



**Lake County Purchasing Division**  
18 N County Street – 9<sup>th</sup> Floor  
Waukegan, IL 60085-4340  
Phone: 847.377.2929  
E-mail: purchasing@lakecountyil.gov

December 12, 2025

**SENT VIA EMAIL TO: JONKEIL@SALEMINC.COM**

John Keil  
Vice President of Operations  
The Salem Group  
Corporate Headquarters  
2 Trans Am Plaza Drive  
Oakbrook Terrace, IL 60181

**Subject:** Emergency Contract Extension  
**Contract:** 20108 Temporary Employee Services

Dear Jon:

This letter serves as a formal Agreement to extend Contract 20108 between Lake County and The Salem Group, executed October 29, 2020.

Pursuant to the Lake County Purchasing Ordinance § 33.067 Emergency Procurement, *an emergency is deemed to exist when there is a need to prevent or minimize serious disruption of government services*. Due to the urgent need to maintain uninterrupted services while the County completes a competitive procurement for a new contract, an emergency extension is required. With the Lake County Board's approval on January 13, 2026, the County may proceed with this emergency extension.

The current contract is set to expire on December 28, 2025, with no renewal options. This extension will **extend the Agreement through March 31, 2026**. All terms, conditions, pricing, and obligations contained in the current contract shall remain in full force and effect during the extension period, except as modified by mutual written agreement of the Parties.

This Letter Agreement shall become effective upon signature by both parties. If the foregoing accurately reflects our mutual understanding, please sign below and return a fully executed copy to me via email at [yalbarran@lakecountyil.gov](mailto:yalbarran@lakecountyil.gov).

Thank you for your continued partnership.

Sincerely,

A handwritten signature in black ink that appears to read "Yvette Albarran".

Yvette Albarran  
Lake County Purchasing Manager

Jon Keil, VP of Operations  
The Salem Group

---

Date