



DU PAGE COUNTY ILLINOIS

PROCUREMENT SERVICES DIVISION
 421 NORTH COUNTY FARM ROAD
 WHEATON, IL 60187-3978
 Phone: 630-407-6200
 Fax: 630-407-6201

REQUISITION

THIS IS NOT A PURCHASE ORDER

18991

Page Number
1 of 1

Requisition Date
08/08/2013

Supplier: 33115000
 MCGUIRE WOODS CONSULTING
 77 W WACKER DR STE 4100
 CHICAGO IL 60601-1818

Bill to: DU PAGE COUNTY BOARD
 MARY BECKER
 421 NORTH COUNTY FARM ROAD
 THIRD FLOOR
 WHEATON IL 60187

Remit to: MCGUIREWOODS CONSULTING LLC
 ATTN: ACCOUNTS RECEIVABLE
 901 E CARY ST
 RICHMOND VA
 23219-4030

Ship to: DU PAGE COUNTY BOARD
 MARY BECKER
 421 NORTH COUNTY FARM ROAD
 THIRD FLOOR
 WHEATON IL 60187

Terms	F.O.B.	Delivery Required By	Requested By	User ID
PER 50 ILCS 505	DESTINATION	11/30/2014	MARY BECKER	TINA SNYDER

LN	Quantity	Description	Account Code	Unit Price	Extension
		THIS CONTRACT PURCHASE ORDER IS FOR CONSULTING SERVICES. THIS CONTRACT COVERS THE PERIOD OF SEPTEMBER 15, 2013 THROUGH SEPTEMBER 14, 2014.			
1	1 EACH	FY 13 ENCUMBRANCE	13-01-798-3090	6,000.00 /EACH	6,000.00
2	1 EACH	FY 14 ENCUMBRANCE	14-01-798-3090	18,000.00 /EACH	18,000.00
		OTHER PROFESSIONAL SERVICES			

Total: 24,000.00

Tina Snyder

Parent Committee Approval

Finance Committee Approval

County Board Approval

TINA SNYDER
 630-407-6163



PROCUREMENT REVIEW CHECKLIST

REQUISITION # 18991

This form must accompany all County Purchase Requisitions.

NEW PURCHASE ORDER REQUEST

REQUISITION #		CONTRACT TERM	09/15/2013 - 09/14/2014
DATE SUBMITTED	7/16/13	REQUESTING DEPT.	County Board
VENDOR	McGuire Woods Consulting Inc	DEPT. CONTACT	Sheryl Markay/Mary Becker
VENDOR PHONE #	312-867-4934	CONTACT PHONE #	6012/6009
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Consulting services as a lobbyist representing DuPage County. \$24,000		
REASON FOR PROCUREMENT	To provide DuPage County with government relations and lobbying services with the Illinois General Assembly and State Executive Branch.		
BACKGROUND (HISTORY)	Annual Contract		

SOURCE OF FUNDING

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (FY & BUDGET CODE) 01-798-3090
- BUDGET TRANSFER (DATE) _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET LINE _____

DECISION MEMO NOT REQUIRED

DUPAGE COUNTY PURCHASING 2013 AUG 5 AM 10:15

- THREE WRITTEN QUOTES (ATTACH QUOTATION EVALUATION SUMMARY)
- LOWEST RESPONSIBLE BIDDER PER BID # _____ (ATTACH BID TABULATION)
- PER COOPERATIVE PURCHASING AGREEMENT: _____
- 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: _____

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 PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY _____ DATE _____
- REQUEST WAIVER OF COUNTY BID RULES (ONLY ALLOWABLE TO STATUATORY LIMITS)
- OTHER THAN LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # _____

MB	07/16/13	<i>TR</i>	8/5/13
PREPARED BY	DATE	RECOMMENDED FOR APPROVAL	DATE
REVIEWED BY			
<i>Kne/HS</i>	8/8/13	<i>Jane</i>	8-8-13
BUYER	DATE	PROCUREMENT MANAGER	DATE
<i>[Signature]</i>	8/8/13		
CHIEF FINANCIAL OFFICER (DECISION)	DATE	STATES ATTORNEY'S OFFICE (AS REQUIRED)	DATE
<i>[Signature]</i>	8/8/13		
CHAIRMAN'S OFFICE (DECISION MEMOS OVER \$25,000)	DATE		DATE



This document is required for all Professional Service (3090) Contracts, all Contracts \$15,000 or greater or between \$5,000 and \$14,999 where 3 quotes are not feasible.

REQUISITION #		REQUESTING DEPARTMENT	County Board
VENDOR	McGuire Woods Consulting	DEPARTMENT CONTACT	Sheryl Markay/Mary Becker
DATE SUBMITTED FOR REVIEW		CONTACT PHONE #	6012/6009

ISSUE:

Engage lobbyist services to represent and promote DuPage County interests at the state level.

BACKGROUND:

Previously the County has retained lobbyists at both the federal and state level.

DISCUSSION:

It is important that the views of DuPage County Government are communicated to policy makers at the state level.

The firm of McGuire Woods Consulting, an entity that has represented the DuPage County Health Department since 2008 and the County Board since 2011, will continue to perform lobbying activities before the Illinois General Assembly and Executive Branch of state government. McGuire Woods Consulting will work under the direction of the county's lead lobbyist and provide assistance on revenue and other issues as requested. The firm 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; coordinate the submittal of regular reports highlighting major activities; and offer advice and counsel regarding state government issues.

OPTIONS (ITEMIZE):

1. Selection of McGuire Woods Consulting
2. Selection of other entity
3. Selection of no entity

RECOMMENDATIONS:

McGuireWoods Consulting is a credible and respected firm. The firm's Illinois team has more than 100 combined years of experience working with the General Assembly and the Executive Branch of Government, including with the legislative leaders' and the Governor's Office. The team is bi-partisan and has a solid reputation among lawmakers and key administration officials and has represented a number of local government entities.

The firm's primary contact, Darren Collier, is an expert in public finance and has previously held positions with the Illinois Attorney General's Office and served as assistant general counsel at the Illinois Housing Development Authority.

YEAR AND CONTRACT TOTAL IN ADDITION TO ANY NARRATIVE):

The contract will be in effect from 9/15/13 through 9/14/14 at a cost of \$24,000.

COUNTY OF DuPAGE, ILLINOIS

CONTRACTOR AGREEMENT

This AGREEMENT ("Agreement") is effective as of the first day of September 15, 2013, and is entered into by and between the County of DuPage, a body politic and corporate ("County") and McGuire Woods Consulting, a Contractor ("Contractor").

RECITALS

WHEREAS, the County desires that Contractor render certain services more fully described herein; and

WHEREAS, the Contractor has demonstrated expertise in providing such services, has represented that it has the requisite knowledge, skill, experience and other resources necessary to perform such services and is desirous of providing such services for the County.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereby agree as follows:

1. **Incorporation of Recitals:** The matters recited above are hereby incorporated into and made a part of this Agreement.
2. **Term:** This Agreement is for a term commencing September 15, 2013, and continuing through September 14, 2014 ("Term"), unless terminated sooner as provided herein.
3. **Scope of Services:** Contractor agrees to provide the services required and, if applicable, set forth on Exhibit "A" including the deliverables set forth thereon ("Services"), in accordance with the terms and conditions of this Agreement. The County may, from time to time, request changes in the scope of Services. Any such changes, including any increase or decrease in Individual's fees, shall be documented by an amendment to this Agreement in accordance with State and County laws.
4. **Compensation and Payment:** Compensation for Services during the initial term shall be based on a monthly rate of \$ 2,000.00 and shall not exceed Twenty Four Thousand Dollars, (\$ 24,000.00), with no reimbursement for expenses. Compensation shall be based on actual Services performed during the Term of this Agreement and the County shall not be obligated to pay for any Services not in compliance with this Agreement. In the event of early termination of this Agreement, the County shall only be obligated to pay the fees incurred up to the date of termination. In no event shall the County be liable for any costs incurred or Services performed after the effective date of termination as provided herein. Consultant shall submit invoices referencing this Agreement with such supporting documentation as may be requested by the County. Payments shall be subject to 50 ILCS 505, "Local Government Prompt Payment Act".
5. **Non-appropriation:** Expenditures not appropriated in the current fiscal year budget are deemed to be contingent liabilities only and are subject to appropriation in subsequent fiscal year budgets. In the event sufficient funds are not appropriated in a subsequent fiscal year by the County for performance under this Agreement, the County shall notify Contractor and this Agreement shall terminate on the last day of the fiscal period for which funds were appropriated. In no event shall the County be liable to the Contractor for any amount in excess of the cost of the services rendered up to and including the last day of the fiscal period.

COUNTY OF DuPAGE, ILLINOIS

6. Events of Default and Remedies.

- 6.1 Events of Default. Events of default include, but are not limited to, any of the following: (i) Any material misrepresentation by Contractor in the inducement of this Agreement or the performance of Services; (ii) Breach of any agreement, representation or warranty made by Contractor in this Agreement; or (iii) Failure of Contractor to perform in accordance with or comply with the terms and conditions of this Agreement.
- 6.2 Remedies. In the event Contractor defaults under this Agreement and such default is not cured within fifteen (15) calendar days after written notice is given by the County, the following actions may be taken by the County: (i) This Agreement may be terminated immediately; and (ii) The County may deem Contractor non-responsible for future contract awards. The remedies stated herein are not intended to be exclusive and the County may pursue any and all other remedies available at law or equity.

7. Standards of Performance: Contractor agrees to devote such time, attention, skill, and knowledge as is necessary to perform Services effectively and efficiently. Contractor acknowledges and accepts a relationship of trust and confidence with the County and agrees to cooperate with the County in performing Services to further the best interests of the County.

8. Assignment: This Agreement shall be binding on the parties and their respective successors and assigns, provided however, that neither party may assign this Agreement or any obligations imposed hereunder without the prior written consent of the other party.

9. Confidentiality and Ownership of Documents.

9.1 Confidential Information. In the performance of Services, Contractor may have access to certain information that is not generally known to others ("Confidential Information"). Contractor agrees not to use or disclose to any third party, except in the performance of Services, any Confidential Information or any records, reports or documents prepared or generated as a result of this Agreement without the prior written consent of the County. Contractor shall not issue publicity news releases or grant press interviews, except as may be required by law, during or after the performance of the Services, nor shall Contractor disseminate any information regarding Services without the prior written consent of the County. Contractor agrees to cause its personnel, staff and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by Contractor under this Agreement. The terms of this Paragraph 9.1 shall survive the expiration or termination of this Agreement.

9.2 Ownership. All records, reports, documents, and other materials prepared by Contractor in performing Services, as well as all records, reports, documents, and other materials containing Confidential Information prepared or generated as a result of this Agreement, shall at all times be and remain the property of the County. All of the foregoing items shall be delivered to the County upon demand at any time and in any event, shall be promptly delivered to the County upon expiration or termination of the Agreement. In the event any of the above items are lost or damaged while in Individual's possession, such items shall be restored or replaced at Individual's expense.

10. Representations and Warranties of Individual: Contractor represents and warrants that the following shall be true and correct as of the effective date of this Agreement and shall continue to be true and correct during the Term of this Agreement.

10.1 Licensed Professionals. Services required to be performed by professionals shall be performed by professionals licensed to practice by the State of Illinois in the applicable

COUNTY OF DuPAGE, ILLINOIS

professional discipline.

- 10.2 Compliance with Laws. Contractor is and shall remain in compliance with all local, state and federal laws, County of DuPage ordinances, and regulations relating to this Agreement and the performance of Services. Further, Contractor is and shall remain in compliance with all County policies and rules, including, but not limited to, criminal background checks.
 - 10.3 Good Standing. Contractor is not in default and has not been deemed by the County to be in default under any other Agreement with the County during the five (5) year period immediately preceding the effective date of this Agreement.
 - 10.4 Authorization. In the event Contractor is an entity other than a sole proprietorship, Contractor represents that it has taken all action necessary for the approval and execution of this Agreement, and execution by the person signing on behalf of Contractor is duly authorized by Contractor and has been made with complete and full authority to commit Contractor to all terms and conditions of this Agreement which shall constitute valid, binding obligations of Individual.
 - 10.5 Gratuities. No payment, gratuity or offer of employment, except as permitted by the Illinois State Gift Ban Act, was made by or to Contractor in relation to this Agreement or as an inducement for award of this Agreement.
11. **Independent Contractor:** It is understood and agreed that the relationship of Contractor to the County is and shall continue to be that of an independent contractor and neither Contractor nor any of Individual's employees shall be entitled to receive County employee benefits. As an independent contractor, Contractor agrees to be responsible for the payment of all taxes and withholdings specified by law, which may be due in regard to compensation paid by the County. Contractor agrees that neither Contractor nor its employees, staff or subcontractors shall represent themselves as employees or agents of the County. Contractor hereby represents that Individual's valid taxpayer identification number as defined by the United States Internal Revenue Code (social security number or federal employer identification number 54-1877942).
 12. **Indemnification:** Notwithstanding the foregoing, the Contractor and County shall not be deemed to have waived any rights, protections or immunities under 745 ILCS 10/1-101, et. seq. (Local Government and Governmental Employees Tort Immunity Act. Contractor agrees to indemnify and hold harmless the County, its members, trustees, employees, agents, officers and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages and expenses of every kind, nature and character, including costs and attorney fees, arising out of, or relating to, any and all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature and character, in connection with or arising out of the acts or omissions of Contractor or its employees or its subcontractors under this Agreement. This includes, but is not limited to, the unauthorized use of any trade secrets, U.S. patent or copyright infringement. The indemnities set forth herein shall survive the expiration or termination of this Agreement.
 13. **Favored Nation:** Contractor shall furnish Services to the County at the lowest price that the Contractor charges to other similarly situated parties. If Contractor overcharges, in addition to all other remedies, the County is entitled to a refund in the amount of the overcharge, plus interest at the rate of 1% per month from the date the overcharge was paid by the County until the date refund is made. The County has the right to offset any overcharge against any amounts due to Contractor under this or any other Agreement between Contractor and the County, and at the County's sole option the right to declare Contractor in default under this Agreement.

COUNTY OF DuPAGE, ILLINOIS

14. **Insurance.**

14.1 **Automobile Insurance.** If Contractor will be driving a vehicle in the course of performing the Services, Contractor shall attach a copy of its current automobile insurance card confirming that the vehicle is covered by insurance.

14.2 **Waiver.** In consideration of the County agreeing to waive its requirement that Contractor carry Commercial General Liability Insurance, Professional Liability Insurance and Worker's Compensation and Employer's Liability Insurance, Contractor agrees to hold the County, its members, trustees, employees, agents, officers and officials, harmless from all liability in any claim or action made by Contractor or any third party, and harmless from any judgment awarded by any court or administrative body, for personal injury, disability or death, or damage or destruction of property resulting from or connected with the Services, unless caused by the gross negligence of the County.

15. **Notices:** All notices required under this Agreement shall be in writing and sent to the addresses and persons set forth below, or to such other addresses as may be designated by a party in writing. All notices shall be deemed received when (i) delivered personally; (ii) sent by confirmed telex or facsimile (followed by the actual document); or (iii) one (1) day after deposit with a commercial express courier specifying next day delivery, with written verification of receipt.

IF TO THE COUNTY:

Du Page County Board Office
421 North County Farm Road
Wheaton, IL 60187
Attn: Sheryl Markay

Copy to: DuPage County Procurement Services Division
421 North County Farm Road
Wheaton, IL 60187-3978
Attn: John Meneghini

Copy to: Assistant State's Attorney
DuPage County State's Attorney's Office
505 North County Farm Road
Wheaton, IL 60187-2521

IF TO INDIVIDUAL:

McGuire Woods Consulting
77 West Wacker Drive, Suite 4100
Chicago, IL 60601-1818

16. **Entire Agreement and Amendment:** This Agreement, including all exhibits and referenced documents, constitutes the entire agreement of the parties with respect to the matters contained herein. All attached exhibits are incorporated into and made a part of this agreement. No modification of or amendment to this Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement are of no force or effect.

17. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to any conflict of law or choice of law principles.

18. **Waiver:** No delay or omission by the County to exercise any right hereunder shall be construed as a waiver of any such right and the County reserves the right to exercise any such right from time to time as often and as may be deemed expedient.

COUNTY OF DuPAGE, ILLINOIS

19. **County Approval:** If applicable, This Agreement is subject to approval of the appropriate committee(s) and County Board of the County of DuPage.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

COUNTY OF DU PAGE

MCGUIRE WOODS CONSULTING

By: _____
JOHN MENEGHINI
PROCUREMENT OFFICER

By: _____
DARREN COLLIER
PARTNER

Exhibit A

SCOPE OF SERVICES

County's Purchase Order #		County Resolution #	
Contract Name	McGuireWoods Consulting	Contract Date	9/15/13 – 9/14/14
County's Project Manager	Sheryl Markay	Contractor's Project Manager	Darren Collier

This Scope of Services is for Contractors providing to the County certain Services pursuant to the above-referenced Contract and County Resolution.

1. DESCRIPTION OF INDIVIDUAL'S WORK:

Consulting services as a lobbyist representing DuPage County before the Illinois General Assembly and the Executive Branch of State Government.

2. MILESTONE/DELIVERABLE INFORMATION:

Will provide regular updates and reports as directed to the County Board Chairman, Chairman of the Legislative & Governmental Affairs Committee and the County Board.

<u>Milestone No.</u>	<u>Milestone/Deliverable Description</u> Note: Include enough detail to enable someone not familiar with the Project to understand what will be delivered.	<u>Delivery Dates</u>	<u>Is Acceptance Required by the County or Contractor?</u> Note: Y or N and designate the Approving Party	<u>Costs</u>



Required Vendor Ethics Disclosure Statement

Company Name:	McGuireWoods Consulting		
Company Contact:	Darren Collier	Contact Phone:	(812) 849-8100
Bid/Contract/ PO:	State Government Relations		

For this Disclosure "I me" or "you" shall mean the business entity seeking a contract or to whom a contract has been awarded. Those terms include any of the business' principals, family members of the business' principals (father, mother, son, daughter, brother, sister, uncle, aunt, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, and stepsister) and any other legal entities in which those principals or family members have a controlling interest or have control over the disbursement of funds of the business.

A. The County Ethics Ordinance (viewable at http://www.dupageco.org/emplibray/OF1003B04_Ethics_FINAL.pdf), Section 2-402-1, bans all gifts (except those listed in Section 2-403 from prohibited sources).

I certify that I have not made a prohibited gift to the Chairman or any County Board Member or any County employee, or to the spouse or family member of any of them.

B. The County Ethics Ordinance (viewable at http://www.dupageco.org/emplibray/OF1003B04_Ethics_FINAL.pdf), Section 2-402-2, prohibits County officials from soliciting or accepting campaign contributions in the cumulative amount of more than \$1,000 per calendar year.

I have made the following campaign contributions within the last twelve months: (Reporting begins with contributions made on or after 1/12/10.)

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

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

C. I understand that making a false or incomplete statement on this disclosure may render me a non-responsive and disqualified offeror, or result in the voiding of any contract awarded to me by the County, and may subject me to statutory criminal penalties (720 ILCS 5/33E-14).

D. 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
- With any request for change order except those issued by the County for administrative adjustments.

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


Authorized Signature

Printed Name

Title

Date

Page 1 of _____



 Darren Collier

 Senior V.P.

 8/8/2013
