1. CALL TO ORDER

9:00 AM meeting was called to order by Chairman Kevin Wiley at 9:00 AM.

2. ROLL CALL

ABSENT: Henry

Conor McCarthy was present as a representative for Member Robert Berlin, State's Attorney. Iwan Dimidik was present as a representative for Member John Zaruba, County Sheriff.

3. CHAIRMAN'S REPORT

None.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

A. Technology Committee - Regular Meeting - May 22, 2018 9:00 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Janice Anderson, District 5
SECONDER: Brian J Krajewski, District 3
ABSENT: Henry

6. ACTION ITEMS
A. 2018-154 Recommendation for the approval of a contract purchase order to Business Software, Inc., for annual maintenance of the BSI Tax Factory Payroll Tax Calculation and Compliance Software, for the period of June 15, 2018 through June 14, 2019, for Information Technology, for a total contract amount of $12,684.26, per 55 ILCS 5/5-1022 (d) - IT/Telecom purchases under $35,000.00.

RESULT: APPROVED [UNANIMOUS]
MOVER: Chris Kachiroubas, Circuit Court Clerk
SECONDER: Elizabeth Chaplin, District 2
ABSENT: Henry

B. Consent Item -- Amendment to County Contract 60000019, issued to RPI Consultants, LLC, to provide consulting support for Human Resources on the Lawson (ERP) Absence Management System, for Information Technology, to increase the number of hours needed to further research, document, and consult through migration to production, and increase the contract amount by $1,800.00, resulting in an amended contract total of $9,000.00, an increase of 25.00%.

Member Chaplin asked if the hours were miscalculated for this contract. Don Carlsen, CIO, explained that there was more work needed than originally anticipated.

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Chris Kachiroubas, Circuit Court Clerk
ABSENT: Henry

7. INFORMATIONAL ITEMS

Member Chaplin moved, seconded by Member Anderson, to combine and place on file items 7A through 7D. All ayes. Motion carried.

A. DT-P-0161-18 Recommendation for the approval of a contract purchase order to Traffic Data Inc., d/b/a CountingCars.com, to furnish and deliver a traffic count video camera system for the Division of Transportation, for a contract total not to exceed $36,500.00; Per most qualified offer per Proposal 18-064-LG
RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Janice Anderson, District 5
ABSENT: Henry

B. JPS-P-0171-18 Recommendation for approval of a contract purchase order to Clear Loss Prevention for the purchase and installation of a new video management system software, server and CCTV cameras in the 509 and 479 Garages for the Office of Homeland Security and Emergency Management, for a contract total not to exceed $113,367.35. Per lowest responsible bid 16-187BF. (Phase II)

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Janice Anderson, District 5
ABSENT: Henry

C. 2018-142 Recommendation to approve the payment of invoice to Unified Power for annual maintenance contract for the Circuit Court Clerk’s Office for the total amount of $6,529.84, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Janice Anderson, District 5
ABSENT: Henry

D. 2018-143 Recommendation for the approval of a contract purchase order to GE Intelligent Platforms, Inc., for software upgrades, license fees and technical support, for Public Works and Stormwater Management, for the period June 30, 2018 through June 29, 2019 for a contract total amount not to exceed $14,160.76, per 55 ILCS5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00 (Public Works $8,860.80 - Stormwater Management $5,299.96)
RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Janice Anderson, District 5
ABSENT: Henry

8. DISCUSSION

A. Real Estate & Tax System Update

Mr. Carlsen present an update to the committee regarding the Real Estate and Tax system, as attached hereto.

Member Elliott asked what the system does, to which Mr. Carlsen replied it is, in simple terms, used to bill and collect taxes. He added that the County Treasurer handles approximately $2.7 billion in revenue every year.

Mr. Carlsen and Craig Dovel, County Supervisor of Assessments, noted that the current system is not used in the assessment process, however, the intent of the new system is to make it interactive with all of the assessors' systems, providing real-time information.

Member Elliott asked what CAMA stands for. Mr. Dovel responded, Computer Assisted Mass Appraisal. There was then further discussion regarding Mr. Dovel’s position and what it entails, as compared to the Township Assessors.

Member Grogan asked if there is an expiration date or end-of-life on the current system used by the County. Mr. Carlsen said that while the hardware is fairly new, staffing could be an issue because of it being a COBOL system.

When asked how this system would be paid for, Paul Rafac, CFO, explained that the County would use a bank loan and repay it using general funds.

There was then a brief discussion regarding the return on investment for the County, should a new system be purchased.

Member Gavanes asked if it would be possible to train our own employees in COBOL. Further discussion occurred regarding the cost of doing so.

There was a brief discussion about other collar counties and their tax systems. Mr. Carlsen said that Lake and Cook Counties are in the process of implementing new systems. He explained that while DuPage could put off implementing a new system, we do not want to wait until the last minute when it becomes a necessity.
9. OLD BUSINESS
Member Kachiroubas asked if the issues with LEAP, the employee portal, were fixed. Mr. Carlsen replied that the online function has been removed for the time being.

10. NEW BUSINESS
None.

11. ADJOURNMENT
With no further business, the meeting was adjourned.
1. CALL TO ORDER

9:00 AM meeting was called to order by Chairman Kevin Wiley at 9:07 AM.

2. ROLL CALL

PRESENT: Anderson, Berlin, Bucholz, Chaplin, Elliott, Gavanes, Grogan, Henry, Kachiroubas (9:10 AM), Krajewski, Wiley, Zaruba

ABSENT:

3. CHAIRMAN'S REMARKS

None.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

A. Technology Committee - Regular Meeting - May 8, 2018 9:00 AM

RESULT: ACCEPTED [UNANIMOUS]

MOVER: Tim Elliott, District 4

SECONDER: Elizabeth Chaplin, District 2


ABSENT: Kachiroubas

6. ACTION ITEMS
A. TE-P-0162-18 Recommendation for the approval of a contract purchase order to Harris Corporation to obtain 20ppm Point Cloud LiDAR data, for Information Technology - GIS Division, for a contract total amount of $110,000.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b). This price was negotiated using a cost-sharing program.

Chairman Wiley asked staff for more information on what LiDAR is. Tom Ricker, GIS Manager, explained that it is a 3-D scanning of a target that are used to create high-resolution maps. He further explained that this contract was obtained using a cost-sharing program through the USGS and other government agencies.

RESULT: APPROVED [UNANIMOUS]
MOVER: Janice Anderson, District 5
SECONDER: Elizabeth Chaplin, District 2

B. TE-P-0163-18 Recommendation for the approval of a contract purchase order to PCM Sales, Inc., for the purchase of an Aruba Network Core Switch, for Information Technology, for a contract total amount of $25,546.77, per lowest responsible quote #18-054-LG.

RESULT: APPROVED [UNANIMOUS]
MOVER: Janice Anderson, District 5
SECONDER: Elizabeth Chaplin, District 2

C. 2018-137 Recommendation for the approval of a contract purchase order to Alphagraphics, to furnish and deliver web-to-print business cards for County departments, for Information Technology. This contract covers the period of July 1, 2018 through June 30, 2019, for a contract total amount of $12,000.00. This is the third and final of three (3) twelve (12) month renewals, per lowest responsible quote #Q15-113-GV.

RESULT: APPROVED [UNANIMOUS]
MOVER: Chris Kachiroubas, Circuit Court Clerk
SECONDER: Elizabeth Chaplin, District 2
7. OLD BUSINESS
None.

8. NEW BUSINESS
None.

9. ADJOURNMENT
With no further business, the meeting was adjourned.
Packet Pg. 9

Procurement Review Checklist

Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: Business Software, Inc.
Vendor #: 13565
Contract Term: 06/15/2018 - 06/14/2019
Contract Total: $12,684.26

Dept: IT
Contact: Deborah Hanson
Phone: 630-407-5036
Assigned Committee: Technology

Description of Procurement/Scope of Work/Background:
Annual maintenance agreement for the BSI Tax Factory Payroll Tax Calculation and Compliance Software.

Reason for Procurement:
Payroll tax calculation and compliance software is required for the payroll system. BSI will provide the needed support for the Infor/Lawson Payroll application.

FUNDING SOURCE

☐ Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53807
☐ Budget Transfer (Date) ____________________________ Additional Information

DECISION MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # ____________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # ____________________________ ☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

☐ Cooperative Procurement (DPC-4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________________________ (Include Evaluation Summary if applicable)
☐ RENEWAL OF RFP # ____________________________
☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
☐ OTHER THAN LOWEST RESPONSIBLE, BID # ____________________________

PREPARED BY AND APPROVAL(S) (Initials Only)

S/I/G: ____________________________ Prepared By: ____________________________ Date: May 23, 2018
Recommended for Approval: 5/23/18 Date: 5/24/18

REVIEWED BY (Initials Only)

Buyer: ____________________________ Date: 5/25/18 PM
Procurement Officer: ____________________________ Date: 5/25/18

Chief Financial Officer (Decision Memos Over $25,000)
Date: 5/25/18
Chairman's Office (Decision Memos Over $25,000)
Date: 5/25/18

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.8

Packet Pg. 9
**Purchase Requisition**  
Procurement Services Division

<table>
<thead>
<tr>
<th>Send Purchase Order To:</th>
<th>Send Invoices To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: Business Software, Inc.</td>
<td>Dept: Information Technology</td>
</tr>
<tr>
<td>Vendor #: 13565</td>
<td>Division:</td>
</tr>
<tr>
<td>Attn:</td>
<td>Attn: Sarah Godzicki</td>
</tr>
<tr>
<td>Email:</td>
<td>Email: <a href="mailto:Sarah.Godzicki@dupageco.org">Sarah.Godzicki@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 155 Technology Parkway #100</td>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Norcross</td>
<td>Room:</td>
</tr>
<tr>
<td>State: GA</td>
<td>State: IL</td>
</tr>
<tr>
<td>Zip: 30092-2962</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 770-449-3200</td>
<td>Phone: 630-407-5037</td>
</tr>
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<thead>
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<tbody>
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</tr>
<tr>
<td>Vendor #:</td>
<td>Division:</td>
</tr>
<tr>
<td>Attn:</td>
<td>Attn: Deborah Hanson</td>
</tr>
<tr>
<td>Email:</td>
<td>Email: <a href="mailto:Deborah.Hanson@dupageco.org">Deborah.Hanson@dupageco.org</a></td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>State: IL</td>
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<td>Zip:</td>
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<td>Phone:</td>
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<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
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<td>53807</td>
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<td>12,684.26</td>
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**Requisition Total**: $ 12,684.26

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order): 

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order): 

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order): 

**PO25 only**
INVOICE

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>LUC-16715</th>
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<tbody>
<tr>
<td>DATE</td>
<td>05-21-2018</td>
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<tr>
<td>PAYMENT TERMS</td>
<td>Due by 06-14-2018</td>
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<tr>
<td>FEDERAL ID NO</td>
<td>59-1935198</td>
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BILL TO: MS. DEBORAH HANSON  
COUNTY OF DUPage  
421 NORTH COUNTY FARM ROAD  
WHEATON IL 60187

REMIT TO: BUSINESS SOFTWARE, INC.  
155 TECHNOLOGY PKWY #100  
PEACHTREE CORNERS, GA 30092-2962

<table>
<thead>
<tr>
<th>CLIENT'S PURCHASE ORDER #</th>
<th># EMPLOYEES</th>
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<tr>
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<td>3,889</td>
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<table>
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<tr>
<th>DESCRIPTION</th>
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<tr>
<td>TAXFACTORY™ SUPPORT RENEWAL FEE FOR PERIOD 06-15-2018 to 06-14-2019</td>
<td>$12,684.26</td>
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TOTAL DUE IN U.S. DOLLARS $12,684.26

SPECIAL INSTRUCTIONS:

For billing questions, call (770) 449-3200 and select Accounting, then select Accounts Receivable.

Customer shall not be entitled to Support after 06-14-2018 unless, by that date the Support Fee has been paid in full by Customer.

If Support terminates, all back Support Fees and a Reinstatement Fee must be paid to reinstate Support. The amount of the Reinstatement Fee is currently $500.00 for the first reinstatement, $750.00 for the second reinstatement and $1,000.00 for each subsequent reinstatement.
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 60000019 
Original Purchase Order Date: Feb 27, 2018 
Change Order #: 2 
Department: IT 
Vendor Name: RPI Consultants, LLC 
Vendor #: 24467 
Dept Contact: Deborah Hanson 

Background and/or Reason for Change Order Request:
To increase the number of hours in order to further research, document, and consult through migration to production.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

☐ (A) Were not reasonably foreseeable at the time the contract was signed.
☐ (B) The change is germane to the original contract as signed.
☐ (C) Is in the best interest for the County of DuPage and authorized by law.

<table>
<thead>
<tr>
<th>INCREASE/DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B-D/C): (60% maximum on construction contracts)</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED

☐ Cancel entire order   ☐ Close Contract   ☐ Contract Extension (29 days)   ☐ Consent Only
☐ Change budget code from: ___________________________ to: ___________________________
☐ Increase/Decrease quantity from: 40 to: 50 ___________________________
☐ Price shows: ___________________________ should be: ___________________________
☐ Decrease remaining encumbrance and close contract   ☐ Increase encumbrance and close contract   ☐ Decrease encumbrance   ☒ Increase encumbrance

DECISION MEMO REQUIRED

☐ Increase (greater than 29 days) contract expiration from: ___________________________ to: ___________________________
☐ Increase ≥ $2,500.00, or ≥ 10%, of current contract amount   ☐ Funding Source ___________________________
☐ OTHER - explain below: ___________________________

S/LG 5037  May 30, 2018
Prepared By (Initials) Phone Ext. Date Recommended for Approval (Initials) Phone Ext. Date

REVIEWED BY (Initials Only)

Buyer: ___________________________ Date: 5/1/18
Procurement Officer: ___________________________ Date: 6-1-18

Chief Financial Officer (Decision Memos Over $25,000) Date: 6-5-18
Chairman's Office (Decision Memos Over $25,000) Date: ___________________________
CR001 – HOURS TO COMPLETE

Additional hours required for the research, documentation, and migration to production support.

**Project and Change Request Information**

<table>
<thead>
<tr>
<th>Client Name</th>
<th>DuPage County</th>
<th>Project Name</th>
<th>Absence Management Assistance</th>
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<tbody>
<tr>
<td>Change Name</td>
<td>Hours to Complete</td>
<td>Change Number</td>
<td>CR001</td>
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<tr>
<td>Requested By</td>
<td>Barbie Hunley</td>
<td>Requested Date</td>
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**Cost Information**

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<tr>
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**Stakeholder Implications**

- **Functional**: Amber Tannenbaum, Joanna Sorys, JoAnne Uitto
- **Technical**: Deborah Hanson
- **Other**: Cheryl Swain, Barbie Hunley

**Project Background**

RPI has been working with the DuPage County Absence Management team on a list of nine existing issues to research and provide recommended solutions. The research has been completed for eight of these issues.

**Reason for Scope Change**

**Personal Time Calculation**

The hours estimate provided by RPI was based upon the descriptions of the absence management issues that were presented. One item on the project list, personal time calculation, proved to be more time consuming than initially anticipated. Upon this realization, RPI halted research.

**Troubleshooting and Testing**

Additional hours are needed for follow up, research, and documentation from the working session held on May 29th. During this meeting, additional assistance was requested during the promotion to production, as the business does not feel that the test and production systems truly reflect one another.

**Effect on Project Scope, Budget, & Timeline**

**Timeline**

There will be no time constraints due to this change request, as the business asked this work be completed by October. RPI estimates this work to be completed within 2-3 weeks of the approval of this change request.
**Scope Change**
Initial assessment assumed that the test and production environment were identical.

**Level of Effort to Complete:**
Research and Documentation: 6 hours  
Production Support: 4 hours

**Assumptions & Constraints**
1. There are differences between the test and production environment that will require RPI assistance

**Implications if Change Request is Not Approved**
RPI and Client will work together to find an applicable solution

## Client Response

<table>
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<tr>
<th>Signature</th>
<th>Response</th>
<th>Approved</th>
<th>Rejected</th>
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<table>
<thead>
<tr>
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<table>
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## RPI Internal Tracking and Auditing Only

<table>
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<tr>
<th>Pre-Submission Tasks</th>
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<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document &amp; Review Client Requirements</td>
<td>NAME</td>
<td>DATE</td>
</tr>
<tr>
<td>Estimate Consultants Level of Effort &amp; Hours</td>
<td>NAME</td>
<td>DATE</td>
</tr>
<tr>
<td>Review and Approve Estimate</td>
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<td></td>
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<tr>
<td>Deliver Change Request to Client</td>
<td>NAME</td>
<td>DATE</td>
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## Approval Tasks

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<td>DATE</td>
</tr>
<tr>
<td>Communicate Impact to Client Purchasing (PO#)</td>
<td>NAME</td>
<td>DATE</td>
</tr>
<tr>
<td>Communicate Impact to RPI Accounting / Billing</td>
<td>NAME</td>
<td>DATE</td>
</tr>
<tr>
<td>Communicate Impact to RPI Project Team</td>
<td>NAME</td>
<td>DATE</td>
</tr>
</tbody>
</table>
**Purchase Requisition**  
**Procurement Services Division**

### Send Purchase Order To:
- **Vendor:** Traffic Data Inc. D/B/A CountingCars.Com  
  **Attn:** Robert Ankiam  
  **Address:** 1 SE Main St. #204  
  **City:** Minneapolis  
  **Phone:** 888-888-0637

### Send Payments To:
- **Vendor:** Traffic Data Inc. D/B/A CountingCars.Com  
  **Attn:**  
  **Address:** 1 SE Main St. #204  
  **City:** Minneapolis  
  **Phone:** 888-888-0637

### Send Invoices To:
- **Dept:** Division of Transportation  
  **Attn:** Kathy Curcio  
  **Email:** kathy.black@dupageco.org

- **Dept:** Division of Fleet Maintenance  
  **Address:** 421 N. County Farm Road  
  **City:** Wheaton  
  **Phone:** 630-407-6892

### Ship To:
- **Dept:** Division of Admin/Engineering  
  **Attn:** Bill Eldson  
  **Email:** william.eldson@dupageco.org

- **Address:** 421 N. County Farm Road  
  **City:** Wheaton  
  **Phone:** 630-407-6890

### Purchase Requisition Details:

<table>
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<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acct #</th>
<th>Unit Price</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>VIDEO CAMERA SYSTEM FOR TRAFFIC COUNTS</td>
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<td>1500</td>
<td>3500</td>
<td>52000</td>
<td>36,500.00</td>
<td>36,500.00</td>
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</table>

**Requisition Total:** $ 36,500.00

### Header Comments:
- This contract purchase order is to furnish and deliver a video camera system for traffic counts for the period June 12, 2018 through June 11, 2019 per most qualified offer on Proposal RFP 18-064-LG.
- Vendor will ship initial order as outlined in Proposal: Eight (8) each video camera system (incl. camera, external battery pack, charger, mounting and security hardware), two (2) counting board systems and one (1) counting board software. Additional items as priced, will be ordered on an "as needed" basis.

### Special Instructions/Comments to Buyer or Approver:
Send completed approved PO to Robert Ankiam

### User Department Internal Notes:
- FY2018 1500 3500 52000 $25,000
- FY2019 1500 3500 52000 $11,500

- DT-P-0161-18  
  - Transportation - 06/05/18  
  - County Board - 06/12/18
## Procurement Review Checklist

### Procurement Services Division

**This form must accompany all Purchase Order Requisitions**
**Attach Required Vendor Ethics Disclosure Statement**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor #: 2890 b</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept: Division of Transportation</td>
<td>Contact: William Eidson</td>
<td>Phone: 630-407-6890</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assigned Committee: Transportation</td>
</tr>
</tbody>
</table>

### Description of Procurement/Scope of Work/Background

To furnish and deliver a Video Camera System for Traffic Counts for a contract total not to exceed $36,500.00.

### Reason for Procurement

The video camera system is for conducting traffic counts, including turning movement counts at signalized and unsignalized intersections and daily traffic counts on arterial roadways.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1500 3500 52000

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # ___________________________ (QUOTE < $25,000, BID > $25,000; attach Tabulation)
- RENEWAL, Enter Bid # ___________________________ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # 18-064-LG ____________ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # ___________________________
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and SD ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # ___________________________

### PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DG, CPPB</td>
<td>May 11, 2018</td>
<td></td>
<td></td>
<td>5/11/18</td>
<td>5/23/18</td>
</tr>
</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5/21/18</td>
<td></td>
<td>5-22-18</td>
</tr>
</tbody>
</table>

| Chief Financial Officer | Date | Chairman's Office | Date |
| (Decision Memos Over $25,000) | | (Decision Memos Over $25,000) | | 5/29-18 |

---

**Decision Memo**

**Procurement Services Division**

This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

<table>
<thead>
<tr>
<th>Requesting Department: Division of Transportation</th>
<th>Department Contact: William Eidson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:William.Eidson@dupageco.org">William.Eidson@dupageco.org</a></td>
<td>Contact Phone: 630-407-6890</td>
</tr>
<tr>
<td>Vendor Name: Traffic Data Inc. D/B/A CountingCars.com</td>
<td>Vendor #:</td>
</tr>
</tbody>
</table>

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Requesting approval of a contract to purchase a Video Camera System for traffic counts, for a contract total not to exceed $36,500.00.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

This equipment will be used to conduct traffic counts along DuPage County Right of Ways. Traffic counts are used to identify which roads/routes are used the most and to either improve roads or provide alternatives in excessive traffic areas. The initial purchase will be $17,274.00 for eight camera systems, peripheral hardware, and the processing software. Supplemental purchases will be made for individual components based on departmental needs at the unit prices locked-in through the RFP for the one year contract period.

**Strategic Impact**

Quality of Life Select one of the five strategic imperatives in the County’s Strategic Plan this action will most impact and provide a brief explanation.

Monitoring road usage, provides data to improve roads and provide alternatives in excessive traffic areas.

**Source Selection/Vetting Information** - Describe method used to select source.

Request for Proposal RFP 18-064-LG was issued and 2 responses were submitted. Traffic Data Inc. D/B/A Counting Cars.com was determined to be the most Qualified Offeror. See attached criteria tabulation. The evaluation was based on the equipment, support, and price provided by the vendors.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Staff recommends award of a contract to purchase a Video Camera System for traffic counts to Traffic Data D/B/A Counting Cars.com. There are a limited number of vendors that provide the technology requested, therefore, if a rebid is conducted the results would be the same.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

<table>
<thead>
<tr>
<th>Year</th>
<th>Budget</th>
<th>Actual</th>
<th>Budgeted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2018</td>
<td>1500</td>
<td>3500</td>
<td>$25,000</td>
</tr>
<tr>
<td>FY2019</td>
<td>1500</td>
<td>3500</td>
<td>$11,500</td>
</tr>
</tbody>
</table>
Criteria Score Sheet  
RFP 18-064-LG  
4/6/2018, 1:30 P.M.  
Video Camera System for Traffic Counts

<table>
<thead>
<tr>
<th>Points</th>
<th>Counting Cars</th>
<th>Miovision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>100</td>
<td>89</td>
</tr>
</tbody>
</table>

(40%) Price | $17,274 | $40,648 |

| Invitations sent: | 54 |
| Total documents requested: | 15 |
| Total submittals received: | 2 |
Required Vendor Ethics Disclosure Statement

Date: 3/28/18

Company Name: CountingCars.com
Company Contact: Robert Anksana
Contact Email: CountingCars.com
Contact Phone: 612-950-4159

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

1. Every contractor, vendor, or vendor that is awarded or has previously awarded contracts, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county, in amounts totaling $350,000 or more, will disclose in writing all political contributions made within the current calendar year to any incumbent county board member, county board chairman, countywide elected official whose office the contract will be awarded, and all candidates for county board. The contractor, vendor, or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change in a contract renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, 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.

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of all individuals who are or will be having contact with county offices or employees in relation to the contact or the contractor.

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 termination of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- Updates at any request for changes (other except those leased by the county for administrative adjustments)

The full text for the county's ethics and procurement policies and ordinances are available at http://www.dupagecounty.com/17237/Pages/Procurement.aspx

I, hereby acknowledge

Authorized Signature:

Printed Name: Robert Anksana
Title: Chief Operating Officer
Date: 3/28/18

Packet Pg. 19
## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions. Attach Required Vendor Ethics Disclosure Statement.

<table>
<thead>
<tr>
<th>Vendor: CLEAR Loss Prevention</th>
<th>Vendor #: 25205</th>
<th>Contract Term: 5/1/18 - 12/31/18</th>
<th>Contract Total: $113,367.35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: OHEM/Security</td>
<td>Contact: Keith Briggs</td>
<td>Phone: 630-407-5225</td>
<td>Assigned Committee: JPS</td>
</tr>
</tbody>
</table>

### Description of Procurement/Scope of Work/Background

- Purchase of a new video surveillance system in the 509 & 479 Garages and Data Center.
- This is Phase II of Bid #16-187-BF

### Reason for Procurement

- Installation of 360 degree cameras which gives us various fixed views rather than a camera that pans from side to side. This will improve the ability to view activity and assist in follow-up internal investigations, and externally with our Police Department.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 18-6000-1950-54010-0000
- Budget Transfer (Date) __________ Add'l Information

### DECISION MEMO NOT REQUIRED

- ☑️ LOWEST RESPONSIBLE QUOTE # or BID # ___________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- ☑️ RENEWAL Enter Bid # 16-187-BF ___________________________ Intergovernmental Agreement
- ☑️ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
- ☑️ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- ☑️ Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

- ☐ Cooperative Procurement (DPCA-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- ☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ___________________________ (Include Evaluation Summary if applicable)
- ☐ RENEWAL OF RFP # ___________________________
- ☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- ☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- ☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- ☐ OTHER THAN LOWEST RESPONSIBLE, BID # ___________________________

### PREPARED BY AND APPROVAL(S) (Initials Only)

- Keith J. Briggs [Signature] May 8, 2018
- KJB [Signature] May 8, 2018
- [Signature] May 8, 2018

### REVIEWED BY (Initials Only)

- Buyer [Signature] Date 5/10/18
- [Signature] Date 5/14/18
- Chief Financial Officer (Decision Memos Over $25,000) [Signature] Date 5/15/18
- [Signature] Chairman's Office (Decision Memos Over $25,000) Date

---

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.8
9/11/17

Packet Pg. 20
## Purchase Requisition

**Procurement Services Division**

### Send Purchase Order To:
- **Vendor:** Clear Loss Prevention  
  **Vendor #:** 25205
- **Attn:** Carrie Pieczyński  
  **Email:** carrie@clearlp.com
- **Address:** 5615 Brookbank Road  
  **City:** Downers Grove  
  **State:** IL  
  **Zip:** 60516  
  **Phone:** 708-292-2923  
  **Fax:**

### Send Invoices To:
- **Dept:** OHSEM  
  **Division:** Security
- **Attn:** Keith Briggs  
  **Email:** keith.briggs@dupageco.org
- **Address:** 421 N. County Farm Road  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
  **Phone:** 630-407-5225  
  **Fax:**

### Send Payments To:
- **Vendor:** Same as above  
  **Vendor #:** 25205
- **Attn:**  
  **Email:**
- **Address:** 421 N. County Farm Road  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
  **Phone:** 630-407-5225  
  **Fax:**

### Ship To:
- **Dept:** OHSEM  
  **Division:** Security
- **Attn:** Keith Briggs  
  **Email:** keith.briggs@dupageco.org
- **Address:** 421 N. County Farm Road  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
  **Phone:** 630-407-5225  
  **Fax:**

### Payment Terms
- **F.O.B.:**
- **PO 20 Delivery Date:** May 1, 2018
- **Contract Start Date:**
- **Contract End Date:** Dec 31, 2018
- **Use for:** PO25 only
- **Destination:**

### Item Detail (Product #)

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Video Surveillance System</td>
<td>18</td>
<td>6000</td>
<td>1950</td>
<td>54010</td>
<td></td>
<td>113,367.35</td>
<td>113,367.35</td>
</tr>
</tbody>
</table>

**Requisition Total:** 113,367.35

### Header Comments (these comments will appear on the PO20 and PO25 Purchase Order):
Purchase of new video surveillance system for the 509 & 479 Garages and Data Center. Phase II of Bid # 16-187-BF

### Special Instructions/Comments to Buyer or Approver (these comments will NOT appear on the Purchase Order):

### User Department Internal Notes (these comments will NOT appear on the Purchase Order):

---

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the "County" and Fleet Pride Inc., 620 Stevenson Rd., South Elgin, IL 60177 herein after called the "Contractor", witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to low bid #16-187 which became effective October 25, 2016, and which expires November 30, 2017. The contract is subject to an option to renew for a twelve (12) month period.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract #16-187.

The contract renewal becomes effective January 1, 2018 and expires December 31, 2018 contingent upon any applicable Parent Committee and Board approval.

CLEAR LOSS PREVENTION

Signature on File

SIGNATURE

DATE

Carrie Pieczynski

PRINTED NAME

President

PRINTED TITLE

COUNTY OF DU PAGE, ILLINOIS

Signature on File

SIGNATURE

DATE

Bruce Flowers
Buyer II

Attachment: Clear Loss - Contract Renewal (JPS-P-0171-18 : Clear Loss Prevention)
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. 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 of $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.

2. 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 contractor bid and shall update such disclosure with any changes that may occur.

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 for 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, have read, and understand these requirements.

Authorized Signature

Printed Name

Title

Date

Attach additional sheets if necessary. Sign each sheet and number each page. Page 2 of 2 (total number of pages)
PROPOSAL
Clear
Digital Security | Network Technology

PREPARED FOR:
Tom Williams
DuPage County Government Center
421 County Farm Road
Room 3-500B
Wheaton, IL 60187

WORK TO BE PERFORMED AT:
DuPage County Government Center
509 Parking Garage #
Wheaton, IL 60187

SALES PERSON: Steve Pieczynski
DATE: 04/04/2018
PROPOSAL #: 489
REFERENCE/PO#: P 489

ATTACHMENT: Clear Loss - Proposal (JPS-P-0171-18 : Clear Loss Prevention)

PROPOSED SERVICES:
Camera replacement and additions Per Drawings: (separate Attachment)
Clear Loss Prevention Inc. to install complete and operational system as specified.
1. Install New Cat 6 Cable to all Cameras and conduit where needed
2. Install 2 March 24 Port Servers in Parking Garage
3. Connect Customer Provided fiber from garage to 505 Building New Camera Switch
4. Program test cameras for proper operation
5. Verify camera operation with DuPage County representative

All work to be completed during normal business hours.
Note: Any changes to this project that may result in additional cost will be approved by customer before said work is started.

ORDER ITEM DETAIL:

<table>
<thead>
<tr>
<th>QTY</th>
<th>NAME</th>
<th>DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>MIA-1G Fiber SFP Module</td>
<td>SFP/SFP+ Fiber Module, Multi-Mode, LC Connector</td>
<td>$220.00</td>
</tr>
<tr>
<td>1</td>
<td>21.5in LED 1080p Monitor</td>
<td>21.5in LED 1920x1080 IPS TAA IPS DVI-D D-SUB TILT VESA 5MS 250CD</td>
<td>$177.56</td>
</tr>
<tr>
<td>24</td>
<td>4MP Outdoor IR Dome</td>
<td>2.7-12mm / P-Iris / 4MP HRR / Dynamic IR / 166K/10 Rating</td>
<td>$13,050.56</td>
</tr>
<tr>
<td>5</td>
<td>5MP Outdoor On Dome Camera</td>
<td>5MP Vandal-Resistant Outdoor IR, Day/Night</td>
<td>$4,520.20</td>
</tr>
<tr>
<td>5</td>
<td>Wall Bracket</td>
<td>Wall bracket w/ Conduit back box</td>
<td>$478.15</td>
</tr>
<tr>
<td>5</td>
<td>Pendant Kit</td>
<td>Outdoor pendant kit</td>
<td>$280.80</td>
</tr>
<tr>
<td>4600</td>
<td>CAT6 Cable/Orange/PVC</td>
<td>Category 6 Cable NON Plenum Rated 23 AWG UTP - Priced per foot</td>
<td>$956.00</td>
</tr>
<tr>
<td>1</td>
<td>MATERIALS</td>
<td>Miscellaneous hardware and materials.</td>
<td>$3,624.00</td>
</tr>
<tr>
<td>1</td>
<td>PROJECT MANAGEMENT</td>
<td>Project management costs</td>
<td>$2,137.85</td>
</tr>
<tr>
<td>20</td>
<td>PROGRAMMING LABOR</td>
<td>Programming labor for system</td>
<td>$1,960.00</td>
</tr>
<tr>
<td>180</td>
<td>PROJECT LABOR (STRAIGHT TIME)</td>
<td>Project labor straight time.</td>
<td>$21,960.00</td>
</tr>
<tr>
<td>1</td>
<td>LIFT / TOOL RENTAL</td>
<td>Tools/equipment rental cost</td>
<td>$675.00</td>
</tr>
<tr>
<td>15</td>
<td>AXIS T8840 IP/Coax Poe Adaptor</td>
<td>Ethernet over Coax Adapter Poe</td>
<td>$5,328.30</td>
</tr>
<tr>
<td>2</td>
<td>March Networks 8724V/SVR (Empty)</td>
<td>8724V 24 channel server</td>
<td>$4,627.50</td>
</tr>
<tr>
<td>4</td>
<td>March 8724V 8-Port Poe Module</td>
<td>8-Port Poe Module for IP cameras on the 8724V modular recorder</td>
<td>$855.00</td>
</tr>
<tr>
<td>4</td>
<td>WD Purple Surveillance 10TB-HDD</td>
<td>WD Purple Surveillance 10TB-HDD</td>
<td>$1,845.96</td>
</tr>
</tbody>
</table>

Total investment for above scope of work: $62,694.98

Terms & Conditions:
Payment: Terms: Net 30. Payments not received within 30 days from invoice date incur a service charge of 2 percent per month or the maximum permitted by law. Any payments 45 days overdue, ClearLP reserves the right to remove its labor from the job until full overdue payment has been made. In the event Customer defaults in payment, Customer shall be liable for all collection costs incurred by ClearLP including, but not limited to, attorney and collection fees. ClearLP is insured, and can deliver evidence of insurance if required. Subcontractors (if used) will provide evidence of insurance in the amounts and terms provided by the owner prior to starting work. This proposal may be withdrawn at any time.

Any deviation or change from above scope will be documented by both ClearLP and Customer before work is done.

Sincerely,

(312) 919-1910

CUSTOMER SIGNATURE

DATE OF ACCEPTANCE:

PRINTED NAME:

Licensed, Bonded and Insured Agency License #127.001616
www.clearlp.com

PRINTED: 05/04/2018 03:15 PM
PROPOSED SERVICES:

Camera replacement and additions Per Drawings: (separate Attachment)
Clear Loss Prevention Inc. to install complete and operational system as specified.

1. Install New Cat 6 Cable to Cameras per drawing
2. Install New Switch in Parking Garage
3. Connect Customer Provided fiber from garage to 421 Building Camera Switch
4. Program cameras into existing March Networks Command Server at 421 building
5. Install 22 camera license Keys on server
6. Program test cameras for proper operation
7. Verify camera operation with DuPage County representative
8. Remove unused equipment from Command post at 421 building

All work to be completed during normal business hours.
Any changes to this project that may result in addition cost will be approved by customer before said work is started.

<table>
<thead>
<tr>
<th>QTY</th>
<th>NAME</th>
<th>DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>March Networks Channel License</td>
<td>Command Enterprise Channel license for a single camera on Command Recording Servers (Requires P/N 24315)</td>
<td>$2,231.46</td>
</tr>
<tr>
<td>1</td>
<td>2920 24Port Poe Switch</td>
<td>24port/PoE+ / GigE Network Switch</td>
<td>$1,720.72</td>
</tr>
<tr>
<td>1</td>
<td>StarTech 9U Network Cabinet</td>
<td>Wall Mount Server Rack Cabinet - 9U Rack - 17” Deep - Network Rack - Server Cabinet</td>
<td>$343.29</td>
</tr>
<tr>
<td>19</td>
<td>MATERIALS</td>
<td>Conduit box, Mount and pendant kit</td>
<td>$4,275.00</td>
</tr>
<tr>
<td>3000</td>
<td>CAT6 Cable/Orange/PVC</td>
<td>Category 6 Cable NON Plenum Rated 23 AWG UTP - Priced per foot</td>
<td>$630.00</td>
</tr>
<tr>
<td>19</td>
<td>MATERIALS</td>
<td>Miscellaneous hardware and materials.</td>
<td>$2,122.00</td>
</tr>
<tr>
<td>127</td>
<td>PROJECT LABOR (STRAIGHT TIME)</td>
<td>Project labor straight time.</td>
<td>$15,494.00</td>
</tr>
<tr>
<td>16</td>
<td>PROGRAMMING LABOR</td>
<td>Programming labor for system</td>
<td>$1,568.00</td>
</tr>
<tr>
<td>1</td>
<td>PROJECT MANAGEMENT</td>
<td>Project management costs</td>
<td>$2,137.85</td>
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<tr>
<td>2</td>
<td>MM-1G Fiber SFP Module</td>
<td>SFP/SFP+ Fiber Module, Multi-Mode, LC Connector</td>
<td>$220.00</td>
</tr>
<tr>
<td>5</td>
<td>5MP Outdoor DN Dome Camera</td>
<td>5MP Vandal Resistant Outdoor Dome, IR, Day/Night</td>
<td>$1,811.28</td>
</tr>
<tr>
<td>2</td>
<td>Wall Bracket for 5MP Camera</td>
<td>Wall bracket w/ Conduit back box</td>
<td>$191.28</td>
</tr>
<tr>
<td>2</td>
<td>Pendant Kit</td>
<td>Outdoor pendant kit</td>
<td>$112.32</td>
</tr>
<tr>
<td>19</td>
<td>4MP Outdoor IR Dome</td>
<td>2.7-12mm / F-Iris / 4MP HDR / Dynamic IR / IP66 IK10 Rating</td>
<td>$10,316.05</td>
</tr>
<tr>
<td>1</td>
<td>AXIS F5514-E PTZ Camera</td>
<td>IP camera - 1/2.3 progressive scan CMOS, 3.8 - 4.29mm/F1.4 - 2.1 auto iris and auto focus 12x optical zoom 10x digital zoom. Ethernet over Coax Adapter PoE</td>
<td>$2,075.88</td>
</tr>
<tr>
<td>10</td>
<td>IP/Coax PoE Adaptor</td>
<td></td>
<td>$3,552.20</td>
</tr>
</tbody>
</table>

Total Investment for above scope of work: $47,754.33
Installation of (4) AXIS M3045-V Network Cameras to the Data Room.

- Customer will be providing labor to install cable runs necessary for camera additions
- Cameras will be added to existing Command Recording Server located on site
- Cable will be terminated and tested at both ends by ClearLP
- Install cameras and licenses on existing CRS and program into system

<table>
<thead>
<tr>
<th>QTY</th>
<th>NAME</th>
<th>DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>AXIS M3045-V Camera</td>
<td>2MP Indoor Camera, Vandal Resistant, 2.8mm Fixed Lens</td>
<td>$920.50</td>
</tr>
<tr>
<td>4</td>
<td>March Networks Channel License</td>
<td>Command Enterprise Channel License for a single camera on Command Recording</td>
<td>$405.72</td>
</tr>
<tr>
<td>1</td>
<td>March Advanced Software Support</td>
<td>Advanced Software Support (1 Year) - 8:00 am - 7:00 pm (EST) Monday to Friday, telephone and email support. 15% of purchase price.</td>
<td>$60.86</td>
</tr>
<tr>
<td>1000</td>
<td>CAT5 Cable Plenum/UNS/Orange</td>
<td>CAT5 Cable Plenum/Non-Shielded - 1000' Roll ORANGE</td>
<td>$360.00</td>
</tr>
<tr>
<td>1</td>
<td>MATERIALS</td>
<td>Miscellaneous hardware and materials.</td>
<td>$100.00</td>
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<tr>
<td>1</td>
<td>PROJECT LABOR</td>
<td>Labor required for project installation.</td>
<td>$976.00</td>
</tr>
<tr>
<td>1</td>
<td>PROJECT MANAGEMENT</td>
<td>Project management costs</td>
<td>$54.43</td>
</tr>
<tr>
<td>1</td>
<td>SHIPPING</td>
<td>Shipping and handling charges for materials</td>
<td>$40.43</td>
</tr>
</tbody>
</table>

**Total investment for above scope of work:** $2,918.04

Terms & Conditions:
Payment: Terms Net 30. Payments not received within 30 days from invoice date incur a service charge of 2 percent per month or the maximum permitted by law. Any payments 45 days overdue, Clear LP reserves the right to remove its labor from the job until full overdue payment has been made. In the event Customer defaults in payment, Customer shall be liable for all collection costs incurred by Clear LP including, but not limited to, attorney and collection fees. Clear LP is insured, and can deliver evidence of insurance if required. Subcontractors (if used) will provide evidence of insurance in the amounts and terms provided by the owner prior to starting work. This proposal may be withdrawn at any time.

**Any deviation or change from above scope will be documented by both Clear LP and Customer before work is done.

Sincerely,

(312) 919-1910

---

**CUSTOMER SIGNATURE**

**DATE OF ACCEPTANCE:**

**PRINTED NAME:**

---

Licensed, Bonded and Insured Agency License #127,001616
www.clearlp.com
# Purchase Requisition

## Procurement Services Division

## Send Purchase Order To:
- **Vendor:** Unified Power  
  **Vendor #:** 12694
- **Attn:** Jeremy Mathews  
  **Email:** jmathews@kramerdatapower.com
- **Address:** 217 Metro Dr  
  **City:** Terrell  
  **State:** TX  
  **Zip:** 75160  
  **Phone:** 630-433-4046  
  **Fax:**

## Send Invoices To:
- **Dept:** Circuit Court Clerk  
  **Division:** Accounting
- **Attn:** Julie Ellefsen  
  **Email:** julie.ellefsen@18thjudicial.org
- **Address:** 505 N County Farm Rd  
  **Room:**
- **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
  **Phone:** 630-407-8590  
  **Fax:**

## Send Payments To:
- **Vendor:** Unified Power  
  **Vendor #:** 12694
- **Attn:** Jeremy Mathews  
  **Email:** jmathews@kramerdatapower.com
- **Address:** 217 Metro Dr  
  **City:** Terrell  
  **State:** TX  
  **Zip:** 75160  
  **Phone:** 630-433-4046  
  **Fax:**

## Payment Terms:
- F.O.B.

## PO 50 ILCS 505/1

## Use for:
- **Contract Administrator**
- **Contract Start Date**
- **Contract End Date**
- **Requisitioner**

## LN | Qty | UOM (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Ea</td>
<td>Annual Maintenance UPS</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>53370</td>
<td></td>
<td>6,529.84</td>
<td>6,529.84</td>
</tr>
</tbody>
</table>

**Requisition Total** $6,529.84

## Header Comments
(These comments will appear on the PO20 and PO25 Purchase Order):

## Special Instructions/Comments to Buyer or Approver
(These comments will NOT appear on the Purchase Order):

The is for payment only.

## User Department Internal Notes
(These comments will NOT appear on the Purchase Order):
### Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Vendor #:</th>
<th>Contract Term</th>
<th>Contract Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unified Power</td>
<td>12694</td>
<td>01/01/18-12/31/18</td>
<td>$6,529.84</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept</th>
<th>Contact</th>
<th>Phone</th>
<th>Assigned Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circuit Court Clerk</td>
<td>Kevin Vaske</td>
<td>630-407-8647</td>
<td>JPS</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**

Payment of invoice for annual maintenance on the Circuit Court Clerk’s UPS.

**Reason for Procurement**

The Circuit Court Clerk's UPS is under an annual maintenance agreement to check the status of the batteries and make any needed adjustments.

---

**Funding Source**

- [ ] Procurement budgeted for (FY and budget code(s)): 18-1400-6720-53370
- [ ] Budget Transfer (Date) ____________________ Add'l Information ____________________

---

**Decision Memo Not Required**

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # ____________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # ____________________ Intergovernmental Agreement
- [X] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER SS ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- [ ] Public Utility
- [ ] PER SS ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

---

**Decision Memo Required**

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # ____________________
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # ____________________

---

**Prepared By and Approval(s) (Initials Only)**

<table>
<thead>
<tr>
<th>m/n</th>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>14</td>
<td>KV</td>
<td>May 14, 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Reviewed By (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>5/17/18</td>
<td></td>
<td>5/17/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5-18-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Invoice Date: 1/1/2018
Invoice #: 125843
Terms: Net 45 Days
Due Date: 2/15/2018

Dallas – Headquarters
217 Metro Dr.
Terrell TX 75160
972.524.6050
877.469.4846

Bill To
DuPage County Judicial Center
505 North County Farm Road
Clerk of the 18th Judicial Circuit Court
Wheaton IL 60189-0707

<table>
<thead>
<tr>
<th>PO #</th>
<th>Contract #</th>
<th>Work Order</th>
<th>Proposal # (FMCW)</th>
<th>Proposal # (NS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA18016</td>
<td></td>
<td></td>
<td>Proposal #55774</td>
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</tr>
</tbody>
</table>

Description: Annual Maintenance Contract Renewal
**Billing 1 of 1**

Contract Period: 1/1/18 - 12/31/18

<table>
<thead>
<tr>
<th>Site Address</th>
<th>Amount</th>
</tr>
</thead>
</table>
| DuPage County Judicial Center
505 North County Farm Road
Clerk of the 18th Judicial Circuit Court
Wheaton, IL 60187
US | 6,529.84 |

Remit To: Accounts Receivable, 217 Metro Dr., Terrell, TX 75160
For ACH Payments: Routing # 071006486 Account # 2279061

Total: $6,529.84
The United States of America
State of Illinois
County of DuPage

FUND AUTHORIZATION

The undersigned being the Chief Judge of the 18th Judicial Circuit Court of DuPage County, Illinois and in accordance with 705 ILCS 105/27.3a and Ordinance JLE 012-84, adopted October 9, 1984 by the DuPage County Board and as amended, establishing the COURT AUTOMATION FUND, do hereby authorize the funding of the attached purchase requisition.

1400-6720-53370

Requisition #: 12704

Unified Power
217 Metro Dr
Terrell TX 75160

Annual UPS Maintenance $6,529.84

APPROVED:  

Signature on File

Hon. Daniel Guerin
Chief Judge

Date  

Chris Kachiroubas, CLERK OF THE 18th JUDICIAL CIRCUIT COURT
WHEATON, ILLINOIS 60189-0707
Required Vendor Ethics Disclosure Statement

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

Date: Jan 26, 2018

Bid/Contract/PO #: 

<table>
<thead>
<tr>
<th>Company Name: On Computer Services LLC d.b.a Unified Power</th>
<th>Company Contact: Michael Sharp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 877-469-4846</td>
<td>Contact Email: <a href="mailto:michael.sharp@unifiedpowerusa.com">michael.sharp@unifiedpowerusa.com</a></td>
</tr>
</tbody>
</table>

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

1. 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 of $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

- NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. 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 contractor bid and shall update such disclosure with any changes that may occur.

- NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>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</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

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 for 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, have read, and understand these requirements.

Authorized Signature: 
[Signature on file]

Printed Name: Michael Sharp

Title: Customer Care

Date: Jan 26, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

---

**Vendor:** GE Intelligent Platforms, Inc.  
(Digital) c/o Gray Matter

**Vendor #:**  

**Contract:**  

**Contract Term:** June 30, 2018 through June 29, 2019  
**Contract Total:** $14,160.76

**Dept:** Public Works  
**Contact:** Amy Arlowe  
**Phone:** 630-985-7400  
**Assigned Committee:** Public Works

**Description of Procurement/Scope of Work/Background**

iFix and iClient software upgrades, license fees and technical support for the Woodridge & Knollwood Wastewater Facilities, Water Department and Stormwater facilities for a 1-year period from June 30, 2018 through June 29, 2019 in the amount of $14,160.76

**Reason for Procurement**

Annual support is required for software maintenance, technical support and to keep software versions current. The water, wastewater and stormwater facilities use this software for plant instrumentation and control systems which aids in reduced operations costs.

---

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): 2000-2555-53807 / 2000-2640-53807 / 1600-3000-53807
- Budget Transfer (Date)  
- Add'l Information

---

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE # or BID #  
- RENEWAL, Enter Bid #  
- Intergovernmental Agreement

**DECISION MEMO REQUIRED**

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP #  
- (include Evaluation Summary if applicable)
- RENEWAL OF RFP #  
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID #

---

**PREPARED BY AND APPROVAL(S) (Initials Only)**

Prepared By ___________________________ Date ___________  
Recommended for Approval ___________________________ Date ___________  
IT Approval, if required ___________________________ Date ___________

---

**REVIEWED BY (Initials Only)**

Buyer ___________________________ Date ___________  
Procurement Officer ___________________________ Date ___________

Chief Financial Officer  
(Decision Memos Over $25,000) ___________________________ Date ___________  
Chairman’s Office  
(Decision Memos Over $25,000) ___________________________ Date ___________
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<th>ICLENT Subnum</th>
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**Packet Pg. 33**

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<th>Comments</th>
<th>Part Description</th>
<th>Base Serial Number Type of Item</th>
<th>Price</th>
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<td>PW 600000</td>
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<td>100.00</td>
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<td>1</td>
<td>PW 600000</td>
<td>7077553</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Payment Terms:**

NPR: 30 Days FOB Factory

**Attention:** Please do not fax or mail any export controlled technical data to these fax numbers or email addresses.

**Send Purchases Orders under Consultation to:**

GE Intelligent Platforms, Inc. (Digital) c/o Gray Matter
**Vendor:** GE Intelligent Platforms, Inc. (Digital) c/o Gray Matter  
**Vendor #:**  
**Send Purchase Order To:**  
**Dept:** DuPage County Public Works  
**Division:**  
**Vendor #:**  
**Attn:** Accounts Payable  
**Email:** pwaccountspayable@dupageco.org  
**Address:** 7900 S. Route 53  
**City:** Woodridge  
**State:** IL  
**Zip:** 60517  
**Phone:** 630-985-7400  
**Fax:** 630-985-4802  

**Send Invoices To:**  
**Dept:** DuPage County Public Works  
**Division:**  
**Vendor #:**  
**Attn:** Accounts Payable  
**Email:** pwaccountspayable@dupageco.org  
**Address:** 7900 S. Route 53  
**City:** Woodridge  
**State:** IL  
**Zip:** 60517  
**Phone:** 630-985-7400  
**Fax:** 630-985-4802  

**Send Payments To:**  
**Vendor:** Bank of America  
**Vendor #:**  
**Send Payments To:**  
**Vendor:** Bank of America  
**Vendor #:**  
**Address:** 1400 Best Plaza Drive  
**City:** Richmond  
**State:** VA  
**Zip:** 23227-0000  
**Phone:**  
**Fax:**  

**Payment Terms:** F.O.B.  
**PO 20 Delivery Date:**  
**Requisitioner:** Amy Arlowe  
**Use for:** PO25 only  
**Contract Administrator:** Amy Arlowe  
**Contract Start Date:** Jun 30, 2018  
**Contract End Date:** Jun 29, 2019  

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extensor</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1</td>
<td>EA</td>
<td>Software upgrades, license fees and technical support for a 1-year period from 6/30/18 through 6/29/19 per Quote #BMIQ03302018-242058</td>
<td>Software upgrades, license fees and technical support for a 1-year period from 6/30/18 through 6/29/19 per Quote #BMIQ03302018-242058</td>
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<td>53807</td>
<td>5,299.96</td>
<td>5,299.96</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $14,160.76

**Special Instructions/Comments to Buyer or Approver:** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes:** (these comments will NOT appear on the Purchase Order):
## Procurement Review Checklist

### Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

---

**Vendor:** GE Intelligent Platforms, Inc. (Digital) c/o Gray Matter

**Vendor #:** 1/531

**Contract:** June 30, 2018 through June 29, 2019

**Contract Total:** $14,160.76

**Dept:** Public Works

**Contact:** Amy Arlowe

**Phone:** 630-985-7400

**Assigned Committee:** Public Works

---

**Description of Procurement/Scope of Work/Background:**
Fix and iClient software upgrades, license fees and technical support for the Woodridge & Knollwood Wastewater Facilities, Water Department and Stormwater facilities for a 1-year period from June 30, 2018 through June 29, 2019 in the amount of $14,160.76

**Reason for Procurement:** Annual support is required for software maintenance, technical support and to keep software versions current. The water, wastewater and stormwater facilities use this software for plant instrumentation and control systems which aids in reduced operations costs.

---

### FUNDING SOURCE

- **Procurement budgeted for (FY and budget code(s))**: 2000-2555-53807 / 2000-2640-53807 / 1600-3000-33807

---

### DECISION MEMO NOT REQUIRED

- **LOWEST RESPONSIBLE QUOTE # or BID #** __________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)

- **RENEWAL, Enter Bid #** ____________________________

- **SOLE SOURCE** per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)

- **PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00**

- **PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:**

---

### DECISION MEMO REQUIRED

- **Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)**

- **EXPLANATION OF REQUEST FOR PROPOSAL** RFP # ____________________________ (include Evaluation Summary if applicable)

- **RENEWAL OF RFP #** ____________________________

- **PROFESSIONAL SERVICES EXCLUDED** per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)

- **OTHER PROFESSIONAL SERVICES** (detail vetting process on Decision Memo)

- **REQUEST WAIVER OF COUNTY BID RULES** (only allowable to Statutory Limits)

- **OTHER THAN LOWEST RESPONSIBLE, BID #** ____________________________

---

### PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
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<tr>
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<td>5/18/18</td>
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### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
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<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
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<tr>
<td>(Decision Memos Over $25,000)</td>
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</table>
DuPage County Tax System Visioning
Technology Committee Update June 12, 2018
Project Approach

- Plante Moran onsite in February & March 2018
- Conducted business process mapping for current state processes
  - Sessions were primarily interviews
  - Interviews limited to Supervisory staff
- Validation with County conducted remotely
- 31 total process maps developed:
  - 11 for Treasurer
  - 7 for Clerk
  - 13 for Supervisor of Assessments
Key Findings - Overall

- **System supports operations well**
  - Fewer workarounds than expected
  - Fewer shadow systems than expected
  - Limited current opportunities for operational improvement

- **Effective collaboration among department leadership**
  - Mutually supportive, mutually respectful
  - Common vision

- **Automation of process steps is primary opportunity**

- **Major system deficiency is inaccessibility of “total record” information**

- **Multiple PDFs and paper copies not supported by current system**
Potential Goals for new System

- Update processes based on opportunities for automation
- Online account accessibility for the public, real time payment information
- Automation opportunities for shared processes with taxing bodies and township assessors
- Eliminate paper files and integrate with document management
- Account includes access to all supporting documentation
- Replace Excel and Access for core functionality, as appropriate
- Integrate with townships for CAMA (e.g. Lake County)?
  - Values, sales file, appeals, PIN
Potential Technology Goals

- Preference for cloud solutions
- No custom development
- GIS integration
## Next Steps

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Start</th>
<th>Finish</th>
<th>% Complete</th>
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<tbody>
<tr>
<td><strong>Tax Assessment Consulting Services</strong></td>
<td></td>
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<tr>
<td>Phase 0: Project Management</td>
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<tr>
<td>Project Initiation</td>
<td>Fri 1/26/18</td>
<td>Fri 1/26/18</td>
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</tr>
<tr>
<td>Develop Project Organizational and Governance Structure</td>
<td>Mon 1/29/18</td>
<td>Fri 1/26/18</td>
<td>100%</td>
</tr>
<tr>
<td>Develop Project Charter</td>
<td>Mon 1/29/18</td>
<td>Fri 1/26/18</td>
<td>100%</td>
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<tr>
<td>Develop Detailed Project Road Map</td>
<td>Mon 1/29/18</td>
<td>Fri 1/26/18</td>
<td>100%</td>
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<tr>
<td>Establish Project Collaboration Center</td>
<td>Mon 1/29/18</td>
<td>Fri 1/26/18</td>
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<tr>
<td>Establish On-Going Project Management and Communication Procedures and Templates</td>
<td>Mon 1/29/18</td>
<td>Fri 1/26/18</td>
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<tr>
<td>Schedule and Moderate Project Status Meetings and Provider Periodic Status Reports</td>
<td>Mon 2/19/18</td>
<td>Fri 7/13/18</td>
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<tr>
<td>Phase 1: Process Review/Needs Assessment</td>
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<tr>
<td>Obtain and Review Relevant Background Information</td>
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<td>Fri 2/23/18</td>
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<tr>
<td>Conduct Management Interviews</td>
<td>Mon 2/26/18</td>
<td>Fri 3/2/18</td>
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<tr>
<td>Assess County's Information Technology Infrastructure and Environment</td>
<td>Mon 2/26/18</td>
<td>Fri 3/23/18</td>
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<td>Conduct Process Interviews</td>
<td>Mon 2/26/18</td>
<td>Fri 3/9/18</td>
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<td>Refine Current State Deliverables</td>
<td>Mon 3/26/18</td>
<td>Fri 4/13/18</td>
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<tr>
<td>Conduct Visions Session</td>
<td>Mon 4/23/18</td>
<td>Mon 4/23/18</td>
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<tr>
<td>Assess Staffing Needs</td>
<td>Mon 4/23/18</td>
<td>Fri 5/11/18</td>
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<tr>
<td>Develop Needs Assessment Report</td>
<td>Mon 5/14/18</td>
<td>Fri 5/25/18</td>
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<tr>
<td>Develop Preliminary Cost Estimates and Cost Savings</td>
<td>Mon 5/28/18</td>
<td>Fri 6/15/18</td>
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<tr>
<td>Phase 2: Plan of Action</td>
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<tr>
<td>Develop Recommended Timeline and Implementation Plan</td>
<td>Mon 6/18/18</td>
<td>Fri 6/29/18</td>
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<tr>
<td>Finalize and Present Report</td>
<td>Mon 6/18/18</td>
<td>Fri 7/6/18</td>
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<td>Phase 3: Integrated Tax System RFP Development</td>
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<td>Develop Requirements Document</td>
<td>Mon 7/9/18</td>
<td>Fri 8/3/18</td>
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<td>Develop Suggested Vendor List</td>
<td>Mon 7/23/18</td>
<td>Fri 8/3/18</td>
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<tr>
<td>Develop Request for Proposal (RFP) Document for Selection</td>
<td>Mon 7/9/18</td>
<td>Fri 8/3/18</td>
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