

Requisition 25k and over

LEG-P-0154-14

AWARDING CONTRACT TO  
 ALL-CIRCO, INC.  
 FOR CONSULTING SERVICES AS A LOBBYIST  
 (COUNTY COST: \$120,000.00)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Legislative Committee recommends County Board approval for the issuance of the Contract to All Circo, Inc., to provide Consulting Services as Lobbyists representing DuPage County before the Illinois General Assembly and the State Executive Branch regarding legislation important to DuPage County, for the period September 15, 2014 through September 14, 2015, for the DuPage County Board; and

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, to provide Consulting Services as Lobbyists representing DuPage County before the Illinois General Assembly and the State Executive.

Branch regarding legislation important to DuPage County, for the period September 15, 2014 through September 14, 2015, for County Board, be, and it is hereby approved for issuance of a Contract by the Procurement Division to All-Circo, Incorporated, 670 N. Clark St., 4th Floor, Chicago, Illinois, 60654, for a contract total amount of \$120,000.00.

Enacted and approved this 12th day of August, 2014 at Wheaton, Illinois.

\_\_\_\_\_  
 DANIEL J. CRONIN, CHAIRMAN  
 DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_  
 GARY A. KING, COUNTY CLERK

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Donald Puchalski, District 1
<b>SECONDER:</b>	James Zay, District 6
<b>AYES:</b>	Puchalski, McBride, Zay, Curran, Chaplin
<b>ABSENT:</b>	Tonia Khouri

Requisition 25k and over

LEG-P-0154-14



# PROCUREMENT REVIEW CHECKLIST REQUISITION

This form must accompany all County Purchase Requisitions.

NEW PURCHASE ORDER REQUEST			
<b>DATE SUBMITTED</b>	July 28, 2014	<b>CONTRACT TERM</b>	9/15/2014 THRU 9/14/2015
<b>CONTRACT TOTAL AMOUNT</b>	\$120,000	<b>REQUESTING DEPT.</b>	LEGISLATIVE & GOVERNMENTAL AFFAIRS COMMITTEE
<b>VENDOR</b>	All-Circo, Inc.	<b>DEPT. CONTACT</b>	Sheryl Markay/Mary Becker
<b>VENDOR PHONE</b>	312-750-9270	<b>CONTACT PHONE</b>	6012/6009
<b>DESCRIPTION OF PROCUREMENT / SCOPE OF WORK</b>	It is important that the views of DuPage County Government are communicated to policy makers at the state level. The firm of All-Circo will continue to represent the county through lobbying activities before the legislative leaders, members of the Illinois General Assembly, and the Governor's Office. All-Circo will keep the Legislative & Governmental Affairs Committee, County Board Members, the County Board Chairman, and county staff apprised of key legislative issues; assist with the development of legislative strategies and annual legislative agenda; build coalitions; coordinate the regular submittal of reports highlighting major activities; and offer advice and counsel regarding state government issues.		
<b>REASON FOR PROCUREMENT</b>	Consulting services as a lobbyist representing DuPage County before the Illinois General Assembly and the Executive Branch of State Government		
<b>BACKGROUND (HISTORY)</b>	Previously the County has retained lobbyists at both the federal and state level. All-Circo has represented DuPage County since September of 2011.		

FUNDING SOURCE							
<b>Specifically Budgeted</b> <input checked="" type="checkbox"/>		<b>Budget Transfer Required</b>			<b>Funds Have Been Identified</b>		
		—					
<b>FY:</b>	2014/2015	<b>Company:</b>	1000	<b>Accounting Unit:</b>	1180	<b>Acct.:</b>	53050

## SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**    Other Professional Services - Detailed Vetting Process Required

Sally Karner	Completed	07/28/2014 10:49 AM
Sheryl Markay	Completed	07/28/2014 10:57 AM
Kathy Ostrowski	Completed	07/30/2014 11:54 AM
John Meneghini	Completed	07/30/2014 3:02 PM
Paul Rafac	Completed	07/30/2014 4:25 PM

Requisition 25k and over

LEG-P-0154-14

Tom Cuculich	Completed	07/31/2014 8:00 AM
Kathy Ostrowski	Completed	07/31/2014 9:07 AM
Legislative & Governmental Affairs Committee	Completed	08/06/2014 10:07 AM
Finance Committee	Pending	
County Board	Pending	



## Required Vendor Disclosure Statement

Company Name:	All-Circo, Inc.		
Company Contact:	John Kelly	Contact Phone:	(312) 750-9262
Bid/Contract/ PO:	Lobbying & Consulting services		

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

- Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

I have made the following campaign contributions within the current and previous calendar year:

If no contributions have been made enter "NONE" below:

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made
Friends of John Curran	John J. Kelly Consulting	Contribution	\$500	2/15/12
Citizens for Dan Cronin	All-Circo, Inc.	In kind contribution	\$1,445.40	12/11/13

*Attach additional sheets if necessary. Sign each added sheet and number each page \_\_\_ (#) of \_\_\_ (total pages).*

- All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

Lobbyists, Agents And Representatives And All Individuals Who Are Or Will Be Having Contact With County Officers Or Employees In Relation To The Contract Or Bid	Telephone	Email
John Kelly	(312) 750-9262	jkelly@allcirco.com
Michael Houlihan	(312) 344-2791	mhoulihan@allcirco.com

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county's ethics and procurement policies and ordinances are available at <http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, read, and understand these requirements.

Authorized Signature: \_\_\_\_\_  
 Printed Name: John Kelly  
 Title: President  
 Date: 08/05/14

Page 1 of 1 Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

2637



# PROCUREMENT REVIEW CHECKLIST

REQUISITION # \_\_\_\_\_

This form must accompany all County Purchase Requisitions.

## NEW PURCHASE ORDER REQUEST

REQUISITION #		CONTRACT TERM	
DATE SUBMITTED	07/28/14	REQUESTING DEPT.	County Board
VENDOR	All-Circo Inc.	DEPT. CONTACT	Sheryl Markay/Mary Becker
VENDOR PHONE #	312-750-9270	CONTACT PHONE #	6012/6009
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Consulting services as a lobbyist representing DuPage County before the Illinois General Assembly and the Executive Branch of State Government		
REASON FOR PROCUREMENT	It is important that the views of DuPage County Government are communicated to policy makers at the state level. The firm of All-Circo will continue to represent the county through lobbying activities before the legislative leaders, members of the Illinois General Assembly, and the Governor's Office. All-Circo will keep the Legislative & Government Affairs Committee, County Board Members, the County Board Chairman, and county staff apprised of key legislative issues; assist with the development of legislative strategies; and annual legislative agenda; build coalitions; coordinate the regular submittal of reports highlighting major activities; and offer advice and counsel regarding state government issues. <i>120,000</i>		
BACKGROUND (HISTORY)	Previously the County has retained lobbyists at both the federal and state level. All-Circo has represented DuPage County since September of 2011.		

### SOURCE OF FUNDING

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (FY & BUDGET CODE) 1000-1180-53050
- BUDGET TRANSFER (DATE) \_\_\_\_\_
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET LINE \_\_\_\_\_

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE PER QUOTE # \_\_\_\_\_ (ATTACH QUOTE TABULATION)
- LOWEST RESPONSIBLE BIDDER PER BID # \_\_\_\_\_ (ATTACH BID TABULATION)
- PER COOPERATIVE PURCHASING AGREEMENT: \_\_\_\_\_ (STATE NAME OF COOPERATIVE)
- INTERGOVERNMENTAL AGREEMENT
- PUBLIC UTILITY (EXEMPT FROM BIDDING PER 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bidding)
- SOLE SOURCE ((ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DU PAGE COUNTY PURCHASING ORDINANCE, ARTICLE 4-102(5))
- EXEMPT FROM BIDDING PER 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under \$35,000.00
- EXEMPT FROM BIDDING PER 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bidding. Explain below: \_\_\_\_\_

2014 JUL 30 AM 10:28  
 DUPAGE COUNTY  
 PURCHASING

### BASIS OF DECISION MEMO (ATTACH DECISION MEMO)

- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # \_\_\_\_\_ (INCLUDE EVALUATION SUMMARY WITH DECISION MEMO)
- PROFESSIONAL SERVICES EXCLUDED PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES (DETAIL VETTING PROCESS ON DECISION MEMO)
- EMERGENCY PROCUREMENT AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_
- REQUEST WAIVER OF COUNTY BID RULES (ONLY ALLOWABLE TO STATUTORY LIMITS)
- OTHER THAN LOWEST RESPONSIVE, RESPONSIBLE SOLICITATION # \_\_\_\_\_

Mary Becker	07/28/14	<i>[Signature]</i>	7/29/14
PREPARED BY (initials and phone ext.)	DATE	RECOMMENDED FOR APPROVAL	DATE
<i>bv</i>	7/30/14	<i>[Signature]</i>	7-30-14
BUYER	DATE	PROCUREMENT MANAGER	DATE
<i>P.R.R.</i>	7-30-14	<i>[Signature]</i>	7-30-14
CHIEF FINANCIAL OFFICER (DECISION MEMOS OVER \$25,000)	DATE	STATES ATTORNEY'S OFFICE (AS REQUIRED)	DATE
<i>[Signature]</i>	7-31-14		
CHAIRMAN'S OFFICE (DECISION MEMOS OVER \$25,000)	DATE		DATE

Attachment: All-Circo Checklist (LEG-P-0154-14 : All-Circo, Inc.)