



## DuPage Water Commission

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

### AGENDA

**ADMINISTRATION COMMITTEE  
THURSDAY, AUGUST 18, 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 June 16, 2022 Administration Committee Minutes
- III. Request for Board Action: Authorization for the General Manager to engage in a two (2) year agreement with Sikich LLP for Human Resources Consulting Services with the DuPage Water Commission.
- IV. **R-47-22:** A Resolution authorizing and ratifying the disposal of certain personal property, computer and electronic equipment, owned by the DuPage Water Commission, at no cost.
- V. Other
- VI. 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, JUNE 16, 2022  
600 EAST BUTTERFIELD ROAD  
ELMHURST, ILLINOIS 60126**

Commissioner J. Healy called the meeting to order at 6:17 P.M.

Committee members in attendance: J. Broda, P. Gustin, J. Healy, K. Rush and J. Zay  
(6:25)

Also in attendance: P. May, D. Mundall

Commissioner Gustin moved to approve the Minutes of the May 19, 2022 Administration Committee meeting. Seconded by Commissioner Rush and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

Commissioner Rush made a motion to approve a Request for Board Action, authorizing the General Manager to enter into an agreement with Strategia Consulting, LLC., for communication and consulting services. Seconded by Chairman Broda and unanimously approved by a Voice Vote.

General Manager May detailed to the committee the services that Strategia would provide and noted the expense is included in the budget. Commissioner Rush asked if having a website opened a portal to hackers. General Manager May reviewed the cyber security protocols currently in place to prevent intrusion.. Commissioner Gustin warned against phishing emails addressed to staff and inquired if the cyber insurance covered employee error. General Manager May confirmed coverage and will forward details to Commissioner Gustin in the coming days.

All voted aye, motion carried.

Commissioner Gustin made a motion to approve Resolution R-39-22, a resolution suspending purchasing procedures and approving the purchase of three new HPE ESXI host servers from ITSavvy, LLC., at a cost of \$78,160.02. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye, motion carried.

Commissioner Gustin made a motion to approve Resolution R-40-22, a resolution suspending purchasing procedures and approving the purchase of copiers from Toshiba Business Solutions at a cost of \$29,389.83. Seconded by Commissioner Broda and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

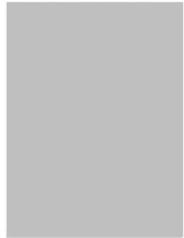
Minutes June 16, 2022 Administration Committee Meeting

With no further discussion, Commissioner Healy moved to adjourn the meeting at 6:29P.M. Seconded by Commissioner Gustin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

DATE: August 11, 2022

## REQUEST FOR BOARD ACTION

<b>AGENDA SECTION</b>	Omnibus Vote Requiring Super-Majority or Special Majority Vote	<b>ORIGINATING DEPARTMENT</b>	General Manager's Office
<b>ITEM</b>	Authorizing the General Manager to engage in a two (2) year agreement with Sikich LLP for Human Resources Consulting and Services at the DuPage Water Commission	<b>APPROVAL</b>	

Account Number: 01-60-628000

Due to the ever-changing landscape of legal and compliance issues related to Human Resources, the Commission is requesting authorization for the General Manager to engage in a two (2) year (with an additional one year option) agreement for Human Resources Consulting and Services contract with Sikich LLP.

The new contract will be for a two (2) year term in the amount of \$250.00 per hour as needed.

The Commission solicited for proposals for human resources services at the DuPage Water Commission in July 2022. Of the four companies that held copies of the Request for Proposals (RFP) document, one proposal was received. The Commission was informed by the others that the scope of work was either outside their current service offerings or too extensive with their current workload.

The Commission did its due diligence with Sikich by conducting an interview with the proposed Sikich team. The discussion included reviewing the team's experience, proposed plan, and ability to handle the scope of work. In addition, references were contact ed and responses were positive.

**MOTION:** Authorizing the General Manager to engage in a two (2) year agreement with Sikich LLP for Human Resources Consulting and Services at the DuPage Water Commission.



# DuPage Water Commission

600 East Butterfield Road

Elmhurst, IL 60126

630-834-0100

## Request for Proposals for Human Resources Consultant and Services

### **BACKGROUND**

The DuPage Water Commission is seeking proposals from qualified firms to provide Human Resources Services to the Commission, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

The Commission is a county water commission, body politic and corporate, political subdivision and unit of local government of the State of Illinois (the "State") organized, existing and operating under the Water Commission Act of 1985, 70 ILCS 3720/1 *et seq.* (the "Water Commission Act"). The Commission is empowered under the Water Commission Act and Division 135 of Article 11 of the Illinois Municipal Code, 65 ILCS 5/11-135-1 *et seq.* to finance, construct, acquire, and operate a water supply system to serve municipalities in the territory of the Commission and other potential water purchasers. The Commission has independent taxing powers and its territory includes property principally in DuPage County, Illinois, with smaller portions in Cook and Will Counties, Illinois. The Commission is located in northeastern Illinois, west of the City of Chicago.

The Commission initially entered into purchase contracts with 23 DuPage County units of local government. In addition to the Charter Customers, the Commission has entered into purchase contracts with six "Subsequent Customers."

### **SCOPE OF SERVICES**

The Commission is seeking a professional consulting firm which is highly skilled and fully knowledgeable in the human resource field and can take a proactive approach in completing the work below and advising the Commission on all aspects of its current practices, while making recommendations for continuous improvement.

## 1) Specific Services Requested

- A. Completion of an evaluation of current practices and procedures
- B. Assistance with hiring, on-boarding, promotion and separation of employees
- C. Review of current job descriptions and communication of recommendations
- D. Review and update of employee labor classifications, as necessary
- E. Compensation and benefit package reviews in relation to industry standards
- F. Recommendations of policies to ensure compliance with federal, state and local standards and regulations
- G. Review and update of employee handbook/policy and recommendations for changes
- H. Management of call center for Human Resource questions
- I. Assistance with administration of employee benefits and directing of open enrollment
- J. Assistance with union contract negotiations
- K. Preparation of employee benefit statements
- L. Review of annual performance review process, including creating new or improved forms as necessary, and recommendations for improvement
- M. Handling, tracking, and reporting of employee performance issues/disciplinary actions and employee and manager complaints, and attendance of in-person meetings when requested
- N. Assistance with development of staff training programs related to employee conduct and skills, as well as monitoring of completed training programs and coaching for supervisors
- O. Regular communication to management of changes affecting labor laws or regulations
- P. Recommendations for continuous improvement
- Q. Assistance with other tasks or needs as deemed necessary by the Commission

## 2) LENGTH OF CONTRACT

The successful firm(s) will accomplish the placement of either all or selected coverages only insurance for the Commission for the 2-year contract period, **beginning September 1, 2022 and ending on August 31, 2024.** The Commission has the option to extend for one (1) additional twelve (12) month renewal period.

Renewal will be predicated on and subject to the development and continuation of a satisfactory and mutually beneficial working relationship between the Commission and the firm.

## 3) EXPERIENCE:

The successful firm or firms will indicate sufficiency of experience and expertise in consulting and guiding organizations with HR-related issues.

Experience in the workforce development, non-profit or public sector is preferred. Working knowledge of human resource management and its range of needs and development is required.

## **EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS**

### **SUBMITTAL:**

Interested proposers are to provide the Commission with a thorough proposal using the following guidelines:

Proposal should contain no more than thirty (30) pages, including a cover letter and resumes of key people. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements and providing a complete and clear description of what is being offered.

The following should be addressed in the proposer's response:

#### **A. Cover letter**

Proposal shall be accompanied by a cover letter, which should summarize the key elements of the proposal. An individual authorized to bind the proposer must sign the letter. The letter must stipulate that the proposal shall be valid for a period of at least ninety (90) days. Indicate the address and telephone number of the proposer's office located nearest to the Commission and the office from which the project will be managed.

#### **B. Background and Project Summary**

Describe your understanding of the Commission, the work to be done and the objectives to be accomplished. Refer to the Scope of Work of this RFP.

#### **C. Approach**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. Included should be an implementation plan with project schedule. Also included should be a description of specific tasks you will require from Commission staff and explain what the respective roles of Commission staff and your staff would be to complete the tasks specified in the Scope of Work. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that maximize efficiency and cost-effectiveness.

#### **D. Staffing**

Provide a list of personnel who will be working on this project and indicate the functions that each will perform. Include a resume for each designated

individual. Upon award and during the contract period, if different personnel are assigned to the project, those names and qualifications must be submitted to the Commission. The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the Commission.

**E. Qualifications**

Describe the qualifications of the proposer and key staff who have performed projects similar in size and scope within the past five years to demonstrate competence to perform these services. Included should be names of key staff that participated on those projects and their specific responsibilities, and a summary of the proposer’s demonstrated capability, including the length of time that the services in the Scope of Work have been provided. All proposers should provide at least three references, including name and contact information, which have received similar services. The Commission reserves the right to contact the references listed.

**F. Fee proposal**

Indicate an hourly billing rate schedule for the proposed employees

**G. List any expectations that your company may have from DuPage Water Commission.**

**EVALUATION:**

All proposals received will be evaluated by an Evaluation Committee comprising of DuPage Water Commission personnel.

The Proposal will be evaluated for compliance with the instructions set forth in this RFP. Significant non-compliance as determined by the Evaluation Committee will be grounds for disqualification.

The following factors will be considered in making the selection:

Criteria	Weight
<p><i>Qualifications</i></p> <ul style="list-style-type: none"> <li>• Experience</li> <li>• Technical capabilities, professional competence and qualifications of proposed personnel</li> <li>• Evidence of adequate personnel</li> </ul>	35%
<p><i>Approach</i></p> <ul style="list-style-type: none"> <li>• Understanding of the RFP</li> <li>• Knowledge of applicable laws and regulations</li> </ul>	25%

<i>References</i>	20%
<ul style="list-style-type: none"> <li>• Past performance with respect to quality of work</li> <li>• Past performance with respect to ability to meet deadlines</li> <li>• Innovative and creative approaches</li> </ul>	
<i>Price Proposal</i>	20%
<ul style="list-style-type: none"> <li>• Evaluated based on hourly fee submitted</li> </ul>	
<i>Total Points:</i>	100 Points

The selection of any Proposer shall be at the recommendation of the Evaluation Committee and the approval by the DuPage Water Commission Board. The Commission reserves the right to reject any or all proposals.

**Acceptance of Proposals:**

The Commission reserves the right to reject any or all Proposals or any part thereof, to waive informalities and technicalities, and to accept the Proposal deemed most favorable to The Commission.

**Evaluation Process:**

An Evaluation Committee comprised of DuPage Water Commission representatives will evaluate all responsive proposals in accordance with the evaluation criteria detailed in this Request for Proposals. The Evaluation Committee may request any or all proposers to submit clarifications or answer oral or written questions or inquiries from the Evaluation Committee.

This evaluation process may result in a shortlist of proposals. The Evaluation Committee, at its option, may request that any or all of the shortlisted proposers make a presentation, provide other customer testimonials, submit clarifications, schedule a site visit of their premises (as appropriate), provide a best and final offer, provide additional references, or respond to questions or inquiries from the Evaluation Committee.

**Proposer Presentations:**

The Commission reserves the right to, but is not obligated to, request and require that each Proposer provide a formal presentation of its Proposal at a date and time to be determined. If required, it is anticipated that such presentation will not exceed one (1) hour. No Proposer will be entitled to present during, or otherwise receive any information regarding, any presentation of any other Proposer.

**Insurance:**

Prior to contract, the winning proposer will be required to show evidence of insurance coverage of a kind and in an amount satisfactory to the Commission. The Commission's insurance requirements are attached to this RFP in Appendix A. The Commission shall be named additional insured under the proposer's policies as noted in the agreement.

## **CONTACT PERSON**

Questions related to this RFP should be directed to:

Cheryl Peterson  
Financial Administrator  
DuPage Water Commission  
600 E. Butterfield Road  
Elmhurst, IL 60126  
(630) 834-0100  
peterson@dpwc.org

## **SUMMARY**

Proposals are due by 1:00 p.m., July 11, 2022, at the Commission's office listed above. The Commission requests the submitting proposals be organized and presented in a neat and logical formation covering only the information relevant to the services required. Respondent's proposals shall be clear, concise, accurate and comprehensive. Each firm should submit five copies of their proposal. Based upon a review of the proposals received, a few firms may be selected to interview with a Select Committee of the Board of Commissioners of the DuPage Water Commission prior to the Commission's August Board meeting. The final selection will be made by the full Board of Commissioners based upon a recommendation from the Select Committee.

**APPENDIX A  
HUMAN RESOURCE CONSULTING SERVICES  
REQUEST FOR PROPOSAL (RFP)  
INSURANCE REQUIREMENTS**

The proposer shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the proposer and all of its agents, employees, sub-contractors and other providers of services and shall name the Commission, its employees and agents as an Additional Insured on a primary and non-contributory basis to the proposer's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section on the proposer's Certificate of Insurance. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Commission. Minimum limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each Employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage Each Occurrence \$1,000,000 Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$3,000,000 each occurrence or per claim.

The proposer agrees to maintain continuous professional liability coverage for the entire duration of this contract, and shall provide for an Extended Reporting Period in which to report claims for five (5) years following the conclusion of the contract.

The proposer shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, and statutory Worker's Compensation and Employer's Liability coverages.

The proposer shall direct its Insurer to provide a Certificate of Insurance to the Commission before any work is performed. The Certificate shall specify that the

Commission shall receive 30 days' advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The proposer shall provide the Commission copies of any such Policies upon request.

The above insurance requirements are the Commission's general requirements. Insurance requirements with the awarded proposer are subject to final negotiations.

DATE: August 5, 2022

## REQUEST FOR BOARD ACTION

<b>AGENDA SECTION</b>	Administration Committee	<b>ORIGINATING DEPARTMENT</b>	Administration
<b>ITEM</b>	A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission  Resolution No. R-47-22	<b>APPROVAL</b>	
Account Number: N/A			
<p>Resolution No. R-47-22 is a Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission. This Resolution authorizes the General Manager to dispose of the assets listed on Exhibit A to the Resolution or, if already disposed of, ratifies and confirms their disposal because these assets are or were no longer useful to the Commission.</p> <p>The computer and electronic equipment listed in Exhibit A will be donated to ATEN – Assistive Technology Exchange Network, A Program of United Cerebral Palsy of Greater Chicago, they refurbish and recycle donated computers and distributes them free of charge to children with disabilities.</p> <p style="text-align: center;">Assistive Technology Exchange Network 7550 W. 183<sup>rd</sup> Street Tinley Park, IL 60477 708-444-8460</p>			
<b>MOTION:</b> To adopt Resolution No. R-47-22			

DuPAGE WATER COMMISSION

RESOLUTION NO. R-47-22

A RESOLUTION AUTHORIZING AND RATIFYING  
THE DISPOSAL OF CERTAIN PERSONAL PROPERTY  
OWNED BY THE DuPAGE WATER COMMISSION

WHEREAS, the DuPage Water Commission is authorized to sell or otherwise dispose of personal property pursuant to 65 ILCS 5/11-135-6; and

WHEREAS, in the opinion of the Board of Commissioners of the DuPage Water Commission, the personal property described in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof (the "Property") is no longer necessary or useful to or for the best interests of the DuPage Water Commission to retain or, if already disposed of, was not necessary or useful to or for the best interests of the DuPage Water Commission to retain;

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

SECTION ONE: The Board of Commissioners of the DuPage Water Commission hereby finds and determines that the Property is no longer necessary or useful to the DuPage Water Commission and the best interests of the DuPage Water Commission will be served by its disposal or, if already disposed of, was not necessary or useful to the DuPage Water Commission and the best interests of the DuPage Water Commission were served by its disposal.

SECTION TWO: The General Manager is hereby authorized to dispose of the Property in such manner as the General Manager shall determine or, if already disposed

Resolution No. R-47-22

of, the Board of Commissioners of the DuPage Water Commission hereby ratifies and confirms its disposal.

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 A****OBSOLETE / DEFECTIVE ITEMS**

Qty	Serial Number	Description
1		Box of miscellaneous monitor components
3		Box of miscellaneous cables
1		Box of miscellaneous mice and keyboards
1		Box of miscellaneous KVM devices
1	W36677	DataCard SP25 Plus card printer
1	XLN91DCB00053A	Samsung 900X laptop
1	5CD9517F3Y	HP Probook 445R 610
3	FY4NHM2	Dell Precision 3520
1	N/A	HP Probook 650 G1
1	MXL0121XBK	HP Elitedesk 800 G4 TWR
4	RMQ00K708438	LinkSys Switches 8RW2008
1	N/A	Dell Powerconnect 2824
1	DNI1422B34M	Cisco SGE2000 24 port Switch
4	CNK8350B4Y	HP 24" Monitors
1	MMLWVAA0013300FF908533	Acer S241HL 24" Monitor
1	306MXHB1S281	LG Flatron EZ411 24" Monitor
1	04603CEG602854T	Samsung UN32J5003AF 32" Monitor
1	N/A	Belkin Battery Backup Unit
1	380829085866	Ewire 3800HGV-B Router
4	81201614FW	Mitsubishi LDT46IV 43" Monitor