



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
(630)834-0100 Fax: (630)834-0120

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, JUNE 16, 2022
6:15 P.M.**

COMMITTEE MEMBERS

J. Healy- Chair
J. Broda
P. Gustin
K. Rush
J. Zay

- I. Roll Call
- II. Approval of the May 19, 2022 Administration Committee Minutes
- III. Request for Board Action: Authorizing the General Manager to enter into an agreement with Strategia Consulting, LLC., for communication and consulting services.
- IV. Resolution No. R-39-22: A Resolution suspending purchasing procedures and approving the purchase and installation of three new HPE ESXI host servers from ITSavvy, LLC. (at an estimated cost of \$78,160.02)
- V. Resolution No. R-40-22: A Resolution suspending purchasing procedures and approving the purchase of copiers from Toshiba Business Solutions. (at an estimated cost of \$29,389.83).
- VI. Other
- VII. Adjournment

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge and face mask while at the DuPage Pumping Station.

**MINUTES OF THE MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON THURSDAY, MAY 19, 2022
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126**

Commissioner J. Healy called the meeting to order at 6:23 P.M.

Committee members in attendance: J. Healy, K. Rush and J. Zay

Committee members absent: J. Broda and P. Gustin

Also in attendance: P. May, D. Mundall

Commissioner Rush moved to approve the Minutes of the April 21, 2022 Administration Committee meeting. Seconded by Chairman Zay and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Rush made a motion to approve Resolution R-30-22, a resolution authorizing and ratifying the disposal of certain personal property, safety equipment, at no cost to the Commission. Seconded by Chairman Zay and unanimously approved by a Voice Vote.

All voted aye, motion carried.

Commissioner Rush made a motion to approve Resolution R-34-22, a resolution authorizing and ratifying the disposal of certain personal property, a 2011 Ford F-350 truck. Seconded by Chairman Zay and unanimously approved by a Voice Vote.

All voted aye, motion carried.

With no further discussion, Commissioner Healy moved to adjourn the meeting at 6:25P.M. Seconded by Commissioner Rush and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

DATE: June 9, 2022

REQUEST FOR BOARD ACTION

AGENDA SECTION Administration Committee	ORIGINATING DEPARTMENT General Manager's Office
ITEM Communications Contract Agreement	APPROVAL 

Account Number: 01-60-628000

To authorize the General Manager to enter into an Agreement between DuPage Water Commission and Strategia Consulting, LLC., for communication and consulting services in the amount of \$275.00 per hour as needed for a one-year term (see attached agreement).

MOTION: To Authorize the Execution of a Consulting Agreement with Strategia Consulting, LLC., for a one-year period, in the amount of \$275.00 per hour.



May 23, 2022

Paul May
General Manager
DuPage Water Commission
600 Butterfield Rd.
Elmhurst, IL 60126

may@dpwc.org
630-834-0100

Dear Paul:

Thank you for choosing Strategia Consulting LLC ("Strategia") to provide communication strategy services to you. The purpose of this letter is to document our professional relationship. I ask that you review this letter with care and then either confirm your agreement to these terms or state any different or additional terms that you would like us to consider.

We find it mutually beneficial to outline in writing our professional relationship at the outset. This Engagement Letter is designed to address our responsibilities to each other and to outline certain important matters that we have found are best established at the beginning of our relationship. By proceeding with this engagement, you will be indicating to us that you reviewed and understand all the terms of our relationship.

1. **Parties.** Unless and until agreed by all parties in writing, our only client in this engagement will be the DuPage Water Commission ("Client").
2. **Scope of Work.** We have agreed to provide the following service to you: Communication Strategy—Phase I.
3. **Term and Modification.**
 - a. Term. This engagement shall be effective as of May 23, 2022 and shall continue in full force and effect through April 30, 2023.
 - b. Modification. If additional services are required, this Engagement Letter shall be modified in writing by mutual agreement of the parties.
4. **Fees and Expenses.**
 - a. Strategia will be paid an hourly fee of \$275 for its professional services.
 - b. Strategia shall not exceed \$20,000.00.

Client _____ Strategia LO



c. We typically incur a variety of out-of-pocket expenses for which you are responsible. These pre-approved items include delivery services, website design and hosting, photocopying, printing, travel expenses, and other outside services as needed. Client hereby provides Strategia with approval to incur reasonable and necessary expenses up to \$300 per month. Any expenses incurred more than \$300 will need to be pre-approved by Client.

d. Pre-approved travel by car beyond a 30-mile radius of Strategia's Chicago office will be reimbursed at the federal business mileage rate; this includes meetings or events where Strategia is need. Pre-approved air travel will include a daily fee of \$100 per Strategia team member outside of air, hotel, car, gas, and reasonable food/beverage expenses.

e. Strategia will invoice Client with payment due in full and payable to Strategia Consulting LLC in accordance with section 4a of this Engagement Letter. Invoices will be submitted via Strategia's QuickBooks invoicing system. Payment shall be mailed to Strategia Consulting Attn: Lissa Druss 360 W. Hubbard, #1207, Chicago, IL 60654.

5. **Termination.** Client may terminate Strategia's engagement to provide services, with or without cause, upon thirty (30) days written notice, with no further obligation, other than to pay for such fees and expenses that would have accrued up to and through the thirty (30) day notice termination period. The parties may mutually agree to terminate Strategia's engagement at any time.

Please sign a copy of this letter and return it to me and I will execute and return it to you for your records. Upon execution of this Engagement Letter, please provide invoicing instructions to Timothy Bradley, Strategia's Business Manager. Tim can be reached at Tim@TeamStrategia.com.

If you have any questions or concerns regarding any of the terms of this Engagement Letter, please call me.

Throughout our relationship, we want you to be satisfied with the professional services that we perform on your behalf. Accordingly, we encourage you to contact us just as soon as you have any questions or concerns regarding our services or our fees so that we can resolve them to our mutual satisfaction.

Very truly yours,

STRATEGIA CONSULTING LLC

Lissa Druss
Founder & CEO

Lissa@teamstrategia.com

By: _____

Paul May
General Manager
DuPage Water Commission

Date: _____

Client _____ Strategia

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	ORIGINATING DEPARTMENT	Administration				
ITEM	<p>A Resolution Suspending Purchasing Procedures and Approving the purchase and installation of three new HPE ESXI host servers from IT Savvy, LLC.</p> <p>Resolution No. R-39-22</p>	APPROVAL					
<p>Account Number: 01-60-685200 (Estimated at \$50,968.65) 01-60-658000 (Estimated at \$17,816.37) 01-60-628000 (Estimated at \$9,375.00)</p>							
<p>Resolution No. R-39-22 would suspend purchasing procedures and approve requisition 74197 in the amount estimated at \$78,160.02 thereby authorizing staff to purchase three new HPE ProLiant ESXI host servers, a five-year extended service agreement, and professional services for installation, configuration, and data migration from IT Savvy, LLC as listed.</p>							
<p>Suspension of purchasing procedures for this purchase is in the best interest of the Commission as our existing virtual host servers are nearing the end of life and the extended service agreement is expiring. The host servers that are being replaced were installed in 2017 and have a life span of 5 years, which they are now nearing the end of life. Competitive pricing was requested for the hardware and five-year extended service agreement from three vendors, two responded with their pricing shown below.</p>							
<table border="1"> <tr> <td data-bbox="532 1310 808 1342">Insight Public Sector</td> <td data-bbox="987 1310 1133 1342">\$69,521.16</td> </tr> <tr> <td data-bbox="613 1374 727 1406">ITSavvy</td> <td data-bbox="987 1374 1133 1406">\$68,785.02</td> </tr> </table>				Insight Public Sector	\$69,521.16	ITSavvy	\$68,785.02
Insight Public Sector	\$69,521.16						
ITSavvy	\$68,785.02						
<p>The Commission Staff recommends purchasing the hardware and service agreement through ITSavvy since they provided a lower quote. Also, since ITSavvy is our preferred IT vendor we requested a quote for professional services, which came out to \$9,375.00. The professional services will include the installation of the three new servers, the configuration of the devices with the necessary software for hosting the Commission's virtual machines, the seamless migration of the existing servers and corresponding data to the new machines, and training Staff on the new hardware.</p>							
<p>MOTION: To approve Resolution No. R-39-22.</p>							

DuPAGE WATER COMMISSION

RESOLUTION NO. R-39-22

A RESOLUTION SUSPENDING PURCHASING PROCEDURES AND APPROVING
THE PURCHASE AND INSTALLATION OF THREE NEW HPE ESXI HOST SERVERS
FROM IT SAVVY, LLC.

WHEREAS, the DuPage Water Commission received a price quotation from IT Savvy LLC, dated as of April 14, 2022, in the amount estimated at \$78,160.02 for three new HPE ESXI host servers as requested by Commission staff; and

WHEREAS, the Board of Commissioners of the DuPage Water Commission believes it is in the best interest of the Commission to suspend purchasing procedures and accept the price quotation offered by IT Savvy LLC to supply HPE ESXI host servers as requested by Commission staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission as if fully set forth.

SECTION TWO: The price quotation of IT Savvy LLC, dated as of April 14, 2022, for three new HPE ESXI host servers as requested by Commission staff shall be and hereby is approved and accepted by the Board of Commissioners of the DuPage Water

Commission in the amount estimated at \$78,160.02 necessary to effect purchase of said hardware is hereby approved without further act.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption.

	Aye	Nay	Absent	Abstain
Bouckaert, D.				
Broda, J.				
Fennell, J.				
Gans, R.				
Gustin, P.				
Healy, J.				
Novotny, D.				
Pruyn, J.				
Rush, K.				
Russo, D.				
Saverino, F.				
Suess, P.				
Zay, J.				

Chairman

ATTEST:

Clerk

Exhibit



ITsavvy TECHNOLOGY SOLUTIONS PARTS OF MIND

ITsavvy LLC
313 South Rohlwing Road
Addison, IL 60101
www.ITsavvy.com

Quote Details	
Quote #:	3554828
Date:	04/14/2022
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Quote

Bill To:
ACCT #: 550938
DuPage Water Commission
Accounts Payable
600 East Butterfield Road
Elmhurst, IL 60126
United States
630-516-1918

Ship To:
DuPage Water Commission
Sanghyo Kim
600 E Butterfield Rd
Elmhurst, IL 60126-4642
United States
630-516-1918

Client Contact:
Sanghyo Kim
(P) 630-834-0100
kim@dpwc.org

Client Executive:
Jim Mundall
(P) 630.396.6311
(F) 630.396.6322
jmundall@ITsavvy.com

Description: ESXI Hosts

Item Description	Part #	Tax	Qty	Unit Price	Total
1 HPE ProLiant DL380 Gen10 Base Server - rack-mountable - 2U - 2-way - no CPU - RAM 0 GB - SATA/SAS - hot-swap 2.5" bay(s) - no HDD - GigE - monitor: none - CTO, factory integrated 288 GB Ram Dual Xeon S421R Procs. Dual 300GB SAS HD 1GB 4 port FLR Adapter Dual Power 868703-B21#ABA HPE DL380 Gen10 8SFF CTO Server P23549-L21 Intel Xeon-S 4210R FIO Kit for DL380 G10 P23549-B21 Intel Xeon-S 4210R Kit for DL380 Gen10 P23549-B21#0D1 Factory integrated P00920-B21 HPE 16GB 1Rx4 PC4-2933Y-R Smart Kit P00920-B21#0D1 Factory Integrated 826708-B21 HPE DL38X Gen10 Universal Media Bay 826708-B21#0D1 Factory Integrated P1322-B21 HPE 480GB SATA RI SFF SC MV SSD P18422-B21#0D1 Factory Integrated 726536-B21 HPE 9.5mm SATA DVD-ROM Optical Drive 726536-B21#0D1 HPE 9.5mm SATA DVD-ROM Optical Drive P01366-B21 HPE 96W Smart Stg Li-ion Batt 145mm Kit P01366-B21#0D1 Factory Integrated 804331-B21 HPE Smart Array P408i-a SR Gen10 Ctrlr 804331-B21#0D1 Factory Integrated 665240-B21 HPE 1GbE 4p FLR-T I350 Adptr 665240-B21#0D1 Factory Integrated 865408-B21 HPE 500W FS Plat Ht Plg LH Pwr Sply Kit 865408-B21#0D1 Factory Integrated 512485-B21 HPE iLO Adv 1-svr Lic 1yr Support 512485-B21#0D1 Factory Integrated 733660-B21 HPE 2U SFF Easy Install Rail Kit 733660-B21#0D1 Factory Integrated	20624294	Y	3	\$16,989.55	\$50,968.65
2 HPE Pointnext Tech Care Essential Service with Defective Media Retention Extended service agreement - parts and labor - 5 years - on-site - 24x7 - response time: 4 h - for P/N: P36135-291, P39380-291, P40428-B21, P40717-291, P40717-B21, Q9V07B, RTE81A	22941340	Y	3	\$5,938.79	\$17,816.37
3 ITsavvy-ASG Professional Svc Details Specified in SOW ITsavvy will: <ul style="list-style-type: none"> • Rack and Stack 3 new client provided servers • Install VMware ESXi to match the existing software • Adjust storage environment to accommodate new hosts • Add new hosts to existing cluster • Logical and physical removal of old servers from cluster and rack, if requested • Knowledge transfer • Updated diagram of the VMware environment and SAN Client Responsibilities and Additional Considerations <ul style="list-style-type: none"> • Adequate access to information and premises • Adequate rack space and available ports on switching environment • Adequate power capacity • Virtual machines may require a reboot but this can be done in a planned fashion, by the client after hours if necessary • Host upgrades can be completed without virtual machine interruption only if the remaining hosts have capacity to absorb the additional load • All licensing for VMWare and other Operating System Environments 	ASG-ES-ENG	Y	1	\$9,375.00	\$9,375.00

- Client is responsible for validating that OS licensing for servers to be virtualized are supported in a VM environment (non-OEM)
- Adequate backups and backup software compatibility
- Disposal of old equipment and packaging
- All work performed during business hours

Fair Market Value		\$1 Buy Out	
36 Month FMV / MO	60 Month FMV / MO	36 Month \$1 / MO	60 Month \$1 / MO
\$2,294.93	\$1,503.56	\$2,484.24	\$1,578.68

Lease estimates are based upon final individual credit review and approval. Your final payment options may be higher / lower based upon credit review. Payments do not include sales tax. Other lease terms are also available. Contact us to learn more.

Subtotal: \$78,160.02
 Shipping: \$0.00
 Tax (0.00%): \$0.00
TOTAL: \$78,160.02

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITsavvy's General Terms and Conditions of Sale, which can be found at www.ITsavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____ Title: _____

Authorized Signature: _____ Date: _____

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	ORIGINATING DEPARTMENT	Administration
ITEM	A Resolution Suspending Purchasing Procedures and Approving the purchase of Copiers from Toshiba Business. Resolution No. R-40-22	APPROVAL	

Account Number: 01-60-685200 (Estimated at \$29,389.83)

Resolution No. R-40-22 would suspend purchasing procedures and approve requisition 74205 in the amount estimated at \$29,389.83 thereby authorizing staff to purchase three new Toshiba copiers from Toshiba Business Solutions as listed.

Suspension of purchasing procedures for this purchase is in the best interest of the Commission as our existing office copiers are 11 years old, have been experiencing more frequent failures, and have no available spare parts. The existing Konica Minolta copiers that are being replaced were installed in 2011 and have worked well through the years, but they are aging, the models are no longer manufactured, and their spare parts are hard to come by when they fail. Competitive pricing was requested for new copiers with similar features and newer capabilities with pricing for a three-year monthly maintenance agreement from three vendors, their comparative pricing is shown below.

	Purchase Price	Monthly Maintenance Agreement (36-Months)	Total 3-Year Cost Purchase Price + Monthly Maintenance	Comparison of Service
Konica Minolta	\$40,347.98	\$297.00	\$51,039.98	Internal
Toshiba Business Solutions	\$29,389.83	\$284.42	\$39,628.95	Internal
Toshiba Imaging Solutions	\$32,641.00	\$207.14 – 26 Months \$227.85 – Final 12 Months	\$40,346.56*	External

*Estimated 10% increase for Final 12 Months of 3 Year Agreement

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	ORIGINATING DEPARTMENT	Administration
ITEM	<p>A Resolution Suspending Purchasing Procedures and Approving the purchase of Copiers from Toshiba Business.</p> <p>Resolution No. R-40-22</p>	APPROVAL	
<p>The Commission Staff recommends purchasing the hardware from Toshiba Business Solutions as they offer the most favorable quote. In the table above the third column shows the total cost of the copiers and the monthly maintenance agreement cost for a three-year period and Toshiba Business Solutions proposed the lowest price. In addition to the lowest price, their maintenance agreement is an internal service that includes direct contacts and an online portal for support tickets which is the more favorable option for the Commission. The purchase price also includes services for the installation, training, and recycling and removal of the older machines.</p>			
MOTION: To approve Resolution No. R-40-22.			

DUPAGE WATER COMMISSION

RESOLUTION NO. R-40-22

A RESOLUTION SUSPENDING PURCHASING PROCEDURES AND APPROVING
THE PURCHASE OF COPIERS FROM TOSHIBA BUSINESS SOLUTIONS

WHEREAS, the DuPage Water Commission received a price quotation from Toshiba Business Solutions, dated as of May 27, 2022, in the amount estimated at \$29,389.83 for new Toshiba copiers as requested by Commission staff; and

WHEREAS, the Board of Commissioners of the DuPage Water Commission believes it is in the best interest of the Commission to suspend purchasing procedures and accept the price quotation offered by Toshiba Business Solutions to supply Toshiba copiers as requested by Commission staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission as if fully set forth.

SECTION TWO: The price quotation of Toshiba Business Solutions, dated as of May 27, 2022, for new Toshiba copiers as requested by Commission staff hereby is approved and accepted by the Board of Commissioners of the DuPage Water

Resolution No. R-40-22

Commission in the amount estimated at \$29,389.83 necessary to effect purchase of said hardware is hereby approved without further act.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption.

	Aye	Nay	Absent	Abstain
Bouckaert, D.				
Broda, J.				
Fennell, J.				
Gans, R.				
Gustin, P.				
Healy, J.				
Novotny, D.				
Pruyn, J.				
Rush, K.				
Russo, D.				
Saverino, F.				
Suess, P.				
Zay, J.				

Chairman

ATTEST:

Clerk

Board/Resolutions/2022/R-40-22.doc

Resolution No. R-40-22

Exhibit



SALES ORDER

SO-2.0.0

SALES PACKET NUMBER

ORDER DATE

Sales Representative: Brogan Alverson

CUSTOMER INFORMATION

Customer Name: DuPage Water Commission		Tax ID#:	
Billing Address: 600 E Butterfield Road		Phone #: (630) 834-0100 Ext: 1919	Fax#: (630) 834-0120
Address 2:		Contact: Zach Evans	Customer PO#:
City: Elmhurst	State: IL	Zip: 60126	eMail: evans@dpwc.org

EQUIPMENT AND SUPPLIES

QTY.	EQUIPMENT & ACCESSORIES	PRODUCT NUMBER	SHIP TO ADDRESS	UNIT PRICE	AMOUNT
1	FD300		600 E Butterfield Road Elmhurst, IL 60126	\$943.77	\$943.77
1	Toshiba e-STUDIO4515AC	ESTUDIO4515AC	600 E Butterfield Road Elmhurst, IL 60126	\$9,578.02	\$9,578.02
1	Card Reader Holder	GR1320			
1	300-sheet DSDf	MR4000B			
1	550-sheet Paper Feed Pedestal	KD1058B			
1	550-sheet Drawer	MY1048B			
1	Inner Finisher	MJ1042B			
1	Hole Punch	MJ6011			
1	Analog Fax Unit / 2nd Line Fax Unit	GD1370N			
1	Embedded OCR License	GS1080NODE			
1	Multi-Station Print 1 License	GS1090NODE			
1	T4DT-FB4BTH-P				
1	Toshiba e-STUDIO3015AC	ESTUDIO3015AC	600 E Butterfield Road Elmhurst, IL 60126	\$7,303.52	\$7,303.52
1	300-sheet DSDf	MR4000B			
1	550-sheet Paper Feed Pedestal	KD1058B			
1	550-sheet Drawer	MY1048B			
1	Inner Finisher	MJ1042B			
1	Hole Punch	MJ6011			
1	Card Reader Holder	GR1320			
1	Embedded OCR License	GS1080NODE			
1	Multi-Station Print 1 License	GS1090NODE			
1	T4DT-FB4BTH-P				

SPECIAL INSTRUCTIONS

Sub Total	\$29,389.83
Other	
EOL/Security	
Professional Fees	
Connectivity Fees	
Move Fees	
Taxable Total	\$29,389.83
Sales Tax %	plus applicable taxes
Tax Paid	
Advance Paid	
Total	\$29,389.83

CUSTOMER ACCEPTANCE

You hereby acknowledge and agree that your electronic signature above shall constitute an enforceable and original signature for all purposes. By signing this agreement, the customer acknowledges that he/she has read and understood the terms and conditions of this agreement.

1. Limited Warranty. The seller warrants that the goods to be delivered will be of the kind and quality described in this Agreement and will be free of defects in workmanship or material. Should any failure to conform to this warranty appear within ninety (90) days after the initial date of installation in the case of new goods, or thirty (30) days after the initial date of installation in the case of used or reconditioned goods, the seller at it's option, shall correct such defects by suitable repair or replacement at its own expense, upon notification thereof and substantiation that the goods have been stored, installed, maintained, and operated in accordance with the Seller's recommendations or standard industry practice. The foregoing warranty does not apply to consumable parts such as, but not limited to, drums, cleaning brushes, filters, developer, toner, heat and oilier tubes, pressure pads, lamps, lenses and fuses.

This warranty is exclusive and is in lieu of any warranty of merchantability, fitness for a particular purpose or other warranty of quality, whether express or implied, except of title and against patent infringement. Correction of non-conformities, in the manner and for the period of time provided above, shall constitute fulfillment of all liabilities of the Seller to the Customer with respect to, or arising out of the goods, whether based on contract, negligence, strict tort liability of otherwise.

Print Name:	Signature: X	Title:	Date:
TBS ACCEPTANCE			
Print Name:	Signature: X	Title:	Date:

