to Sign Checks,
Drafts or Other Orders for the Payment of Money
Drawn in the Name of the Authority**

WHEREAS, Article VI, Section 3 of the Bylaws of DuPage Airport Authority, provides that all checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Authority, shall be signed in such manner as shall from time to time be determined by ordinance or resolution of the Board of Commissioners; and

WHEREAS, Article VI, Section 4 of the Bylaws of DuPage Airport Authority, provides that all funds of the Authority not otherwise employed shall be deposited, from time to time, to the credit of the Authority in such banks, trust companies or other depositories as the Board of Commissioners may select.

NOW, THEREFORE, BE IT RESOLVED that the MB Financial, Private Bank, J.P. Morgan, West Suburban Bank, and all banks located within DuPage and Kane Counties are hereby designated depositories of the DuPage Airport Authority and are hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in the name of the DuPage Airport Authority, including those drawn to the individual order of any person whose name or names appear thereon as signer or signers thereof; and

FURTHER BE IT RESOLVED, that the following officers and/or agents of DuPage Airport Authority be duly authorized to sign checks, drafts or other orders for the payment of money drawn in the name of the Authority, and/or its divisions:

Chairman of the Board
Vice Chairman
Secretary of the Board
Treasurer of the Board
Executive Director / Director of Finance

and the said banks shall be entitled to honor and to charge the DuPage Airport Authority for all such checks, drafts or other orders.

FURTHER BE IT RESOLVED that facsimile signatures for the Authority's Chairman, Vice Chairman, Treasurer and Executive Director will be accepted provided that one original signature [from the above listing] is present on said check, draft or order for payment regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signatures or signatures resemble the facsimile specimens duly certified to, or filed with the said banks by the Secretary or other Officer of the DuPage Airport Authority.

Resolution 2012-1645 is hereby repealed as of the effective date of this resolution.

This resolution shall be in full force and effect immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST

SECRETARY

RESOLUTION 2015-1918



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1919; Award of Bid to Burris Equipment Company for the Procurement of One (1) 2WD Diesel Fairway Mower

DATE: March 9, 2015

SUMMARY:

The Airport Authority's 2015 Capital Program includes the procurement of One (1) 2WD Diesel Fairway Mower. This mower replaces a 2002 mowing unit which is no longer repairable. The mower, in addition to two (2) units that were purchased in 2014 will complete the fairway mowing fleet utilized by Prairie Landing Golf Maintenance for the next ten (10) years.

A solicitation for sealed bids was advertised in the January 20, 2015 edition of the *Daily Herald Newspaper*. Three (3) sealed bids were received and opened at 2:30 p.m. on February 9, 2015. Bid results are as follows:

Bidder	Model	Total
Burris Equipment Co. Waukegan, IL	Jacobsen LF550	\$47,521.75
JW Turf, Inc. Hampshire, IL	John Deere 7500A Precision Cut Fairway Mower	\$51,943.67
Reinders, Inc. Sussex, WI	Toro Reelmaster 5410-D Tier 4 w/Extra Cutting Unit	\$53,769.82

Upon evaluation of the bids, it is apparent that Burris Equipment Company is the low, responsive and responsible bidder.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The bid submitted by Burriss Equipment Company is \$47,521.75 F.O.B. Prairie Landing Golf Course.

\$42,500 was included in the 2015 Capital Budget. Sufficient funds exist from Capital Budget equipment savings to fund this item.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- ❑ Proposed Resolution 2015-1919; Award of Bid to Burriss Equipment Company for the Procurement of One (1) 2WD Diesel Fairway Mower.
- ❑ Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1919; Award of Bid to Burriss Equipment Company for the Procurement of One (1) 2WD Diesel Fairway Mower.



Fairway Mowers

LF550/570™



LF570™ 4WD shown with TurfGroomer

Jacobsen's LF550/570 lightweight fairway mowers offer industry leading productivity and functionality through programmable controls, increased performance and simplified maintenance.

QUICK SPECS

Engine: Kubota® diesel and turbocharged diesel

Cutting Units:

LF550™ - Five 5 in. x 22 in. (12.7 cm x 55.9 cm)

LF570™ - Five 7 in. x 22 in. (17.8 cm x 55.9 cm)

Height of Cut:

LF550™ - 0.375-0.75 in. (9.5-19 mm)

LF570™ - 0.375-1.125 in. (9.5-28.5 mm)

High Cut Kit Available

Width of Cut: 100 in. (2.54 m)

Dimensions:

Weight: 2,242-2,421 lbs (1,017-1,098 kg) depending on model, with reels down and full fluids

Length (less catchers): 108 in. (2.74 m)

Height (with ROPS): 88 in. (2.23 m)

Width: 115 in. (2.92 m)



Burris Equipment Company
2001 Cherry Hill Road
Joliet, IL 60433

(815) 464-6650

LF550/570™

SPECIFICATIONS

Engine

Type	Kubota® V1505E 4-cycle, 4-cylinder, liquid cooled, low-emissions-certified diesel
Rated Horsepower*	35.5 hp (26.5 kW) @ 3000 rpm
Displacement	91.4 cu. in. (1498 cc)
Air Cleaner	Donaldson® dry cartridge type with evacuator, valve and service indicator
Cooling System	Pressurized, sealed cooling system
Lubrication System	Fully Pressurized
Fuel Capacity	17 gal. (64.4 L)
Oil Filter Type	Full-flow, replacement spin-on type
Electrical System	12 V (0.8 kW) starter; 40 amp alternator/regulator

Turbocharged Engine Option

Type	Kubota® V1505TE 4-cycle, 4-cylinder, turbocharged liquid-cooled, low-emissions-certified diesel
Horsepower	44.2 hp (32.9 kW) @ 3000 rpm

Speed (Maximum)

Mowing	8 mph (12.9 km/h)
Transport	12 mph (19.3 km/h)
Reverse	5 mph (8.1 km/h)

Traction and Drive

Traction Drive	Variable displacement, electronically controlled hydrostatic drive; 4WD models: SureTrac™ parallel-cross-series traction system
Reel Drive	3-section gear pump with quick disconnect coupled reel motors, solenoid controlled mow valve
Reel Lift	Joystick control, one-touch lift/lower control for all five reels
Hydraulic System	14 gal. (53 L) capacity; GreensCare™ biodegradable hydraulic fluid; oil monitor with low-oil alarm standard
Hydraulic Cooling	Hydraulic oil cooler; large volume, full-flow 10-micron filter

Tires, Brakes and Steering

Front Tires	26.5 x 14.0 - 12 tubeless
Rear Tires	18 x 9.50 - 8 tubeless
Brakes	Dynamic, through traction system
Parking Brake	Automatic wet park brake integrated in front wheel motors
Steering	Rear-wheel, hydrostatic power steering

Reels and Blades

Number and Size	LF550: Five 5 in. (12.7 cm) diameter x 22 in. (55.9 cm)	LF570: Five 7 in. (17.8 cm) diameter x 22 in. (55.9 cm)
Number of Blades	LF550: 7 heavy section fairway blades	LF570: 9 or 11 heavy section fairway blades
Cutting Frequency	LF550: 7 blade - 0.074 in./mph (1.88 mm/km/h)	LF570: 9 blade - 0.079 in./mph (2.02 mm/km/h) 11 blade - 0.065 in./mph (1.65 mm/km/h)
Overall Cutting Width	100 in. (2.54 m)	
Height-of-Cut (Depending on turf condition, reel wear and bedknife installed)	LF550: 0.375 - 0.75 in. (9.5 - 19.0 mm) Available high-cut kit raises cutting height to 1.187 in. (30.2 mm)	LF570: 0.375 - 1.125 in. (9.5 - 28.5 mm) Available high-cut kit raises cutting height to 1.563 in. (39.7 mm)

Weight and Dimensions

Weight with Reels Up (full fluids, less operator)	LF550 2WD: 2837 lbs. (1287 kg) LF550 4WD: 2961 lbs. (1343 kg) LF550 4WD Turbo: 2974 lbs. (1349 kg)	LF570 2WD: 3135 lbs. (1422 kg) LF570 4WD: 3247 lbs. (1473 kg) LF570 4WD Turbo: 3285 lbs. (1490 kg)
Weight with Reels Down (full fluids, less operator)	LF550 2WD: 2242 lbs. (1017 kg) LF550 4WD: 2366 lbs. (1073 kg) LF550 4WD Turbo: 2379 lbs. (1079 kg)	LF570 2WD: 2271 lbs. (1030 kg) LF570 4WD: 2383 lbs. (1081 kg) LF570 4WD Turbo: 2421 lbs. (1098 kg)
Length (less catchers)	108 in. (2.74 m)	
Height (with ROPS)	88 in. (2.23 m)	
Width	Mow: 115 in. (2.92 m); Transport: 87 in. (2.2 m)	

*Engine horsepower is provided by engine manufacturer. Actual operating power output may vary due to conditions of specific use.
NOTE: Specifications, while correct at time of printing, may change without notice.

RESOLUTION 2015-1919

Award of Bid to Burriss Equipment for Procurement of One (1) 2WD Diesel Fairway Mower

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for the procurement of One (1) 2WD Diesel Fairway Mower; and

WHEREAS, the Authority has received and reviewed three (3) sealed bids on February 9, 2015; and

WHEREAS, it is apparent that Burriss Equipment is the low, responsive and responsible bidder at a cost of \$47,521.75; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to generate the necessary Purchase Order Contract for the procurement of One (1) Jacobsen LF550 Fairway Mower for a total cost of \$47,521.75 F.O.B. Prairie Landing Golf Club; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order Contract with Burriss Equipment and to take whatever steps necessary to effectuate the terms of said Purchase Order Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
2WD DIESEL FAIRWAY MOWER
SOLICITATION NO. 2015-0116B**

STATEMENT OF POLITICAL CONTRIBUTIONS

BURRIS EQUIPMENT CO.
(name of entity or individual)

2216 N. CARTHAGEN RD.
WARRICK, IL. 60097
(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>NONE</u>				

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:


"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

2-4-15 (date) *Paul Heinrichs, Pres* (signature) PRESIDENT (title of signer, if a business)



DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1920; Award of Bid to Burriss Equipment Company for the Procurement of Two (2) Triplex Greens Mowers

DATE: March 9, 2015

SUMMARY:

The Airport Authority's 2015 Capital Program includes the procurement of Two (2) Triplex Greens Mowers to be utilized by Prairie Landing Golf Maintenance. The mowers will replace two (2) 2003 mowing units which are at the end of their useful life.

A solicitation for sealed bids was advertised in the January 20, 2015 edition of the *Daily Herald Newspaper*. Three (3) sealed bids were received and opened at 3:00 p.m. on February 9, 2015. Bid results are as follows:

Bidder	Model	Unit Cost	Qty	Total
Burriss Equipment Company Waukegan, IL	Jacobsen Greensking IV Plus	26,286.50	x2	\$52,573
Reinders Inc. Sussex, WI	Toro Greensmaster 3250-D	28,357	x2	\$56,714
J.W. Turf Inc. Hampshire, IL	John Deere 2500 B Diesel	34,061.71	x2	\$68,123.42

Upon evaluation of the bids, it is apparent that Burriss Equipment Company is the low, responsive and responsible bidder.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The bid submitted by Burriss Equipment Company is \$52,573 F.O.B. Prairie Landing Golf Course.

\$65,000 was included in the 2015 Capital Budget to fund this item.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- ❑ Proposed Resolution 2015-1920; Award of Bid to Burris Equipment Company for the Procurement of Two (2) Triplex Greens Mowers.
- ❑ Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1920; Award of Bid to Burris Equipment Company for the Procurement of Two (2) Triplex Greens Mowers.



GREENS KING[®] IV/IV Plus

The Greens King[®] IV is our least expensive and lightest weight riding greens mower. The GK IV offers reduced maintenance and fewer potential leak points. The Greens King IV Plus, available in both Gas and Diesel models, adds to the great features of the Greens King IV with power steering for easier operation and a higher horsepower engine to tackle the toughest jobs. Quality, reliability and simplicity are what make the Greens King IV and IV Plus some of our best selling ride-on greens mowers. Their simple design is easy to maintain and Jacobsen reels provide a superior quality of cut every time.



Factory-filled with GreensCare™
Biodegradable Hydraulic Fluid

- **Greens King IV:** Manual Steering; Greens King IV Plus: Power Steering
- **Attachments include** vertical mowers, spikers, brushes, greens rollers and Turf Groomers[®]
- **Walk-through operator station** allows access from either side
- **On-board backlapping**
- **Free-floating, steerable cutting heads** move independently of the tractor
- **GreensCare™ biodegradable oil** eliminates the risk of long-term turf problems and environmental contamination

QUICK SPECS

Engine: Briggs & Stratton[®] Vanguard™ V-Twin Gas or Kubota[®] D722 Diesel

Mow Speed: 3.7 mph (6 km/h)

Height of Cut: 0.062 – 0.438 in. (1.6 – 11.1 mm)

Width of Cut: 62 in. (1.6 m)

Dimensions:

Weight (less catchers): 1068 – 1174 lbs.
(484.4 – 532.5 kg)

Length (less catchers): 87.5 in. (2.22 m)

Height with ROPS: 78 in. (1.98 m)

Width: 70 in. (1.78 m)



Burris Equipment Company
2001 Cherry Hill Road
Joliet, IL 60433

(815) 464-6650

GREENS KING® IV/IV Plus

SPECIFICATIONS

Engine	
Type	GK IV and GK IV Plus Gas: Briggs & Stratton® Vanguard™ V-twin GK IV Plus Diesel: Kubota® D722 3-cylinder diesel
Horsepower*	GK IV: 16 hp (11.9 kW) GK IV Plus Gas: 18 hp (13.4 kW) @3600 rpm GK IV Plus Diesel: 17.7 hp (13.2 kW)
Displacement	GK IV: 29.3 cu. in. (480 cc) GK IV Plus Gas: 34.78 cu. in. (570 cc) @3600 rpm GK IV Plus Diesel: 43.88 cu. in. (719 cc)
Air Cleaner System	GK IV and GK IV Plus Gas: Dual Element GK IV Plus Diesel: Dry, two stage
Cooling System	GK IV and GK IV Plus Gas: Air cooled GK IV Plus Diesel: Pressurized, sealed cooling system; coolant capacity: 3 qt. (2.85 L)
Fuel Capacity	8 gal. (31 L)
Speed (Maximum)	
Mowing	3.7 mph (6 km/h)
Transport	6.6 mph (10.6 km/h)
Reverse	3.5 mph (5.6 km/h)
Traction and Differential	
Traction Drive	Hydraulic motor on each drive wheel
Reel Drive	Gear type hydraulic motor; backlap control standard
Reel Lift	Hydraulic, double action cylinders
Hydraulic System	5 gal. (18.9 L) capacity; 20-micron, full flow filtration; biodegradable fluid
Tires, Brakes and Steering	
Tires	18 x 9.5 - 8, 2-ply, pneumatic, tubeless
Parking Brake	Internal expanding, hand operated
Ground Pressure	10 psi (0.7 kg/cm ²)
Steering	GK IV: Manual GK IV Plus Gas and GK IV Plus Diesel: Power
Weight and Dimensions	
Weight (less catchers)	GK IV: 1068 lbs. (484.4 kg) GK IV Plus Gas: 1073 lbs. (486.7 kg) GK IV Plus Diesel: 1174 lbs (532.5 kg)
Length	87.5 in. (2.22 m)
Height with ROPS	78 in. (1.98 m)
Wheelbase	51.5 in. (1.34 m)
Width	70 in. (1.78 m) in mow mode; 50.5 in. (1.27 m) in transport mode
Reels and Blades	
Number and Size	Three 22 in. (56 cm) reels; 5 in. (12.7 cm) diameter
Number of Blades	7, 9, 11
Blade Material	Hardened, high-carbon steel
Cutting Frequency	0.053 in./mph (0.836 mm/kph) with 11 blade reels
Overall Cutting Width	62 in. (1.6 m)
Height of Cut Range (depending on turf condition, reel wear and bedknife installed)	0.062 - 0.438 in. (1.6 - 11.1 mm)
Reel Weights	7 blade: 55 lbs. (25.1 kg) 9 blade: 58 lbs. (26.1 kg) 11 blade: 55 lbs. (24.9 kg)

*Engine horsepower is provided by engine manufacturer. Actual operating power output may vary due to conditions of specific use.

NOTE: Specifications, while correct at time of printing, may change without notice.

Riding Greens Mowers

PRODUCT CONFIGURATION

EQUIPPED STANDARD

- ✓ Standard ROPS with seat belt
- ✓ GreensCare biodegradable hydraulic fluid
- ✓ On board backtapping
- ✓ One piece seat
- ✓ Grass catchers

CUTTING UNITS

- 22 in. (55.9 cm) 11 blade reel
- 22 in. (55.9 cm) 9 blade reel
- 22 in. (55.9 cm) 7 blade reel
- 22 in. (55.9 cm) Verticus reel, 75 in. (1.9 cm) spacing

ROLLERS

- 22 in. (55.9 cm) Grooved assembly steel disc roller, 2 in. (5.1 cm) diameter
- 22 in. (55.9 cm) Grooved segmented machined aluminum roller, 2.25 in. (5.7 cm) diameter
- 22 in. (55.9 cm) Solid tube steel roller with scraper (light), 2 in. (5.1 cm) diameter
- 22 in. (55.9 cm) Solid tube steel roller with scraper, 2 in. (5.1 cm) diameter
- 22 in. (55.9 cm) Grooved machined steel roller, 2-3/16 in. (5.56 cm) diameter
- 22 in. (55.9 cm) Grooved machined aluminum roller, 2-3/16 in. (5.56 cm) diameter

ACCESSORIES

- Quick Roll greens roller
- Spiker with frame assembly, 2 in. (5.1 cm) spacing, 30 blades
- 22 in. (55.9 cm) front roller fine bristle brush
- Powered rear roller brush
- High cut bar - 151/8 in. (2.4 cm) when used with 2-3/16 in. (5.56 cm) roller
- Grass catcher
- Canopy/Sunshade kit
- Arm rest kit
- Hydraulic motor storage kit
- Light kit

GENUINE SERVICE PARTS

- 9 blade, 5 in. x 22 in. (12.7 x 55.9 cm) Classic XP reel cylinder
- 11 blade, 5 in. x 22 in. (12.7 x 55.9 cm) Classic XP reel cylinder
- 22 in. (55.9 cm) high profile Legendary™ bedknife
- 22 in. (55.9 cm) low profile Legendary bedknife
- 22 in. (55.9 cm) tournament Legendary bedknife
- 22 in. (55.9 cm) super tournament Legendary bedknife
- 22 in. (55.9 cm) super tournament XXR bedknife
- MiAGSystem™ kit with backing, magnets and tournament MiAGKnife™
- MiAGSystem kit with backing, magnets and super tournament MiAGKnife
- 22 in. (55.9 cm) medium section MAGKnife
- 22 in. (55.9 cm) high profile MAGKnife
- 22 in. (55.9 cm) low profile MAGKnife
- 22 in. (55.9 cm) tournament MAGKnife
- 22 in. (55.9 cm) super tournament MAGKnife
- GreensCare 46 - 5 gal. (18.9 L) pail
- GreensCare 46 - 55 gal. (208.2 L) drum
- GreensCare Plus 46 - 5 gal. (18.9 L) pail
- 500 hour interval maintenance kit including (1) engine air filter, (1) engine oil filter, (1) hydraulic oil filter, 5 gal. (18.9 L) GreensCare 46 biodegradable hydraulic oil

RESOLUTION 2015-1920

Award of Bid to Burris Equipment for Procurement of Two (2) Triplex Greens Mowers

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for the procurement of Two (2) Triplex Greens Mowers; and

WHEREAS, the Authority has received and reviewed three (3) sealed bids on February 9, 2015; and

WHEREAS, it is apparent that Burris Equipment is the low, responsive and responsible bidder at a cost of \$52,573.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to generate the necessary Purchase Order Contract for the procurement of Two (2) Jacobsen Greensking IV Plus Triplex Greens Mowers for a total cost of \$52,573.00 F.O.B. Prairie Landing Golf Club; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order Contract with Burris Equipment and to take whatever steps necessary to effectuate the terms of said Purchase Order Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
TRIPLEX GREENS MOWERS
SOLICITATION NO. 2015-0116C**

STATEMENT OF POLITICAL CONTRIBUTIONS

BURRIS EQUIPMENT CO.
(name of entity or individual)

2216 N. GILBERT RD.
WAVERTON, IL - 60097
(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>NONE</u>				

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

2-4-15
(date)

Bruce Heinrichs, Pres
(signature)

President
(title of signer, if a business)



DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna *DB*
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1921; Award of Bid to Burris Equipment Company for the Procurement of One (1) Bedknife Grinder

DATE: March 9, 2015

SUMMARY:

The Airport Authority's 2015 Capital Program includes the procurement of One (1) Bedknife Grinder. The bedknife grinder is utilized by Prairie Landing Golf Maintenance for sharpening the mowing unit bedknives. The new unit will replace a 1993 bedknife grinder which is at the end of its useful life.

A solicitation for sealed bids was advertised in the January 20, 2015 edition of the *Daily Herald Newspaper*. Three (3) sealed bids were received and opened at 2:00 p.m. on February 9, 2015. Bid results are as follows:

Bidder	Model	Total
Burris Equipment Waukegan, IL	Neary 277 Semi-Automatic Grinder	\$13,539
Reinders, Inc. Sussex, WI	Foley 672 Accu-Pro Grinder	\$16,649
JW Turf, Inc. Hampshire, IL	Bernhard AM4000 DXI	\$19,384.68

Upon evaluation of the bids, it is apparent that Burris Equipment Company is the low, responsive and responsible bidder.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The bid submitted by Burriss Equipment Company is \$13,539 F.O.B. Prairie Landing Golf Course.

\$20,000 was included in the 2015 Capital Budget to fund this item.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- Proposed Resolution 2015-1921; Award of Bid to Burriss Equipment Company for the Procurement of One (1) Bedknife Grinder.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1921; Award of Bid to Burriss Equipment Company for the Procurement of One (1) Bedknife Grinder.

New!

neary
TECHNOLOGIES



277₅₃



NEW guard door with safety interlock switch.

Specifications

Overall 62" long x 33" wide x 59" high
 Shipping 74" long x 41" wide x 69" high, 122 cubic feet
 Weight 730 lbs (331 Kg)
 Power 115 volts, 50/60 hertz, single phase, 15 amp circuit
 Grinding Wheel 6" OD x 1-1/4" ID x 2" thick 46 grit type 6
 Grinding Motor 3/4 HP, totally enclosed, fan cooled, 3450 RPM
 Order Number 2770902

Standard Features

Frame Design Structurally engineered welded-steel frame
 Traverse System Belt drive variable speed using proximity direction sensors
 Infeed Manual
 Coolant Flood coolant system
 Carriage "V" roller carriage infeed with adjustable grinding wheel height
 Rails Precision ground round rails with recirculating ball bearings
 Dresser System Carriage-mounted self-contained dresser system
 Bedknife Support Bedknife mounts on permanent magnets with alignment stops and centers

Optional Equipment

220v 50 or 60Hz Order number 2770952

Neary continually changes and improves its products based on the needs of the customer, Neary reserves the right to change specifications without notice.



Easy setup with machine-mounted angle indicator and foldaway bedknife alignment stops.



Grinding motor and infeed system provides the ultimate in rigidity, accuracy, simplicity, and reliability.



Bedknife mounts on permanent magnets with alignment stops and center supports.



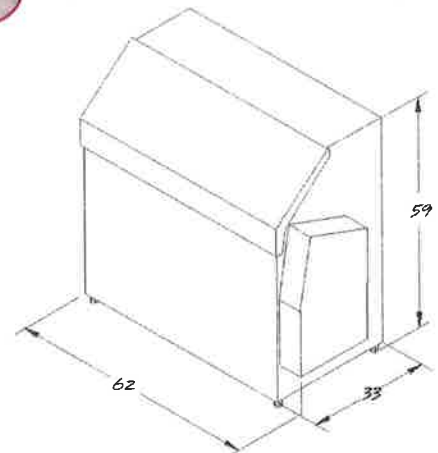
Grinding carriage rides on precision positive rail alignment system with precision ground round rails powered by a belt drive traverse system.



Wheel dressing system that provides fast dressing with minimal adjustment for maximum ease of use.



Conveniently located controls include variable speed traverse.



RESOLUTION 2015-1921

Award of Bid to Burris Equipment for Procurement of One (1) Bedknife Grinder

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for the procurement of One (1) Bedknife Grinder; and

WHEREAS, the Authority has received and reviewed three (3) sealed bids on February 9, 2015; and

WHEREAS, it is apparent that Burris Equipment is the low, responsive and responsible bidder at a cost of \$13,539.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to generate the necessary Purchase Order Contract for the procurement of One (1) Neary 277 Semi-Automatic Grinder for a total cost of \$13,539.00 F.O.B. Prairie Landing Golf Club; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order Contract with Burris Equipment and to take whatever steps necessary to effectuate the terms of said Purchase Order Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
BEDKNIFE GRINDER
SOLICITATION NO. 2015-0116A**

STATEMENT OF POLITICAL CONTRIBUTIONS

BURNS EQUIPMENT CO.
(name of entity or individual)

2216 N. CARLENSBAY RD.
WARRICK, IL. 60097
(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>NONE</u>				

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

2-4-15
(date)


Burg Heinrichs, Pres
(signature)

PRESIDENT
(title of signer, if a business)



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1922; Award of Bid to Reinders, Inc. for Procurement of Golf Course Irrigation Rotors

DATE: March 9, 2015

SUMMARY:

The Airport Authority's 2015 Capital Program includes the procurement of Golf Course Irrigation Rotors. This project involves procuring 234 (quantity) Toro Flex 855 Series, Model No. FLX55-541-2 Golf Course Irrigation System Rotors (irrigation heads) for replacement by Prairie Landing Golf Maintenance. The replacement will eliminate waste, reduce runoff into bunkers, reduce overspray and will make the irrigation system more efficient and environmentally friendly.

A solicitation for sealed bids was advertised in the February 3, 2015 edition of the *Daily Herald Newspaper*. Three (3) sealed bids were received and opened at 2:30 p.m. on February 25, 2015. Bid results are as follows:

Bidder	Model	Unit Price	Qty	Total
Reinders, Inc Sussex, WI	FLX55-541-2	\$188.70	x234	\$45,288
Kenney Machinery Corp. Indianapolis, IN	FLX55-541-2	\$220.00	x234	\$51,480
MTI Distributing, Inc. Brooklyn Center, MN	FLX55-541-2	\$222.00	x234	\$51,948

Upon evaluation of the bids, it is apparent that Reinders, Inc. is the low, responsive and responsible bidder.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The bid submitted by Reinders, Inc. is \$45,288 F.O.B. Prairie Landing Golf Course.

\$44,000 was included in the 2015 Capital Budget. Sufficient funds exist from Capital Budget equipment savings to fund this item.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- Proposed Resolution 2015-1922; Award of Bid to Reinders, Inc. for Procurement of Golf Course Irrigation Rotors.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1922; Award of Bid to Reinders, Inc. for Procurement of Golf Course Irrigation Rotors.

TORO

Count on it.

FLEX800™ 35/55 SERIES GOLF ROTORS



The New FLEX800 35/55 Series features a dual trajectory main nozzle that provides exceptional nozzle performance at the 25° standard angle position and great performance in windy applications at the 15° low angle position. And the part/full circle drive allows you to adjust the area of coverage to match your seasonal watering needs or meet water rationing mandates in seconds with no additional parts required.

Features & Benefits

Industry's Largest Nozzle Selection

Nozzles from 43' to 92' radius plus a wide assortment of back nozzles lets you put the precise amount of water exactly where you need it. All nozzles threaded in from front.

Stainless Steel Valve Seat

Eliminates body damage from rocks and debris. This in-destructible stainless steel seat is molded to the body and virtually eliminates body replacements due to seat damage.

Optional Radius Reduction Screw

Allows for fine tuning the radius to exactly the distance you need. In combination with main nozzle sizing and trajectory adjustment the radius reduction screw can effectively reduce the sprinkler throw down to 30'.

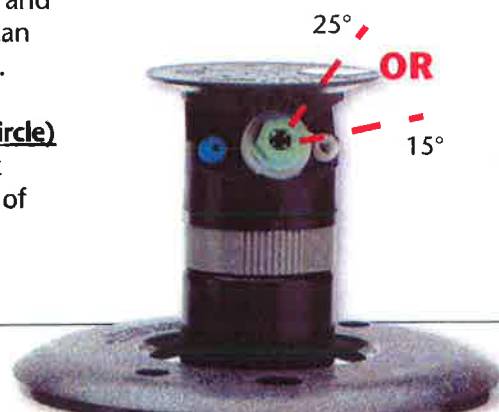
True Part and Full-Circle in One – (40° - 330° part circle)

These sprinklers can be full circle today and part circle tomorrow allowing you to adjust the area of coverage to match your seasonal needs or meet water rationing mandates.



FLX35

FLX55



Dual Trajectory

The 25° setting provides maximum distance of throw and the 15° setting provides improved wind performance, radius reduction and obstacle avoidance.

RESOLUTION 2015-1922

Award of Bid to Reinders, Inc. for Procurement of Golf Course Irrigation Rotors

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for the procurement of 234 Golf Course Irrigation Rotors; and

WHEREAS, the Authority has received and reviewed three (3) sealed bids on February 25, 2015; and

WHEREAS, it is apparent that Reinders, Inc. is the low, responsive and responsible bidder at a cost of \$45,288.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to generate the necessary Purchase Order Contract for the procurement of 234 Golf Course Irrigation Rotors Model No. FLX55-541-2 for a total cost of \$45,288.00 F.O.B. Prairie Landing Golf Club; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order Contract with Reinders, Inc. and to take whatever steps necessary to effectuate the terms of said Purchase Order Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
IRRIGATION ROTORS
SOLICITATION NO. 2015-0201A**

STATEMENT OF POLITICAL CONTRIBUTIONS

Reinders, Inc
(name of entity or individual)

W227 N6225 Sussex Rd
Sussex, WI 53089
(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>None</u>				

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:


"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

2-3-15 (date) [Signature] (signature) President (title of signer, if a business)



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1923; Award of Contract to Aurora Laundry Company
d/b/a Valley Linen Supply for Linen and Towel Rental Services

DATE: March 9, 2015

SUMMARY:

Prairie Landing Golf Club utilizes a linen and towel rental service for providing napkins, table cloths, towels and aprons for its banquet and restaurant operations. Such service is responsible for maintaining in-stock inventory, pickup of soiled items, cleaning, ironing, delivering and replacing damaged or worn items. Prairie Landing also utilizes this service for cleaning of non-rental items including chef coats and pants.

The existing contract with Valley Linen Supply expires on March 15, 2015. A solicitation for a new one (1) year contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority was advertised in the January 21, 2015 edition of the *Daily Herald Newspaper*. Two (2) sealed bids were received and opened at 2:00 p.m. on February 11, 2015. Bid results are attached to this memo as Exhibit A.

Upon evaluation of the bids, it was determined that Valley Linen Supply is the low, responsive and responsible bidder. Aramark, the other bidder does not meet specification for providing the tablecloth sizes or napkin color selection required by Prairie Landing.

Prairie Landing staff has been pleased with the performance of Valley Linen Supply.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

\$21,000 was included in the 2015 Operating Budget for linen and towel rental services.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- ❑ Proposed Resolution 2015-1923; Award of Contract to Aurora Laundry Company d/b/a Valley Linen Supply for Linen and Towel Rental Services.
- ❑ Bid Tabulations
- ❑ Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1923; Award of Contract to Aurora Laundry Company d/b/a Valley Linen Supply for Linen and Towel Rental Services.

Exhibit A - Bid Tabulations: 2:00 P.M on 2/11/15

Type	Color	Estimated Weekly Inventory	Valley Linen Per Item Cost	Aramark Per Item Cost	Valley Linen Per Item Replacement Cost	Aramark Per Item Replacement Cost
20" x 20" Napkins	White	400	\$0.07	\$.065	\$1.25	\$1.25
20" x 20" Napkins	Ivory	400	\$0.07	\$.065	\$1.48	\$1.25
20" x 20" Napkins	Assorted Color	As Needed	\$0.09	\$.065	\$1.48	\$1.25
20" x 20" Napkins	Premium Color	As Needed	\$0.14	Not Offered	\$1.48	Not Offered
52" x 52" Tablecloth	White	10	\$0.51	\$.52	\$8.35	\$8.50
52" x 52" Tablecloth	Ivory	10	\$0.58	\$.52	\$8.75	\$8.50
52" x 52" Tablecloth	Black	As Needed	\$0.60	\$.52	\$8.85	\$8.50
52" x 114" Tablecloth	White	10	\$1.15	\$.88	\$16.00	\$16.00
52" x 114" Tablecloth	Ivory	10	\$1.20	\$.88	\$16.85	\$16.00
52" x 114" Tablecloth	Black	As Needed	\$1.25	\$.88	\$17.10	\$16.00
90" x 90" Tablecloth	White	150	\$1.30	\$.86	\$36.20	\$21.50
90" x 90" Tablecloth	Ivory	150	\$1.35	\$.86	\$36.20	\$21.50
90" x 90" Tablecloth	Black	As Needed	\$1.35	\$.86	\$36.20	\$21.50
120" Round Tablecloth	White	As Needed	\$5.00	Not Offered	\$36.20	Not Offered
120" Round Tablecloth	Ivory	As Needed	\$5.90	Not Offered	\$38.28	Not Offered
120" Round Tablecloth	Black	As Needed	\$7.50	Not Offered	\$40.00	Not Offered
132" Round Tablecloth	White	As Needed	\$5.90	Not Offered	\$42.50	Not Offered
132" Round Tablecloth	Ivory	As Needed	\$6.90	Not Offered	\$45.95	Not Offered
132" Round Tablecloth	Black	As Needed	\$8.50	Not Offered	\$47.95	Not Offered
Bath Towel 27" x 54"	White	200 (Seasonal)	\$0.38	\$.017	\$3.97	\$3.00
Bar Towel - Standard	Blue	50	\$0.18	\$.08	\$1.00	\$.50
Kitchen Towel - Standard	White	75	\$0.18	\$.08	\$1.00	\$.50
Bib Apron	White	60	\$0.34	\$.16	\$2.97	\$5.00

Non Rental Items	Valley Linen Per Item Cleaning	Aramark Per Item Cleaning
Chef Coat Steam	\$0.80	\$.25
Chef Coat Press	\$1.50	Not Offered
Chef Pants Steam	\$0.80	\$.25
Chef Pants Press	\$1.50	Not Offered

RESOLUTION 2015-1923

Award of Contract to Aurora Laundry Company d/b/a Valley Linen Supply for Linen and Towel Rental Services

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for the procurement of linen and towel rental services; and

WHEREAS, the Authority has received and reviewed two (2) sealed bids on February 11, 2015; and

WHEREAS, it is apparent that Aurora Laundry Company d/b/a Valley Linen Supply is the low, responsive and responsible bidder; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Aurora Laundry Company d/b/a Valley Linen Supply for providing linen and towel rental services during the period of April 1, 2015 through March 31, 2016, subject to two (2) one (1) year extensions at the sole discretion of the Authority for the rates attached hereto as Exhibit A; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with Aurora Laundry Company d/b/a Valley Linen Supply and to take whatever steps necessary to effectuate the terms of said Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

EXHIBIT A – RATE SCHEDULE

Type	Color	Estimated Weekly Inventory	Per Item Cost	Per Item Replacement Cost
20" x 20" Napkins	White	400	\$0.07	\$1.25
20" x 20" Napkins	Ivory	400	\$0.07	\$1.48
20" x 20" Napkins	Assorted Color	As Needed	\$0.09	\$1.48
20" x 20" Napkins	Premium Color	As Needed	\$0.14	\$1.48
52" x 52" Tablecloth	White	10	\$0.51	\$8.35
52" x 52" Tablecloth	Ivory	10	\$0.58	\$8.75
52" x 52" Tablecloth	Black	As Needed	\$0.60	\$8.85
52" x 114" Tablecloth	White	10	\$1.15	\$16.00
52" x 114" Tablecloth	Ivory	10	\$1.20	\$16.85
52" x 114" Tablecloth	Black	As Needed	\$1.25	\$17.10
90" x 90" Tablecloth	White	150	\$1.30	\$36.20
90" x 90" Tablecloth	Ivory	150	\$1.35	\$36.20
90" x 90" Tablecloth	Black	As Needed	\$1.35	\$36.20
120" Round Tablecloth	White	As Needed	\$5.00	\$36.20
120" Round Tablecloth	Ivory	As Needed	\$5.90	\$38.28
120" Round Tablecloth	Black	As Needed	\$7.50	\$40.00
132" Round Tablecloth	White	As Needed	\$5.90	\$42.50
132" Round Tablecloth	Ivory	As Needed	\$6.90	\$45.95
132" Round Tablecloth	Black	As Needed	\$8.50	\$47.95
Bath Towel 27" x 54"	White	200 (Seasonal)	\$0.38	\$3.97
Bar Towel - Standard	Blue	50	\$0.18	\$1.00
Kitchen Towel - Standard	White	75	\$0.18	\$1.00
Bib Apron	White	60	\$0.34	\$2.97

Non Rental Items	Per Item Cleaning
Chef Coat Steam	\$0.80
Chef Coat Press	\$1.50
Chef Pants Steam	\$0.80
Chef Pants Press	\$1.50

Per Delivery Charge	\$8.00
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**DUPAGE AIRPORT AUTHORITY
LINEN AND TOWEL RENTAL SERVICES
SOLICITATION NO. 2015-0119**

STATEMENT OF POLITICAL CONTRIBUTIONS

Aurora Laundry Company dba Valley Linen Supply
(name of entity or individual)

Leo J. Ahasic
562 S. River Street
Aurora, Illinois 60506
(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

2/10/15 Leo J. Ahasic PRES.
(date) (signature) (title of signer, if a business)



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna *DB*
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1924; Award of Bid to Multiple Vendors for 2015
Golf Course Turf Maintenance Supplies

DATE: March 9, 2015

SUMMARY:

Each year, Prairie Landing Golf Maintenance secures guaranteed pricing for the procurement of fertilizers, pesticides, plant growth regulators, herbicides, insecticides and specialty products used to maintain healthy turf.

Pricing is guaranteed for the remainder of 2015 and products are ordered from multiple vendors on an as-needed basis.

A solicitation for 2015 Golf Course Turf Maintenance Supplies was advertised in the February 3, 2015 edition of the *Daily Herald Newspaper*. Nine (9) sealed bids were received and opened at 2:00 p.m. on March 6, 2015.

Bid results are attached to this memo.

Upon evaluation of the bids, it is apparent that the following bidders are the low, responsive and responsible bidders for respective turf maintenance products: Reinder's Inc, John Deere Landscapes, Conserv FS, Masterblend International, and Arthur Clesen.

Staff has worked with all parties in the past three (3) years and has been pleased with their performance.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

In 2014, the Prairie Landing spent \$47,441 on turf maintenance supplies. \$80,000 was included in the 2015 Operating Budget to fund this item.

Staff recommends award of Purchase Order Contracts to multiple vendors for guaranteed 2015 pricing not-to-exceed \$80,000.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- ❑ Proposed Resolution 2015-1924; Award of Bid to Multiple Vendors for 2015 Golf Course Turf Maintenance Supplies.
- ❑ Bid Tabulations
- ❑ Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1924; Award of Bid to Multiple Vendors for 2015 Golf Course Turf Maintenance Supplies.

Fertilizers		Art Clesen	Chicagoland Turf	Conserv FS	Tyler/Master-Blend	John Deere Landscapes	Reinder's	Winfield Solutions	Harrell's	Agri-Energy Resources		
MnSO4(sprayable)	50# bag	49.25	61.53		52.50			38.50		80.00		
Phusion Mn 7%, 4% S	2 x 2.5 gal/cs		48.00									
FeSO4(sprayable)	50# bag	10.40	25.00		25.00	13.10		26.00		41.50		
6 Iron 6% Fe .05% Mn, acid	2 x 2.5 gal/cs		76.00									
K-Mag/Sul-Po-Mag 0-0-22 Micro	50# bag	25.00	20.00		18.50	24.62	25.88	27.88				
PK Plus 3-7-18 Potassium Phosphate	2 x 2.5 gal/cs	198.00										
Phosphite	2 x 2.5 gal/cs	88.00										
Plant food 5-10-20 Phosphate, aminos	2 x 2.5 gal/cs		208.00									
Phyte-off	2 x 2.5 gal/cs			129.00								
Phyte-off Plus(micros)	2 x 2.5 gal/cs			134.00								
Forti-Phite	2 x 2.5 gal/cs				125.00							
Green Flo Phyte	2 x 2.5 gal/cs					107.56						
Stressmaster UTE	2 x 2.5 gal/cs						99.50					
Actiphos 0-0-25	2 x 2.5 gal/cs							115.00				
Sill-K 21% Silica	2 x 2.5 gal/cs	192.50	328.76									
Greenspeed Si	2 x 2.5 gal/cs	120.00										
SilKal Griqqs	2 x 2.5 gal/cs							265.00				
Agri-Energy BioHumus 0-0-1	5 gal									35.00		
Agri-Energy SP1	5 gal									31.50		
Agri-Energy Residue DF	5 gal									32.25		
Agri-Energy CS44	5 gal									36.25		
Gypsum (Greens Grade)	50# bag	8.45		8.71	9.90	11.63		9.00		11.00		
Gypsum (Greens Grade)	1000 # bag				192.00			180.00				
2000#		325.00										
0-0-50 SOP (Fairway Grade)	50# bag	29.65	28.75	23.50	26.50	32.33		33.00				
0-0-50 SOP (Fairway Grade)	1000 # bag	595.00	575.00		524.00			660.00				
Liquid Foliar Micro-Mix(chelated)	2 x 2.5 gal/cs					38.44						
Krystalturf	2 x 2.5 gal/cs	140.00										
Plant food micro mix 1-0-0	2 x 2.5 gal/cs		175.50									
Agriplex	2 x 2.5 gal/cs			249.75								
Gravity 5-0-0	2 x 2.5 gal/cs							55.00				
15-0-15 100%AMS, 100%SOP,SGN150	50# bag		17.50		19.00							
15-0-15 100%AMS, 100%SOP,SGN150	1000 # bag		350.00		374.00							
14-2-14 97%AS, Fe, Mn	50# bag					21.66						
15-0-30 75% CRN, 100% SOP, Minors, SGN100	50# bag				30.30							
12-0-24 MD Lebanon	40# bag	40.00										
13-0-26 DG Andersons	40# bag	55.00										
15-0-30 50%NUT, SOP	50# bag		31.25									
15-0-30 50% Meth-ex40, SOP	50# bag			32.00								
21-0-0 Am. Sulphate (greens grd.) Sprayable	50# bag	16.85	20.45	21.99	14.50	10.97			18.00			
21-0-0 AMS (Fairway grade)	50# bag	16.60			10.50				18.43			
AMS 21-0-0 (Fairway Grade)	1000 # bag											
Duration CRN 24-0-12 80% coated, SGN150	50# bag				30.00							
27-0-5 Mesa/Expo Lebanon	50# bag	29.50										
25-2-12 97% Poly-S Andersons	50# bag	34.30										
24-0-12 80% XRT,SOP	50# bag		26.94									
24-4-12 80% Duration, SOP	50# bag		33.75									
24-3-12 M 80% Polyplus 1Fe	50# bag					25.10						
Activated Sludge 6-2-0 Bio Solids	50# bag			11.44	10.50	10.36	8.35		9.19			
Activated Sludge 6-2-0 Bio Solids	1000# bag				200.00				183.80			
Nutripel 4-4-0	50# bag	8.50										
Nutripel 4-4-0	2000# bag	220.00										
2000# bag							334.00					
Bulk Gypsum	1000# bag				130.00							
2000# bag		325.00										
Bulk High Cal-Lime	1000# bag											
2000# bag		320.00										
0-0-7 w/ 0.2 % Mallet, 150 SGN	50# bag			17.00								
0-0-7 w/ 0.2 % Mallet, 150 SGN	1000# bag											
0-0-7 w/ 0.2 % Merit, 150 SGN	50# bag					17.44						
0-0-7 w/ 0.2 % Merit, 150 SGN	2000# bag	950.00										
0-0-7 .225% Affectus	50# bag				17.00							
0-0-7 .225% Affectus	1000 # bag				334.00							

Pesticides		Art Clesen	Chicagoland Turf	Conserv FS	Tyler/Master-Blend	John Deere Landscapes	Reinder's	Winfield Solutions	Harrell's	Agri-Energy Resources
Fungicides	Unit									
Daconil Action	2 x 2.5 gal/cs	370.00	370.00		370.00	370.00	370.00	370.00	370.00	
Secure	2 x 2.5 gal/cs	2825.00	2825.00			2825.00	2825.00	2825.00	2825.00	
Headway	1 gal	417.00	417.00		490.00	417.00	417.00	417.00	417.00	
Daconil Ultrex	4 x 5 lbs	179.00	170.00			179.00	179.00	170.00	179.00	
Defiant	4 x 10 lbs		298.48	262.82			255.22			
Heritage TL	1 gal	509.00	509.00			509.00	509.00	509.00	509.00	
Instrata	2 x 2.5 gal/cs	790.00	790.00			790.00	675.00	780.00	790.00	
ProStar 70WG	4 x 3 lbs	740.00	800.00		700.00	694.00	625.15	651.24	612.00	
Banner Maxx	2 x 1 gal/cs	428.00	428.00			428.00	428.00	428.00	428.00	
Banol	2 gal	925.00					740.00	868.34	936.00	
Fore 80 WP Rainshield	8 x 4 x 1.5 lbs/cs		522.40				321.21	348.00		
Curalan EG	33 lbs/cs	1268.68		999.00	1030.00	1120.24	910.15	918.72	1326.93	
Interface	2 x 2.5 gal/cs	724.22	772.50		908.00	772.50	772.50	772.50	772.50	
Chipco 26GT	2 x 2.5 gal/cs	600.00				718.40	577.56	590.85	700.00	
Emerald EG	10 x 0.49 lbs/cs	1450.40	1205.30	1450.40	1450.00	1450.40	1450.40	1450.40	1450.40	
Trinity	2 x 2.5 gal/cs		799.00	968.76	980.00	1074.88	803.36	956.80	1100.00	
Banol	2 x 2.5gal/cs		1850.00							
Banol	2.5 gal					925.00				
Chipco 26019	2 x 2.5gal/cs		211.00				188.40	236.95		
Primera One Chloro	4 x 5lbs/cs			90.00						
Endow (Heritage)	1 gal			850.00						
Propensity (propiconazole)	2 x 2.5gal/cs			399.00						
ProPlant (Banol)	2 x 1gal			688.00	680.00					
Manzala (Fore 80)	8 x 6lb			395.00	224.00					
Iprodione Pro	2 x 2.5gal/cs			192.50	227.00					
Emerald EG	50 x 0.49lbs/cs			6247.50						
Chloro DF	4 x 5lbs/cs				109.00		133.75			
Azoxystrobin (Heritage)	1 gal				715.00					
Profi-select	2 x 1gal				136.00					
Manicure Ultra	4 x 5lbs/cs					115.34				
Spectator T&O	2 gal					246.52				
Spectator Ultra	2 x 1 gal/cs					129.34				
Mancozeb DA(Fore 80)	4 x 12 lb/cs					223.52				
Lesco 18 Plus(Chipco)	2 x 2.5gal/cs					208.32				
Xzemplar(Emerald)	114 oz.					1526.46				
Falhom 14.3% PPZ	2 x 2.5gal/cs						311.50			
Chloro DF	4 x 10 lbs							185.23		
Topaz (Propiconazole) 41.8%	4 x 1 gal							480.00		
Plant Growth Regulators	Unit									
Primo Maxx	2 x 1 gal/cs	566.00	566.00			566.00	566.00	566.00	566.00	
Cutless MEC	2 x 2.5 gal/cs	1820.00	1820.00	1820.00	1820.00	1820.00	1820.00	1820.00	1820.00	
Proxy	2 x 2.5 gal/cs		192.00		187.50	194.02	208.00	208.00	246.00	
Turf Enhancer 2SC	64 oz /cs		208.97				164.47			
Monarch (proxy)	4 x 1 gal	240.00								
Trimmit 2SC	2 x 2.5 gal/cs	950.00								
Trimmit 2SC	1 gal							434.00	434.00	
Tnex	2 x 2.5 gal/cs			650.00				737.30		
Ethephon	2 x 2.5 gal/cs			159.00		161.68				
Tide-Paclo	1 gal			235.00		194.02	200.00			
TNex	2 x 1 gal/cs				336.00	255.60				
Paclo	2 x 1 gal/cs				420.00					
Herbicides	Unit									
Banvel	2 x 2.5 gal/cs	450.00		462.50						
Drive XLR8	6 x 1 lb/cs		480.00				228.56		690.00	
Momentum FX2	2 x 2.5 gal/cs					269.81				
Quicksilver	4 x 8ozs/cs	540.00	664.00	585.28	576.00	574.64	429.08	482.68	638.00	
RoundUp Pro(Max)	2 X 2.5 gal/cs				113.00			105.25	200.00	
Bansumec 4LF	2 X 2.5 gal/cs		635.32	645.00	643.00	661.16	544.50	540.30		
Barricade 65 WDG	5 X 10 lbs/cs		1125.00				1012.50			
SpeedZone	2 X 2.5 gal/cs		440.00	374.40	377.50	422.00	309.10	344.50	375.00	
Velocity 17.6SG	8 x 1lb/cs		4088.80			4088.80	4088.80	4088.80	4088.80	
Transline	2 X 2.5 gal/cs	906.00		1148.75	930.00			779.10		
Surmount	2 x 2.5 gal/cs			307.50	450.00			350.00		
Quinchlorac (Drive)	6 x 1 lb/cs	210.00				205.00				
Millenium	2 x 2.5 gal/cs	360.00			350.00			319.35		
RoundUp Pro(Max)	2 x 1.67 gal	155.00		139.00			105.35			
Barricade	4 x 1gal	568.00								
FourspeedXT	2 x 2.5 gal/cs	374.00								
Vanquish (Banvel)	2 x 2.5 gal/cs		374.70							
Drive XLR8	4 x 64 ozs/cs			275.63				280.76		

Pesticides		Art Clesen	Chicagoland Turf	Conserv FS	Tyler/Master-Blend	John Deere Landscapes	Reinder's	Winfield Solutions	Harrell's	Agri-Energy Resources
Prodiamine	6 x 5lb			405.00	315.00					
Quinstar (Drive)	6 x 1 lb/cs				246.00					
Prosecutor Pro	2 x 2.5 gal/cs					97.58				
Stonewall65WDG	5 X 10 lbs/cs					527.30				
Transfilm	2 x 2.5 gal/cs					180.24				
Sureguard	1 lb					172.74				
Barricade	80 lb					1650.00				
Barricade	4 x 5 lbs/cs							405.00	405.00	
Sterling Blue(Banvel)	2 x 2.5 gal/cs							355.00		
Escalade2	2 x 2.5 gal/cs							330.50		
Comerstone plus	2 x 2.5 gal/cs							79.65		
Ranger Pro	2 x 2.5 gal/cs							76.10		
Prodiamine	2 x 2.5 gal/cs							480.20		
Insecticides										
	Unit									
Dylox 6.2G	30 lb bag	36.65	46.00	43.10	39.00	43.66	36.29	38.70	40.00	
Meridian 25WVG	4 X17 oz/cs	373.16	382.00		391.00	358.20	339.40	355.64	408.00	
Acelyprin	64 oz	927.50	927.50		1091.00	927.50	927.50	927.50	927.50	
Merit 75 WSP	4 X 4 X 1.6 oz/cs		288.00		265.00		216.06	211.20	212.00	
Zenith 75 WSP	4 X 4 X 1.6 oz/cs	78.50					76.82			
Imidacloprid	4 X 4 X 1.6 oz/cs			89.75	92.00	89.24				
Imidacloprid	88 x 1.6 oz/cs			299.00						
Imidacloprid	4 x 1gal/cs			274.00						
Mallet 75WSP	4 X 4 X 1.6 oz/cs							113.41		
Specialty Products										
	Unit									
Liquid Defoamer	12 x 1pt/cs	152.80	236.28	199.00	126.00	72.00	138.00	132.00		
Foam Marker Concentrate	4 X 1 gal/cs			123.20	156.00	139.96	218.00			
Soil Penetrant Wet Agent	2 X 2.5 gal/cs		130.00	159.75		149.98		110.00	170.00	
LescoFlo Ultra	2 X 2.5 gal/cs					220.00				
Hydretain ES Plus	2 X 2.5 gal/cs						198.00			
Liquid Defoamer	12 x 1 qt/cs								240.00	
foam Marker Concentrate	12 x 1 pt/cs	152.00								
foam Marker Concentrate	12 x 1 qt/cs		186.48						240.00	
Dispatch	2 x 2.5 gal/cs	430.00								
Primer Select	5 gal	252.50								
Sixteen 90	5 gal	248.00								
TV Siphon WA	2 x 2.5 gal/cs		243.00							
Cascade	2 x 2.5 gal/cs			372.00						
Turf Wet Select	2 x 2.5 gal/cs				315.00					
Moisture Manager	2 x 2.5 gal/cs					200.06				
Moisture Manager	40 lb bag					59.99				
Hydro 90	2 x 2.5 gal/cs								420.00	
Tricure AD	2 x 2.5 gal/cs						375.00			
Aquicare	2 x 2.5 gal/cs							417.50		

RESOLUTION 2015-1924

Award of Bid to Multiple Vendors for the Procurement of 2015 Golf Course Turf Maintenance Supplies

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for the procurement of Golf Course Turf Maintenance Supplies; and

WHEREAS, the Authority has received and reviewed ten (10) sealed bids on March 6, 2015; and

WHEREAS, it is apparent that Reinders Inc., John Deere Landscapes, Conserv FS, Masterblend International, and Arthur Clesen are the low, responsive and responsible bidders; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to generate the necessary purchase orders for the procurement of Golf Course Turf Maintenance Supplies on an as-needed basis for an amount not-to-exceed \$80,000.00 for the remainder of 2015; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order Contracts with Reinders Inc., John Deere Landscapes, Conserv FS, Masterblend International, Arthur Clesen and to take whatever steps necessary to effectuate the terms of said Purchase Orders.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
2015 GOLF COURSE TURF CARE PRODUCTS
SOLICITATION NO. 2015-0201**

STATEMENT OF POLITICAL CONTRIBUTIONS

Reinders, Inc.
(name of entity or individual)

W226 N6225 Sussex Rd.
Sussex, WI 53089-3969
(address of entity or individual)


1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>None</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

2-16-15 (date)  (signature) President (title of signer, if a business)

**DUPAGE AIRPORT AUTHORITY
2015 GOLF COURSE TURF CARE PRODUCTS
SOLICITATION NO. 2015-0201**

STATEMENT OF POLITICAL CONTRIBUTIONS

.....
 (name of entity or individual) **John Deere Landscapes**
1385 East 36th Street
Cleveland, Ohio 44114

.....

 (address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
N/A				

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

3/4/15
 (date) [Signature]
 (signature) DIRECTOR
 (title of signer, if a business)

**DUPAGE AIRPORT AUTHORITY
2015 GOLF COURSE TURF CARE PRODUCTS
SOLICITATION NO. 2015-0201**

STATEMENT OF POLITICAL CONTRIBUTIONS

CONSERV FS

(name of entity or individual)

7851 183RD ST
TINLEY PARK IL 60477

(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

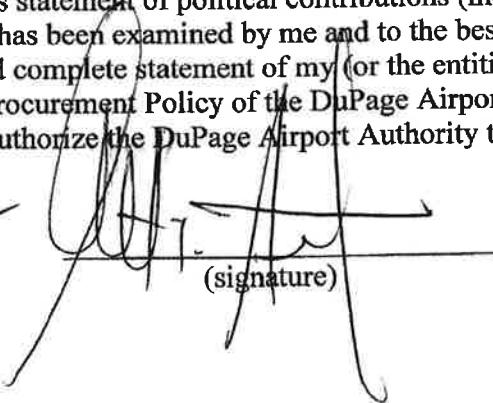
Elected Official	Office	Date	Amount	Form
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

02-10-2015
(date)


(signature)

CTS
(title of signer, if a business)

**DUPAGE AIRPORT AUTHORITY
2015 GOLF COURSE TURF CARE PRODUCTS
SOLICITATION NO. 2015-0201**

STATEMENT OF POLITICAL CONTRIBUTIONS

Masterblend Intl, LLC
(name of entity or individual)

4673 Weitz Rd.
Morris, IL 60450
(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>NONE</u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>

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VERIFICATION:

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3/2/2015 Scott Kuebel Vice President
(date) (signature) (title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna *DB*
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1925; Award of Bid to Masterblend International LLC.
for 2015 Airport Turf Maintenance Supplies and Services

DATE: March 9, 2015

SUMMARY:

The Airport Authority maintains 30 acres of fine turf grass in the Flight Center and Jet Hangar areas of International Drive, Freedom Drive, DuPage Drive and Aviation Avenue.

Maintenance of the turf grass areas include proper soil management, turf grass selection, mowing and irrigation. In addition, the application of fertilizer and herbicides is necessary for maintaining healthy turf grass that is less likely to be invaded by weeds, disease or insects.

Each year, staff secures guaranteed pricing for fertilizer and herbicide materials including application. Applications are performed in April, June, August and November pursuant to recommended practices.

A solicitation for 2015 Turf Maintenance Supplies and Application Services was advertised in the January 21, 2015 edition of the *Daily Herald Newspaper*. Five (5) sealed bids were received and opened at 2:00 p.m. on February 10, 2015.

Bid results are attached to this memo.

Upon evaluation of the bids, it is apparent that Masterblend International, LLC. is the low, responsive and responsible bidder. Masterblend International provided these services to the Authority in 2014 and staff was pleased with their performance.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

In 2014, the Airport Authority spent \$11,174.50 on turf maintenance supplies and application services. \$15,000 was included in the 2015 Operating Budget to fund this item.

Staff recommends award of Purchase Order Contracts to Masterblend International, LLC. for guaranteed 2015 pricing not-to-exceed \$15,000.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- Proposed Resolution 2015-1925; Award of Bid to Masterblend International LLC. for 2015 Airport Turf Maintenance Supplies and Services.
- Bid Tabulations
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1925; Award of Bid to Masterblend International LLC. for 2015 Airport Turf Maintenance Supplies and Services.

2015 DuPage Airport Turf Maintenance Bid Tabulations
 Bid Opening 2PM on 2/10/15

Item Description	Unit	#1 ChicagoLand Turf, Downers Grove IL	#1 Price/Unit	#2 Rainiers, Rockford IL	#2 Price/Unit	#3 Masterblend International, Morris IL	#3 Price/Unit	#4 Arthur Clesen, Mokena IL	#4 Price/Unit	#5 TruGreen, West Chicago	#5 Price/Unit
20-0-5 w/ *Millenium 25% XCU/ MOP, SGN 145+	40 lbs. bag										
20-0-5 w/ *Millenium 25% XCU/ MOP, SGN 145+	1000 lbs. totes										6451.32 Applied Custom Program
Alternate:		15-0-5 Viper 40lb	18.87	15-0-8 w/87% Millenium 50lb	26.95	15-0-5 Mill 1000lb	18	18-0-6 w/Millennium 30% Uflexx 50lb	26		
Alternate:		15-0-5 Viper 1000lb	471.75				450	1000lb	520		6684.77 Applied Custom Program
0-0-7 w/ 0.2% Mallet, SGN 150	40 lbs. bag										
0-0-7 w/ 0.2% Mallet, SGN 150	1000 lbs. totes										
Alternate:		0-0-8 Merit 50lb	15.6	0-0-7 w/2% Zenith 50lb	16.15	0-0-7 225 Allecius 50lb	17	Merit 50lb	23.75		
Alternate:		0-0-8 Merit 1000lb	312	0-0-7 w/2% Zenith 1000lb	323	0-0-7 225 Allecius 1000lb	340	Merit 1000lb	475		
Alternate:											
*Merit 0.5 G	30 lbs. bag	Zenith 30lb	35	Zenith 30lb	29.11	Mallet SG 30lb	24	Zenith 30lb	23.5		2387.16 Applied Custom Program
Alternate:											
*Dylox GR	30 lbs. bag		46		34.56	50lb Bag	18.25		36.25		4525.32 Applied Custom Program
20-4-10 w/ 0.38% to 0.46% *Barricade, 25% XRT/ MOP, SGN 145+	40 lbs. bag										
20-4-10 w/ 0.38% to 0.46% *Barricade, 25% XRT/ MOP, SGN 145+	1000 lbs. totes										
Alternate:		25-0-5.38 Barr 50lb	20.25	22-0-5.38% Barr 50lb	19.14			21-0-20.426 Barr, 50% Poly-S 50lb	33.75		
Alternate:		25-0-5.38 Barr 1000lb	405	22-0-5.38% Barr 1000lb	382.8			21-0-20.426 Barr, 50% Poly-S 1000lb	675		
20-0-20, 75% *SAWSN, 100% SOP SGN 145+	50 lbs. bag										
20-0-20, 75% *SAWSN, 100% SOP SGN 145+	1000 lbs. totes										
Alternate:				22-0-22 75% MTU 50lb	32.2			19-0-19 100% MESA, 3% FE 50lb	38.5		
Alternate:				22-0-22 75% MTU 1000lb	644			19-0-19 100% MESA, 3% FE 1000lb	770		
*Broadstar (G) - Selective Herbicide	50 lbs				99.75				92.5		
*Cool Power (L) - Selective Herbicide	2.5 gal		174.85		164.56				159.5		
Glyphosate, Non-Selective Herbicide	30 gal				431.99				549.5		
*Suhira (G) - Non Selective Herbicide	10 lbs				139.96				154.95		
*Duron 4L - Non Selective Herbicide	2.5 gal				42.39				59.05		
2,4-D Amine Formulation	2.5 gal										
Custom Bulk Fertilizer Application Charge Per Acre			30		NO BID				24		15

RESOLUTION 2015-1925

Award of Bid to Masterblend International LLC. for the Procurement of 2015 Airport Turf Maintenance Supplies and Services

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for the procurement of Airport Turf Maintenance Supplies and Services; and

WHEREAS, the Authority has received and reviewed five (5) sealed bids on February 10, 2015; and

WHEREAS, it is apparent that Masterblend International LLC.is the low, responsive and responsible bidder at a cost not-to-exceed\$15,000.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to generate the necessary purchase orders for the procurement of Airport Turf Maintenance Supplies and Services on an as-needed basis for a cost not-to-exceed \$15,000.00 for the remainder of 2015; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order Contracts with Masterblend International LLC. and to take whatever steps necessary to effectuate the terms of said Purchase Orders.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
2015 TURF MAINTENANCE SUPPLIES
SOLICITATION NO. 2015-0117A**

STATEMENT OF POLITICAL CONTRIBUTIONS

Masterblend International, LLC
(name of entity or individual)

4673 Weitz Rd
Morris, IL 60450
(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>None</u>				

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

2-3-2015
(date)


Scott Kuebel
(signature)

Vice President
(title of signer, if a business)



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1926; Authorizing the Procurement of One (1) AWD
100HP Tractor from a Joint Purchasing Contract with the County of Rock Island
and John Deere

DATE: March 9, 2015

SUMMARY:

The Airport Authority's 2015 Capital Program includes the procurement of One (1) 100HP AWD Tractor. The new tractor will replace a 1991 tractor that is utilized for grounds maintenance at the DuPage Business Center and other landside property.

The Airport Authority's Procurement Policy and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 *et seq.*) allows for the utilization of purchases made off of another Contract or agreement written by another state, county, or federal government agency for identical goods or services, in which goods and services have been formally competed by the entity.

Staff has determined that the County of Rock Island, IL has contracted for a tractor that conforms with the requirements of the Authority. Therefore, staff recommends the purchase of One (1) 2015 Model John Deere 6115D Cab Tractor for a total cost of \$55,690.60 F.O.B. DuPage Airport from John Deere through its distributor, Ahw, LLC. – County of Rock Island Bid ID# 2014-002.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The total cost of the 2015 John Deere 6115D Cab Tractor is \$55,690.60 F.O.B. DuPage Airport.

\$55,000 was including in the 2015 Capital Budget. Sufficient funds exist from Capital Budget equipment savings to fund this item.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- Proposed Resolution 2015-1926; Authorizing the Procurement of One (1) AWD 100HP Tractor from a Joint Purchasing Contract with the County of Rock Island and John Deere.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1926; Authorizing the Procurement of One (1) AWD 100HP Tractor from a Joint Purchasing Contract with the County of Rock Island and John Deere.



6115D

UTILITY TRACTOR

FEATURES

- Reliable 4.5L John Deere PowerTech™ engine
- NEW 12F/12R or 24F/12R PowrReverser™ transmissions
- Cab or open station, 2WD or 4WD

Horsepower:	115 engine hp (86 kw) with 95 PTO hp (71 kw)
Hydraulic capacity:	20 gpm (75.7 l/min)
Hitch-lift capacity:	Standard 5,500 pounds (2500 kg) or optional 7,300 pounds (3318 kg)
Drawbar capacity:	Up to 4,189 pounds (1900 kg)



Overview

6115D Utility Tractor

The 6115D is tough on work but won't rough up your checkbook. You'll get great performance, like 20 gpm of hydraulic flow for fast cycle times. And up to 7,300 pounds of hitch-lift capacity. You can choose between cab and open station, 2WD and 4WD ... all with the ease-of-use, convenience and comfort you expect from such a no-nonsense utility tractor. With the 6115D, you'll have everything you need, nothing you don't.

Product features are based on published information at the time of publication. Product features are subject to change without notice. Contact your local John Deere dealer for more information.

Copyright © 2015 Deere & Company. All Rights Reserved

RESOLUTION 2015-1926

Authorizing the Procurement of One (1) AWD 100HP Tractor from a Joint Purchasing Contract with the County of Rock Island and John Deere

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority’s Procurement Policy and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 *et seq.*) allows for the utilization of purchases made off of another Contract or agreement written by another state, county, or federal government agency for identical goods or services, in which goods and services have been formally competed by said entity; and

WHEREAS, the County of Rock Island has contracted for a tractor that conforms with the requirements of the Authority; and

WHEREAS, the Authority has budgeted for said equipment in 2015; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to generate the necessary purchase order for the Procurement of One (1) 2015 Model John Deere 6115D Cab Tractor for a total cost of \$55,690.60 F.O.B. DuPage Airport; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order with the John Deere Company through its distributor, Ahw LLC. and to take whatever steps necessary to effectuate the terms of said Purchase Order.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN


(ATTEST)

SECRETARY



**DUPAGE AIRPORT
AUTHORITY**

TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1927; Authorizing the Procurement of One (1) 4x4
Pickup Truck from the State of Illinois Joint Purchasing Contract

DATE: March 9, 2015

SUMMARY:

The Airport Authority's 2015 Capital Program includes the procurement of One (1) Full-Size 4x4 Pickup Truck with saddle tank and toolbox. The new truck will replace a 1995 pickup truck that is assigned to the Field Maintenance Department.

The Authority's Procurement Policy and the Illinois Governmental Joint Purchasing Act allows for the utilization of the State of Illinois Joint Purchasing Program, in which goods and services have been formally competed by the State of Illinois.

Upon review of active Joint Purchasing Contracts for vehicles, staff has selected a vehicle that conforms to the requirements and budget for a replacement pickup truck. Therefore, staff recommends the purchase of a 2015 Ford F-250 Pickup Truck for a total cost of \$25,485 F.O.B. DuPage Airport from Bob Ridings, Inc. in Taylorville, IL. Illinois Joint Purchasing Contract #4017340.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The total cost of the 2015 Ford F-250 Pickup Truck is \$25,485 F.O.B. DuPage Airport.

\$27,000 was including in the 2015 Capital Budget to fund this item.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

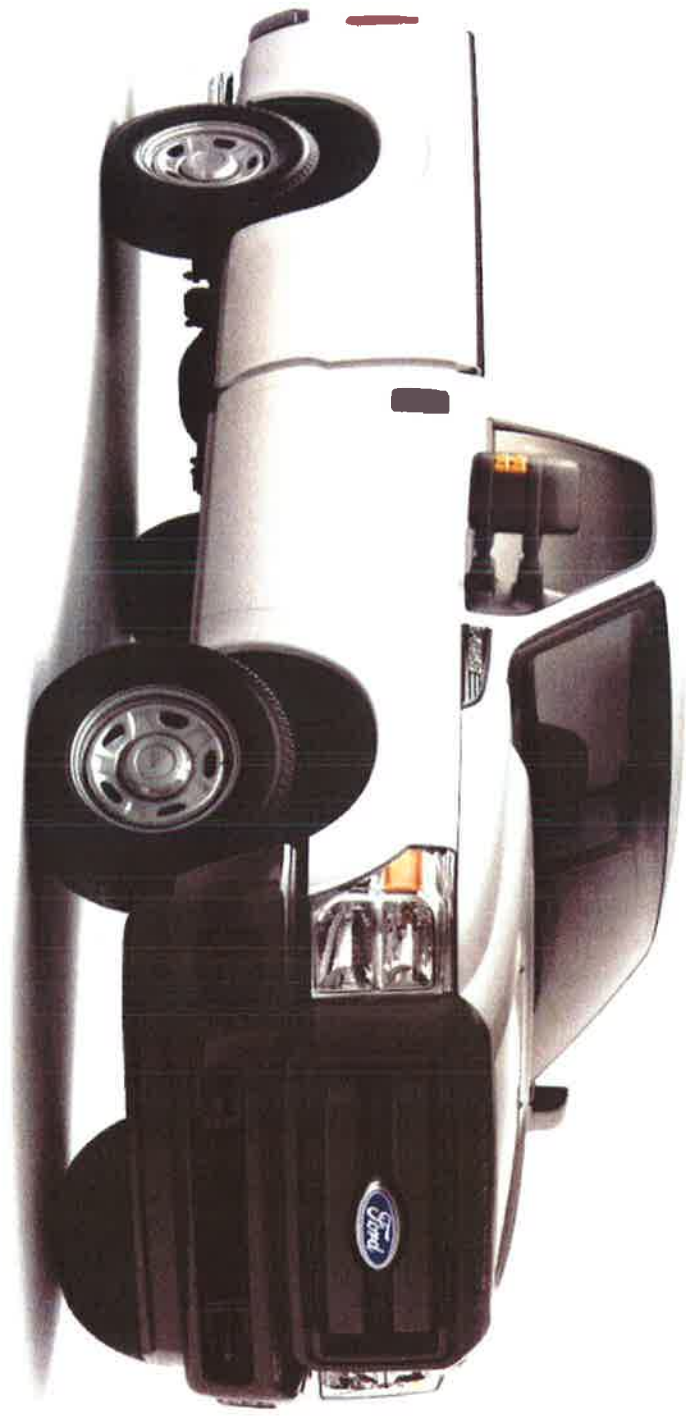
- Proposed Resolution 2015-1927; Authorizing the Procurement of One (1) 4x4 Pickup Truck from the State of Illinois Joint Purchasing Contract.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1927; Authorizing the Procurement of One (1) 4x4 Pickup Truck from the State of Illinois Joint Purchasing Contract.



RESOLUTION 2015-1927

Authorizing the Procurement of One (1) 4x4 Pickup Truck from the State of Illinois Joint Purchasing Contract

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority’s Procurement Policy and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/) allows for the utilization of the State of Illinois Joint Purchasing Program, in which goods and services have been formally competed by the State of Illinois; and

WHEREAS, the State of Illinois has contracted for a pickup truck that conforms with the requirements of the Authority; and

WHEREAS, the Authority has budgeted for said pickup truck in 2015; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to generate the necessary purchase order for the procurement of One (1) 2015 Ford F-250 Pickup Truck for a total cost of \$25,485.00 F.O.B. DuPage Airport; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order with Bob Ridings, Inc. and to take whatever steps necessary to effectuate the terms of said Purchase Order.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

To Dan
1pg

STATEMENT OF POLITICAL CONTRIBUTIONS

Bob Ridings Inc
(name of entity or individual)

931 Springfield Rd
Taylorville IL 62568

(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>None</u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>

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VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

3-12-15
(date)


(signature)

Todd Crews

Fleet Sales Mgr
title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna *DB*
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1928; Award of Master Agreement to Overhead Door Solutions, Inc. for On-Call Hangar Door Repair Services

DATE: March 9, 2015

SUMMARY:

The Airport Authority’s Building Maintenance Department utilizes the services of a Hangar Door Repair Contractor for making repairs to bi-fold and rolling panel hangar doors throughout the Airport. Services are requested on an as-needed basis through an On-Call Master Agreement.

Section 6-23 of the Authority’s Procurement Code allows the Authority to enter into Master Agreements for this type of service for period of not longer than two (2) years with vendors who supply services and materials for lesser dollar amounts, where the Board of Commissioners believes it would not be cost effective or in the best interests of the Authority from a timing standpoint to bid individual items or services for a minor project. The Master Agreement shall not exceed \$25,000 annually or \$5,000 per project.

The proposed Agreement for such services would commence on April 1, 2015 and end on April 1, 2017.

Staff solicited sealed bids for procurement of On-Call Hangar Door Repair Services in the February 3, 2015 edition of the *Daily Herald Newspaper*. Two (2) sealed bids were received and opened at 2:00 p.m. on February 25, 2015. Bid results are as follows:

Bidder	M-F 7-3:30 Hourly Rate		After 3:30 M-F and Saturdays Hourly Rate		Sunday and Legal Holidays Hourly Rate		Material Markup
	Journeyman	Apprentice	Journeyman	Apprentice	Journeyman	Apprentice	
Overhead Door Solutions, Inc. Palatine, IL	\$130	\$130	\$195	\$195	\$260	\$260	15%
Builders Chicago Corporation Schiller Park, IL	\$148	\$140	\$220	\$211	\$220	\$211	18%

Upon evaluation of the bids, it is apparent that Overhead Door Solutions, Inc. is the low, responsive and responsible bidder. Overhead Door Solutions, Inc. has provided service to the Airport Authority within the past year, staff has been pleased with their performance.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The Master Agreement for On-Call Hangar Door Repair Services has been funded in the 2015 Operating Budget.

Staff recommends award of a two (2) year Master Agreement with Overhead Door Solutions, Inc. for the term commencing April 1, 2015 and ending on April 1, 2017 for an annual cost not-to-exceed \$25,000 or \$5,000 per project.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- ❑ Proposed Resolution 2015-1928; Award of Master Agreement to Overhead Door Solutions, Inc. for On-Call Hangar Door Repair Services.
- ❑ Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1928; Award of Master Agreement to Overhead Door Solutions, Inc. for On Call Hangar Door Repair Services.

RESOLUTION 2015-1928

Award of Master Agreement to Overhead Door Solutions, Inc. for On-Call Hangar Door Repair Services

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited bids for the procurement of On-Call Hangar Door Repair Services for a two (2) year period; and

WHEREAS, the Authority has received and reviewed two (2) sealed bids on February 25, 2015; and

WHEREAS, Section 6-23 of the Authority’s Procurement Code allows the Authority to enter into Master Agreements for a period of not longer than two (2) years with vendors who supply services and materials for lesser dollar amounts, where the Board of Commissioners believes it would not be cost effective or in the best interests of the Authority from a timing standpoint to bid individual items or services for a minor project; and

WHEREAS, pursuant to Section 6-23 of the Authority’s Procurement Code, the Board of Commissioners believes it is cost effective and in the best interest of the Authority to enter into a Master Agreement for the purpose of On-Call Hangar Door Repair Services for a two (2) year period; and

WHEREAS, it is apparent that Overhead Door Solutions, Inc. is the low, responsive and responsible bidder at the following rates: a weekday hourly rate of \$130.00 for Journeymen and \$130.00 for Apprentices; an overtime hourly rate of \$195.00 for Journeymen and \$195.00 for Apprentices; a Sunday and legal holiday rate of \$260.00 for Journeymen and \$260.00 for Apprentices; and a 15% markup rate on parts and/or materials; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Overhead Door Solutions, Inc. for providing On-Call Hangar Door Repair Services to the Authority for a two (2) year term commencing on April 1, 2015 and ending on April 1, 2017 for an annual cost not-to-exceed \$25,000 or \$5,000 per project; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with Overhead Door Solutions, Inc. and to take whatever steps necessary to effectuate the terms of said Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2015-1928

**DUPAGE AIRPORT AUTHORITY
ON-CALL HANGAR DOOR REPAIR SERVICES
SOLICITATION NO. 2015-0206**

STATEMENT OF POLITICAL CONTRIBUTIONS

OVERHEAD DOOR SOLUTIONS, INC
(name of entity or individual)

920 W. KENWOOD AVE.
PALATINE, IL 60067

(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

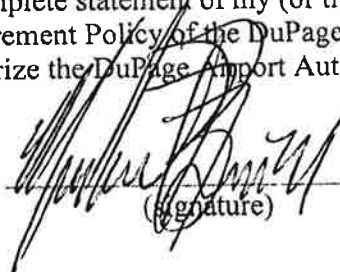
Elected Official	Office	Date	Amount	Form
<u>N/A</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."


3-9-15
(date)


(signature)

TRENSORIL
(title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1929; Award of Contract to Preform Traffic Control Systems, Ltd. for Pavement Marking Services

DATE: March 9, 2015

SUMMARY:

Each year, the Airport Authority utilizes an airfield and roadway painting contractor to maintain its airfield pavement markings, ensuring the highest standard of safety for aircraft utilizing the facility. Surface painted markings include runway markings, taxiway markings, ramp markings, and roadway markings. The contractor completes painting of scheduled pavement marking areas over the term of a three (3) year contract.

Paint removal and application is performed in accordance with Illinois Department of Transportation (“IDOT”) and Federal Aviation Administration specifications. The Airport Authority requires that the contractor maintain a valid IDOT Certificate of Eligibility to ensure quality standards.

The previous contract with Preform Traffic Control Systems, Ltd. expired in 2014. A solicitation for a new three (3) year contract was advertised in the February 14, 2015 edition of the *Daily Herald Newspaper*. Three (3) sealed bids were received and opened at 2:00 p.m. on March 9, 2015. Bid results are as follows:

Bidder	Base Bid 3 Year Project Cost
Preform Traffic Control Systems, Ltd. Elk Grove, IL	\$160,494.41
Hi-Lite Airfield Services, LLC Adams Center, NY	\$303,913.88
Axtells, Inc. Jermyn, PA	\$369,798.40

Upon evaluation of the bids, it is apparent that Preform Traffic Control Systems, Ltd. is the low, responsive and responsible bidder. The Airport Authority has been pleased with the performance of Preform Traffic Control in the past. In addition, Preform Traffic Control has positive references from City of Chicago Department of Aviation, Chicago Executive Airport, Lewis University Airport and Dekalb Taylor Municipal Airport.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The base bid 3 year project cost is \$160,494.41, staff recommends a 10% owner’s contingency of \$16,049.44 for a total authorized project cost of \$176,543.85.

\$49,694 was included in the 2015 Operating Budget for the 2015 Scope of Work. Staff will budget for the remaining 2016 and 2017 scopes of work.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- Proposed Resolution 2015-1929; Award of Contract to Preform Traffic Control Systems, Ltd. for Pavement Marking Services.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1929; Award of Contract to Preform Traffic Control Systems, Ltd. for Pavement Marking Services.

RESOLUTION 2015-1929

Award of Contract to Preform Traffic Control Systems, Ltd. for Pavement Marking Services

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for a three (3) year Pavement Marking Services Contract; and

WHEREAS, the Authority has received and reviewed three (3) sealed bids on March 9, 2015; and

WHEREAS, it is apparent that Preform Traffic Control Systems, Ltd. is the low, responsive and responsible bidder at a three (3) year cost not-to-exceed \$160,494.41; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Preform Traffic Control Systems, Ltd. for providing Pavement Marking Services for the term of April 1, 2015 and ending on April 1, 2018 for a three (3) year cost not-to-exceed \$176,543.85, which includes a 10% owners contingency; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with Preform Traffic Control Systems, Ltd. and to take whatever steps necessary to effectuate the terms of said Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March, 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
AIRFIELD PAVEMENT MARKINGS
SOLICITATION NO. 2015-0212**

STATEMENT OF POLITICAL CONTRIBUTIONS

PREFORM TRAFFIC CONTROL SYSTEMS, LTD.
(name of entity or individual)

625 RICHARD LANE
ELK GROVE, IL 60007

(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

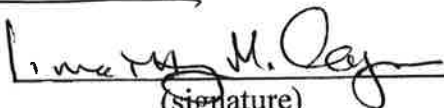
Elected Official	Office	Date	Amount	Form
NO CONTRIBUTIONS BY BIDDER, PREFORM TRAFFIC CONTROL SYSTEMS, LTD.				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

03/9/2015
(date)


(signature)
TIMOTHY M. CAMPION

PRESIDENT
(title of signer, if a business)

**DUPAGE AIRPORT AUTHORITY
AIRFIELD PAVEMENT MARKINGS
SOLICITATION NO. 2015-0212**

STATEMENT OF POLITICAL CONTRIBUTIONS

TIMOTHY M. CAMPION, OWNER AND PRESIDENT OF PREFORM TRAFFIC CONTROL SYSTEMS, LTD.
(name of entity or individual)

625 RICHARD LANE
ELK GROVE, IL 60007

(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

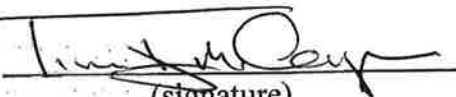
Elected Official	Office	Date	Amount	Form
<u>NO CONTRIBUTIONS BY ME, MY SPOUSE AND DEPENDENT CHILDREN, AND ALL ENTITIES IN WHICH I, MY SPOUSE AND DEPENDENT CHILDREN OWN MORE THAN 5%. I, MY SPOUSE AND DEPENDENT CHILDREN ARE NOT OFFICERS OF ANY ASSOCIATION OR ORGANIZATION.</u>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

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03/9/2015
(date)


(signature)

TIMOTHY M. CAMPION, INDIVIDUAL
(title of signer, if a business)

**DUPAGE AIRPORT AUTHORITY
AIRFIELD PAVEMENT MARKINGS
SOLICITATION NO. 2015-0212**

STATEMENT OF POLITICAL CONTRIBUTIONS

MICHAEL J, CAREY, OWNER AND SECRETARY/TREASURER OF
(name of entity or individual) PREFORM TRAFFIC CONTROL SYSTEMS, LTD.

10443 SOUTH BELL AVENUE
CHICAGO, IL 60643

(address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

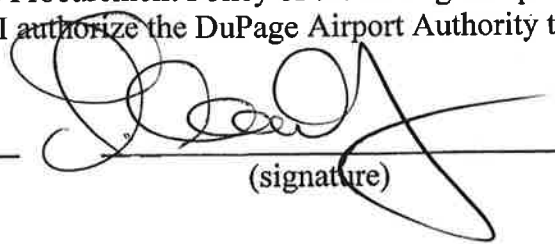
Elected Official	Office	Date	Amount	Form
NO CONTRIBUTIONS BY ME, MY SPOUSE AND DEPENDENT CHILDREN, AND ALL ENTITIES IN WHICH I, MY SPOUSE AND DEPENDENT CHILDREN OWN MORE THAN 5%. I, MY SPOUSE AND DEPENDENT CHILDREN ARE NOT OFFICERS OF ANY ASSOCIATION OR ORGANIZATION.				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

03/9/2015
(date)



(signature)

MICHAEL J CAREY, INDIVIDUAL
(title of signer, if a business)



DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Procurement Manager

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2015-1930; Award of Bid to Clean Cut Tree Service, Inc. for
Tree Removal Services

DATE: March 9, 2015

SUMMARY:

The Airport Authority has identified 136 trees and 9 tree stumps that require removal. Such trees have been determined to be a wildlife attractant due to nesting by several avian species. The trees include arborvitae, pines, buckthorns, elms, maples, cottonwoods and walnuts. The majority of tree removal is located east of Runway 2R in the Hawthorne Ramp area, as well as 4 trees that are scheduled for removal near the International Drive and Kautz Road entrance.

In addition to eliminating the wildlife attractant, the Airport Authority anticipates being able to convert approximately 10 acres of cleared land into farmable areas.

A solicitation for tree removal services was advertised in the February 14, 2015 edition of the *Daily Herald Newspaper*. Eleven (11) sealed bids were received and opened at 2:30 p.m. on March 9, 2015. Bid results are as follows:

Bidder	Lump Sum Bid Price
Clean Cut Tree Service Inc. Grayslake, IL	\$14,000
Trees R Us Inc. Wauconda, IL	\$18,672
Central Tree, LLC Hoffman Estates, IL	\$19,847
Arborworks LLC. Downers Grove, IL	\$25,840
Gomez Tree Service & Landscaping Warrenville, IL	\$27,500
Steve Piper & Sons, Inc. Naperville, IL 60540	\$38,677.70
J&E Nursery, Ltd. Libertyville, IL	\$40,163
Nature's Trees, Inc. d/b/a Autumn SavATree Bedford Hills, NY	\$44,000

Diehl Group Inc. West Chicago, IL	\$47,650
1-800-Tree Guy West Chicago, IL	\$48,300
JPC Tree Care Inc. Montgomery, IL	\$59,870

Upon evaluation of the bids, it is apparent that Clean Cut Tree Service, Inc. is the low, responsive and responsible bidder. Clean Cut Tree Service has positive references from the Village of Buffalo Grove and Village of Arlington Heights.

PREVIOUS COMMITTEE/BOARD ACTION:

March 18, 2015 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

Sufficient monies exist in the 2015 Capital Budget to fund this item.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ATTACHMENTS:

- Proposed Resolution 2015-1930; Award of Bid to Clean Cut Tree Service, Inc. for Tree Removal Services.
- Statement of Political Contributions.

ALTERNATIVES:

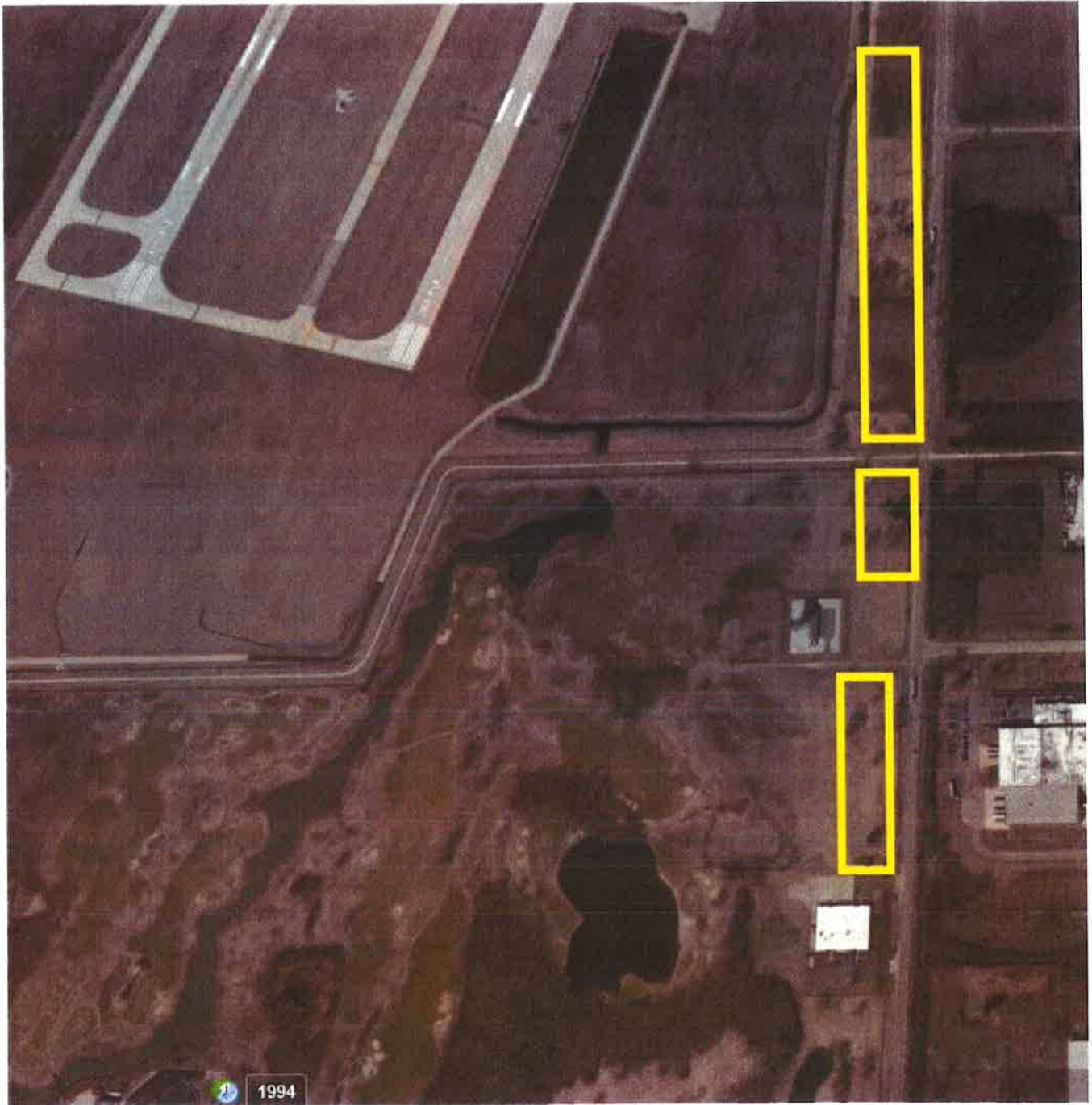
The Board can deny, modify or amend this issue.

RECOMMENDATION:

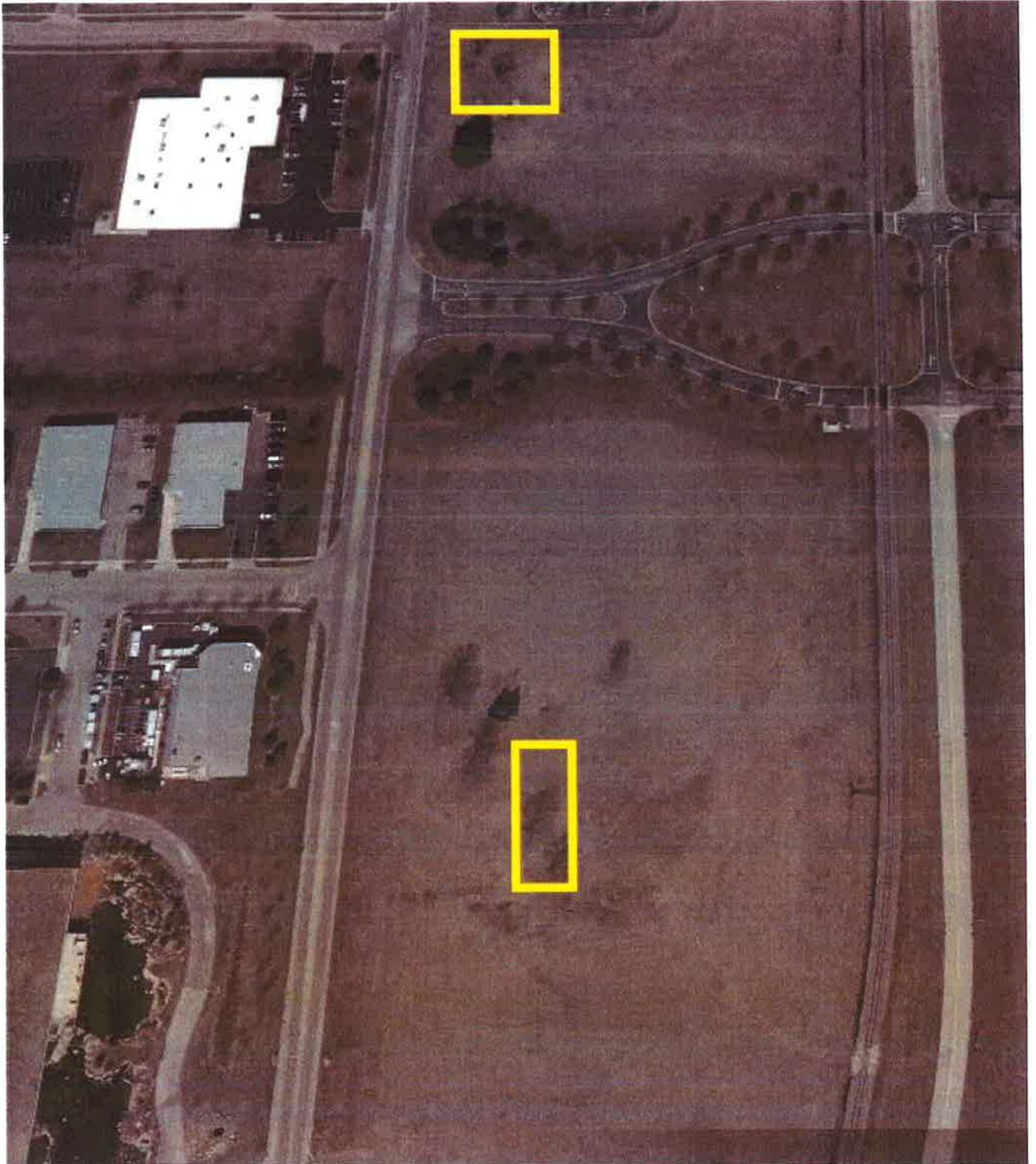
It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2015-1930; Award of Bid to Clean Cut Tree Service, Inc. for Tree Removal Services.

TREE REMOVAL AREAS

Area A: East of Runway 2R – 132 Trees, 9 Stumps



Area B: International Drive / Kautz Road Entrance – 4 Trees



RESOLUTION 2015-1930

Award of Bid to Clean Cut Tree Service, Inc. for Tree Removal Services

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority has solicited sealed bids for Tree Removal Services; and

WHEREAS, the Authority has received and reviewed eleven (11) sealed bids on March 9, 2015; and

WHEREAS, it is apparent that Clean Cut Tree Service, Inc. is the low, responsive and responsible bidder at a lump sum cost of \$14,000 for the removal of 136 trees and 9 tree stumps; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Clean Cut Tree Service, Inc. for a total cost not-to-exceed \$15,400, which includes a 10% owner’s contingency; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with Clean Cut Tree Service, Inc. and to take whatever steps necessary to effectuate the terms of said Contract.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of March 2015.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
 TREE REMOVAL SERVICES
 SOLICITATION NO. 2015-0213**

STATEMENT OF POLITICAL CONTRIBUTIONS

CleanCut Tree Service Inc.
 (name of entity or individual)

31064 N IL Route 83
Ervingdale IL 60030
 (address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.

Elected Official	Office	Date	Amount	Form
<u>NONE</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

3-5-15
 (date)

[Signature]
 (signature)

President
 (title of signer, if a business)