1. CALL TO ORDER

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

2. ROLL CALL

PRESENT: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Krajewski, Wiley
ABSENT: Gavanes, Kachiroubas, Zaruba

Conor McCarthy was present as a representative for Member Robert Berlin, State's Attorney.

3. CHAIRMAN'S REMARKS

None.

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

A. Technology Committee - Regular Meeting - Jun 12, 2018 9:00 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Brian J Krajewski, District 3
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Krajewski, Wiley
ABSENT: Gavanes, Kachiroubas, Zaruba

6. ACTION ITEMS

A. TE-P-0191-18 Recommendation for the approval of a contract purchase order to Titan Image Group to furnish & deliver printed business envelopes for DuPage County departments. This contract covers the period of August 1, 2018 through July 31, 2019, for Information Technology, for a contract total amount of $27,750.00, and is subject to three (3) twelve (12) month renewals, per low bid #18-127-GV.
RESULT: APPROVED [UNANIMOUS]
MOVER: Janice Anderson, District 5
SECONDER: Brian J Krajewski, District 3
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Krajewski, Wiley
ABSENT: Gavanes, Kachiroubas, Zaruba

B. TE-P-0190-18 Recommendation for the approval of a contract purchase order to Episerver, Inc., for annual maintenance fees for Ektron CMS400 (Content Management System) Net Enterprise software, for website content management. This contract covers the period of May 24, 2018 through May 23, 2019 for Information Technology, for a contract total amount of $27,783.00, per 55 ILCS 5/5-1022 (d) – IT/Telecom purchases under $35,000.00. This maintenance is for an existing product with no other support options.

There was discussion between committee and staff regarding the delay in this item getting on the agenda.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gwen Henry, Ex-Officio - Treasurer
SECONDER: Elizabeth Chaplin, District 2
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Krajewski, Wiley
ABSENT: Gavanes, Kachiroubas, Zaruba

C. 2018-160 Recommendation for the approval of a contract purchase order to Trivantis Corp. to provide CourseMill Learning Management System software support and maintenance. This contract covers the period of July 1, 2018 through June 30, 2019, for Information Technology, for a contract total amount of $9,740.79. Per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Elizabeth Chaplin, District 2
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Krajewski, Wiley
ABSENT: Gavanes, Kachiroubas, Zaruba

D. Change Order -- TE-P-0162A-18 - Amendment to Resolution TE-P-0162-18 (County Contract 11000050), issued to Harris Corporation, to obtain 20ppm Point Cloud LiDAR data, for Information Technology - GIS Division, to increase the contract amount by $5,400.00 in order to obtain elevation models and contour lines, resulting in an amended contract total of $115,400.00, an increase of 4.91%.
Member Chaplin asked if the increase was for additional work not originally included. Don Carlsen, CIO, and Tom Ricker, GIS Manager, responded that this is a great price for this work.

Member Krajewski asked Mr. Ricker if GIS is doing any other shared services, to which Mr. Ricker responded yes, GIS is working with the Forest Preserve District, the Village of Lisle, and a couple other entities. Member Krajewski recommended bringing the shared services discussion to the Intergovernmental Committee, which is comprised of representatives from DuPage County municipalities.

There was further discussion regarding what services are provided through the current intergovernmental agreements.

Mr. Ricker then explained that the municipalities would have access to the topography contours obtained by the County through this Harris change order.

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Janice Anderson, District 5
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Krajewski, Wiley
ABSENT: Gavanes, Kachiroubas, Zaruba

7. INFORMATIONAL ITEMS
Member Elliott moved, seconded by Member Krajewski, to combine and place on file items 7A and 7B. All ayes. Motion carried.

A. DT-P-0182-18 Recommendation for the approval of a contract purchase order to Traffic Control Corporation, for annual Centracs SMA License Subscription Services for the Division of Transportation, for the period July 1, 2018 through June 30, 2019, for a contract total not to exceed $37,650.00; Per 55 ILCS 5/5-1022 “Competitive Bids (c) not suitable for competitive bids (Proprietary Software License Renewal)

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Brian J Krajewski, District 3
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Krajewski, Wiley
ABSENT: Gavanes, Kachiroubas, Zaruba

B. Change Order -- ED-P-0009A-17- Amendment to Resolution ED-P-0009-17 Comcast Business Services for internet services for workNet DuPage Career Center, to increase the encumbrance in the amount of $6,084.00 for Workforce Development, resulting in a new contract total amount not to exceed $44,316.00, an increase of 15.91%.
RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Brian J Krajewski, District 3
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Krajewski, Wiley
ABSENT: Gavanes, Kachiroubas, Zaruba

8. OLD BUSINESS
None.

9. NEW BUSINESS
Chairman Wiley mentioned that he is working with staff on the Strategic Technology Plan, adding that it will be brought before the committee at its July 17, 2018 meeting to review prior to going to the Finance Committee.

10. 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 9:00 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.
# 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: Titan Image Group, Inc.</th>
<th>Vendor #: 11753</th>
<th>Contract: 08/01/2018 to 07/31/2019</th>
<th>Contract Total: $27,750.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Information Technology</td>
<td>Contact: Greg Smith</td>
<td>Phone: 630.407.5023</td>
<td>Assigned Committee: Technology</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background:**
Contract to furnish & deliver printed business envelopes for Clerk of the Circuit Court, States Attorney, Treasurer's Office, Human Resources, Supervisor of Assessments, County Clerk, Sheriff's Office, Community Services, Building & Zoning, Stormwater; Division of Transportation, Regional Office of Education, Care Center, WorkNet DuPage and other county departments and agencies.

**Reason for Procurement:**
Current contract/PO expires 07/31/2018 and this is new 12 month contract, subject to three (3) additional twelve (12) month renewals per low bid 18-127-GV replaces it.

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): FY18 & FY19 - 1000-1110-53800

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE # or BID # 18-127-GV (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 (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 #

<table>
<thead>
<tr>
<th>PREPARED BY AND APPROVAL(S) (Initials Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>gs</td>
</tr>
<tr>
<td>IT Approval, if required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVIEWED BY (Initials Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
</tr>
</tbody>
</table>
## Purchase Requisition
### Procurement Services Division

### Send Purchase Order To:
- **Vendor:** Titan Image Group, Inc.  
  **Vendor #:** 11753  
  **Attn:** Jeff Krey  
  **Email:** jeff@titanimage.com  
  **Address:** 305 W. Briarcliff Drive, Unit 103B  
  **City:** Bolingbrook  
  **State:** IL  
  **Zip:** 60440  
  **Phone:** 630.207.0945  
  **Fax:** 630.378.9805

### Send Invoices To:
- **Dept:** Information Technology  
  **Division:**  
  **Attn:** Greg Smith  
  **Email:** greg.smith@dupageco.org  
  **Address:** 421 N. County Farm Road  
  **Room:** L400B  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
  **Phone:** 630.407.5023  
  **Fax:** 630.407.5001

### Send Payments To:
- **Vendor:** Titan Image Group, Inc.  
  **Vendor #:** 11753  
  **Attn:**  
  **Email:**  
  **Address:** 305 W. Briarcliff Drive, Unit 103B  
  **City:** Bolingbrook  
  **State:** IL  
  **Zip:** 60440  
  **Phone:** 630.679.0400  
  **Fax:** 630.378.9805

### Ship To:
- **Dept:** Information Technology  
  **Division:**  
  **Attn:** Susie Sheridan  
  **Email:** susie.sheridan@dupageco.org  
  **Address:** 421 N. County Farm Road  
  **Room:** L400B  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
  **Phone:** 630.407.5050  
  **Fax:** 630.407.5001

### Payment Terms
- **F.O.B.**  
  **PO 20 Delivery Date:**  
  **Requisitioner:**  
  **PER 50 ILCS 505/1**  
  **Destination:**  
  **Use for:** PO25 only

### Contract Details
- **Contract Administrator:** Sarah Godzicki  
  **Contract Start Date:** Aug 1, 2018  
  **Contract End Date:** Jul 31, 2019

### LN  Qty  UOM | Item Detail (Product #) | Description | FY | Dept # | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension | Requisition Total
---|---|---|---|---|---|---|---|---|---|
1 | 1 | EA | Contract to furnish & deliver printed Business Envelopes for DuPage County departments per low BID 18-127-GV. | 1000 | 1110 | 53800 | 27,750.00 | 27,750.00 | $ 27,750.00

### Header Comments
(These comments will appear on the PO20 and PO25 Purchase Order):
Furnish & Deliver Printed Business Envelopes for DuPage County Departments. This is a twelve (12) month contract, subject to three additional twelve (12) month renewals per low BID 18-127-GV. All orders to be placed on an as needed basis per individual department requirements. Orders to be delivered per contract delivery schedule/requirements.

### Special Instructions/Comments to Buyer or Approver
(These comments will NOT appear on the Purchase Order):
When notifying vendor, please “cc” Greg Smith on all BID/PO notification correspondences.

### User Department Internal Notes
(These comments will NOT appear on the Purchase Order):
#6.A.c

## GROUP 1 - STANDARD BUSINESS ENVELOPES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PHYS/C/WS RECORD COMPANY**</th>
<th>CINE-STEP, INC**</th>
<th>TITAN IMAGE GROUP, INC**</th>
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<tr>
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<td>$109.03</td>
<td>$175.00</td>
<td>$39.50</td>
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<td>$200.00</td>
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<td>#9 WHITE Wove, Window w/Inside Security Tint In Blue Or Black</td>
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<td>$225.00</td>
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<td>#9 - GREEN Wove, Regular NO Window</td>
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<td>#9 - PINK Wove, Regular NO Window</td>
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<td>#9 - GOLD Wove, Regular NO Window</td>
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<tr>
<td>#9 - BLUE Wove, Regular NO Window</td>
<td>$162.85</td>
<td>$280.00</td>
<td>$52.15</td>
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<td>#10 WHITE Wove, Window</td>
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<td>$315.00</td>
<td>$66.00</td>
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<td>$2,893.00</td>
<td>$1,287.50</td>
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## GROUP 2 - COMMERCIAL/BOOKLET & CATALOG ENVELOPES

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<th>Price Per 2500</th>
<th>Price Per 2,500</th>
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<td>6&quot; x 8&quot; WHITE Wove Catalog</td>
<td>NO BID</td>
<td>$251.60</td>
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<tr>
<td>6&quot; x 9&quot; IVORY Wove Booklet With Glue only closures</td>
<td>NO BID</td>
<td>$490.00</td>
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<td>11 1/2&quot; x 14 1/2&quot; WHITE Wove Booklet with Glue only closures</td>
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<td></td>
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<tr>
<td>12&quot; x 15 1/2&quot; WHITE Wove Catalog</td>
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<td></td>
</tr>
<tr>
<td>12&quot; x 15 1/2&quot; GREEN Wove Catalog</td>
<td>NO BID</td>
<td>$442.55</td>
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</tr>
<tr>
<td>12&quot; x 15 1/2&quot; BROWN KRAFT Catalog</td>
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<td>TOTAL GROUP 2</td>
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<td>$3,796.00</td>
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## GROUP 3 - INAUGURAL INVITATION & NOTECARD ENVELOPES

<table>
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<tr>
<th>DESCRIPTION</th>
<th>Price Per 1000</th>
<th>Price Per 1000</th>
<th>Price Per 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-6 Natural White Flat Finish</td>
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</tr>
<tr>
<td>A-6 Natural White Flat Finish</td>
<td>NO BID</td>
<td>$275.00</td>
<td>$176.50</td>
</tr>
<tr>
<td>TOTAL GROUP 3</td>
<td>NO BID</td>
<td>$262.00</td>
<td>$346.65</td>
</tr>
<tr>
<td>TOTAL GROUP 1</td>
<td>$1,607.39</td>
<td>$2,893.00</td>
<td>$1,287.50</td>
</tr>
<tr>
<td>TOTAL GROUP 2</td>
<td>NO BID</td>
<td>$3,796.00</td>
<td>$14,688.00</td>
</tr>
<tr>
<td>TOTAL GROUP 3</td>
<td>NO BID</td>
<td>$295.00</td>
<td>$346.65</td>
</tr>
<tr>
<td>TOTAL BID</td>
<td>$1,607.39</td>
<td>$7,294.00</td>
<td>$16,321.55</td>
</tr>
</tbody>
</table>

*NO BID NOT BID ALL GROUPS
**NO BID NOT BID ALL ITEMS

| INVITATIONS SENT | 50 |
| POTENTIAL BIDDERS REQUESTING BID DOCUMENTS | 27 |
| TOTAL BID RESPONSES RECEIVED | 3 |
COUNTY OF DU PAGE, ILLINOIS

SPECIFICATIONS
BID #18-127-GV

This BID is to Furnish and Deliver Printed Envelopes for DuPage County Departments. Pricing is to be quoted F.O.B. 421 N. County Farm Road, Wheaton, Illinois, 60187. Pricing shall remain firm for a 1-year period, subject to three (3) additional 1-year renewals.

PLEASE NOTE: A CONDITION OF THIS BID IS THAT THE AWARDED CONTRACTOR MUST INCLUDE A SECURE WEB / INTERNET BASED ONLINE ORDER SYSTEM WITH ORDER SUBMISSION, PROOFING & INQUIRY CAPABILITY.

- All pricing shall also include electronic proofing per item and the cost of typesetting.
- Delivery Schedule/Requirements;
  o Standard (i.e. reorders and/or no revisions required) envelopes to be delivered within 7 to 10 business days from order submission date.
  o Non-Standard (i.e. new artwork or revisions required) envelopes to be delivered within 10 to 15 business days from order/proof approval date or otherwise mutually agreed upon delivery timeframe.
- Poor quality envelopes shall be returned to the Contractor, where they will be reprinted at no additional charge.
- Digital and Non-Digital artwork shall be provided to the awarded Contractor in an electronic (e.g. Adobe PDF and/or MS Office) format.
- Packaging: Boxed/Qty. 500 / Cartons/Qty. 2,500 for shipping.

- Group 1 - Standard Business Envelopes:
  - #9 (3 7/8" x 8 1/2")
  - #10 (4 1/8" x 9 1/2")
  - #11 (4 1/4" x 10 1/2")

- Group 2 – Booklet (open side) & Catalog (open end) Envelopes:
  - 6" x 9" Booklet or Catalog w/glue and/or glue & clasp closures
  - 7 1/2" x 10 1/2" Booklet or Catalog w/glue and/or glue & clasp closures
  - 9" x 12" Booklet or Catalog w/glue and/or glue & clasp closures
  - 9 1/2" x 12 1/2" Kraft Catalog w/glue & clasp closures
  - 10" x 13" Booklet or Catalog w/glue and/or glue & clasp closures
  - 10" x 15" Booklet or Catalog w/glue and/or glue & clasp closures
  - 11 1/2" x 14 1/2" Booklet or Catalog w/glue and/or glue & clasp closures
  - 12" x 15 1/2" Booklet or Catalog w/glue and/or glue & clasp closures

- Group 3 – Inaugural Invitation & Notecard Envelopes:
  - A-6 (4 3/4" x 6 1/2") Invitation w/glue closure
  - A-2 (4 3/8" x 5 1/2") Notecard w/glue closure

- Ink Options (all pricing assumes envelopes printed off-set / non-digital with 1-color ink).

PLEASE NOTE: There will be orders, specifically for #10 White Wove Regular and #10 White Wove Window requiring 2-color and 3-color PMS ink combinations as well as a few orders requiring (CMYK) laser printing. Any applicable cost adjustments per the “Additional Miscellaneous Service” price sheet (pg. 5 below) will be noted (based on specific envelope and/or ink types) at time of order;

- Digital / Laser Full Color (CMYK)
- Non-Digital Pantone Inks (e.g. Black, Reflex Blue, PMS 540 Blue, PMS 301 Blue, PMS 185 Red, PMS 871 Gold, PMS 1255 Gold, PMS 343 Green and/or other PMS ink colors specified at time of order).
## GROUP 1 – STANDARD BUSINESS ENVELOPES

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Quantity of 1,000</th>
<th>Quantity of 2,500</th>
<th>Quantity of 5,000</th>
<th>Quantity of 10,000</th>
<th>Quantity of 25,000</th>
<th>Quantity of 50,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>#9 – WHITE Wove, Regular NO Window</td>
<td>$42.90</td>
<td>$33.10</td>
<td>$23.95</td>
<td>$22.05</td>
<td>$21.80</td>
<td></td>
</tr>
<tr>
<td>#9 – WHITE Wove, Window</td>
<td>$45.90</td>
<td>$36.15</td>
<td>$26.95</td>
<td>$24.85</td>
<td>$24.60</td>
<td></td>
</tr>
<tr>
<td>#9 – WHITE Wove, Window with Inside Security Tint in Blue or Black</td>
<td>$49.10</td>
<td>$39.35</td>
<td>$29.85</td>
<td>$27.80</td>
<td>$27.55</td>
<td></td>
</tr>
<tr>
<td>#9 – GREEN Wove, Regular NO Window</td>
<td>$65.00</td>
<td>$52.15</td>
<td>$44.75</td>
<td>$42.00</td>
<td>$41.35</td>
<td></td>
</tr>
<tr>
<td>#9 – PINK Wove, Regular NO Window</td>
<td>$65.00</td>
<td>$52.15</td>
<td>$44.75</td>
<td>$42.00</td>
<td>$41.35</td>
<td></td>
</tr>
<tr>
<td>#9 – GOLD Wove, Regular NO Window</td>
<td>$65.00</td>
<td>$52.15</td>
<td>$44.75</td>
<td>$42.00</td>
<td>$41.35</td>
<td></td>
</tr>
<tr>
<td>#9 – BLUE Wove, Regular NO Window</td>
<td>$65.00</td>
<td>$52.15</td>
<td>$44.75</td>
<td>$42.00</td>
<td>$41.35</td>
<td></td>
</tr>
<tr>
<td>#10 – WHITE Wove, Regular NO Window</td>
<td>$43.35</td>
<td>$32.70</td>
<td>$24.25</td>
<td>$22.35</td>
<td>$22.10</td>
<td>$21.60</td>
</tr>
<tr>
<td>These envelopes must meet specifications for and will be used in a Pitney Bowes Global Mailing Systems machine; D1900 / D1950 FastPac Document Inserting System; Model number: F 7 A 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10 – WHITE Wove, Window</td>
<td>$46.45</td>
<td>$34.45</td>
<td>$27.20</td>
<td>$25.15</td>
<td>$24.05</td>
<td>$24.40</td>
</tr>
<tr>
<td>These envelopes must meet specifications for and will be used in a Pitney Bowes Global Mailing Systems machine; D1900 / D1950 FastPac Document Inserting System; Model number: F 7 A 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#11 – WHITE Wove, Regular NO Window</td>
<td>$68.65</td>
<td>$53.75</td>
<td>$48.85</td>
<td>$44.25</td>
<td>$41.45</td>
<td></td>
</tr>
<tr>
<td>#11 – WHITE Wove, Window</td>
<td>$71.90</td>
<td>$56.90</td>
<td>$58.10</td>
<td>$52.50</td>
<td>$44.70</td>
<td></td>
</tr>
<tr>
<td>TOTAL GROUP 1</td>
<td>$630.55</td>
<td>$428.75</td>
<td>$394.50</td>
<td>$341.50</td>
<td>$302.50</td>
<td>$230.00</td>
</tr>
</tbody>
</table>
## GROUP 2 – COMMERCIAL / BOOKLET & CATALOG ENVELOPES

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Quantity of 1,000</th>
<th>Quantity of 2,500</th>
<th>Quantity of 5,000</th>
<th>Quantity of 10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Wove envelopes in this group should be manufactured with 24lb. paper weight and all Kraft envelopes should be manufactured with 28lb. paper weight. NOTE: All envelopes in this group should be priced to include glue and clasp closures unless otherwise specified below.</td>
<td>$75.35</td>
<td>$163.40</td>
<td>$53.00</td>
<td>$41.90</td>
</tr>
<tr>
<td>6&quot; x 9&quot; WHITE Wove Booklet with Glue only closures</td>
<td>$316.25</td>
<td>$251.60</td>
<td>$196.20</td>
<td>$159.20</td>
</tr>
<tr>
<td>6&quot; x 9&quot; IVORY Wove Booklet with Glue only closures</td>
<td>$148.90</td>
<td>$132.55</td>
<td>$127.15</td>
<td>$116.30</td>
</tr>
<tr>
<td>6&quot; x 9&quot; GREEN Wove Catalog with Glue only closures</td>
<td>$148.90</td>
<td>$132.55</td>
<td>$127.15</td>
<td>$116.30</td>
</tr>
<tr>
<td>6&quot; x 9&quot; BROWN KRAFT Catalog</td>
<td>$327.35</td>
<td>$262.30</td>
<td>$201.30</td>
<td>$176.30</td>
</tr>
<tr>
<td>7 1/4&quot; x 10 1/2&quot; BROWN KRAFT Catalog</td>
<td>$361.30</td>
<td>$295.05</td>
<td>$235.25</td>
<td>$204.30</td>
</tr>
<tr>
<td>7 1/4&quot; x 10 1/2&quot; WHITE Wove Booklet with Glue only closures</td>
<td>$353.55</td>
<td>$287.10</td>
<td>$227.60</td>
<td>$196.55</td>
</tr>
<tr>
<td>7 1/2&quot; x 10 1/2&quot; WHITE Wove Catalog</td>
<td>$361.30</td>
<td>$295.05</td>
<td>$235.25</td>
<td>$204.30</td>
</tr>
<tr>
<td>9&quot; x 12&quot; WHITE Wove Booklet with Glue only closures</td>
<td>$104.65</td>
<td>$83.25</td>
<td>$76.40</td>
<td>$72.20</td>
</tr>
<tr>
<td>9&quot; x 12&quot; WHITE Wove Catalog</td>
<td>$348.75</td>
<td>$262.95</td>
<td>$202.35</td>
<td>$197.80</td>
</tr>
<tr>
<td>9 1/2&quot; x 12 1/2&quot; BROWN KRAFT Catalog</td>
<td>$380.90</td>
<td>$274.00</td>
<td>$234.50</td>
<td>$220.00</td>
</tr>
<tr>
<td>10&quot; x 13&quot; WHITE Wove Booklet with Glue only closures</td>
<td>$353.05</td>
<td>$247.15</td>
<td>$206.05</td>
<td>$192.15</td>
</tr>
<tr>
<td>10&quot; x 13&quot; GREEN Wove Catalog</td>
<td>$463.35</td>
<td>$353.55</td>
<td>$316.95</td>
<td>$302.45</td>
</tr>
<tr>
<td>10&quot; x 13&quot; BROWN KRAFT Catalog</td>
<td>$407.95</td>
<td>$300.05</td>
<td>$261.55</td>
<td>$247.00</td>
</tr>
<tr>
<td>10&quot; x 15&quot; GREEN Wove Catalog</td>
<td>$583.90</td>
<td>$394.60</td>
<td>$346.25</td>
<td>$330.45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity of 500</th>
<th>Quantity of 1,000</th>
<th>Quantity of 2,500</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROUP 3 – INAUGURAL INVITATION &amp; NOTECARD ENVELOPES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specifications:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All envelopes in this group should be manufactured</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with 70lb. Neenah Paper Royal Sundance (or grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>finder equivalent) with glue closures</td>
<td>$178.30</td>
<td>$178.30</td>
<td>$152.00</td>
</tr>
<tr>
<td>A-6 Natural White Felt Finish</td>
<td>$167.75</td>
<td>$167.75</td>
<td>$139.40</td>
</tr>
<tr>
<td>A-2 Natural White Felt Finish</td>
<td>$346.05</td>
<td>$346.05</td>
<td>$241.40</td>
</tr>
<tr>
<td><strong>TOTAL GROUP 3</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Some items are not stock items and need to be manufactured and pricing will vary on custom items. Pricing has to be determined at time of order placement.
ADDITIONAL MISCHELLEANEOUS SERVICES
The Contractor is to provide a per thousand (M) price for each service addition noted below. The unit prices submitted will be added to the individual envelope pricing noted in the above groups for a combined cost when these additional services are required.

**PLEASE NOTE: This section must include only per thousand pricing (M) for BID consideration.**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price per Thousand (M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUPS 1 &amp; 2: Custom placed (i.e. center, lower offset, etc.) poly-window</td>
<td>$125.00</td>
</tr>
<tr>
<td>GROUP 2 ONLY: Control Sequence/ Crash Numbering in red ink</td>
<td>$100.00</td>
</tr>
<tr>
<td>GROUPS 1 &amp; 2 ONLY: Envelopes manufactured with self-adhesive / press &amp; seal closures as opposed to glue and/or glue &amp; clasp closures</td>
<td>$70.00</td>
</tr>
<tr>
<td>GROUPS 1, 2 &amp; 3: Print double side / print on back flap in single ink color</td>
<td>$12.50</td>
</tr>
<tr>
<td>ALL GROUPS: Non-digital ink; add 1 additional ink for 2 color print</td>
<td>$18.00</td>
</tr>
<tr>
<td>ALL GROUPS: Non-digital ink; add 2 additional inks for 3 color print</td>
<td>$46.00</td>
</tr>
<tr>
<td>ALL GROUPS: Printed in Digital Full-Color (CMYK) Laser as opposed to non-digital inks</td>
<td>CUSTOM QUOTE</td>
</tr>
</tbody>
</table>
COUNTY OF DU PAGE, ILLINOIS

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

Company Name: Titan Image Group
Contact Phone: 630-679-0400

Company Contact: JEFF KETY
Contact Email: jeff@titanimage.com

Date: 5/30/18
Bid/Contract No.: 18-127-GV

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 order 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, like services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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</th>
<th>by title and relationship</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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: JEFF KETY
Title: VICE PRESIDENT
Date: 5/30/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page of (total number of pages)
# 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: EpiServer</th>
<th>Vendor #: 24696</th>
<th>Contract Term: 05/24/18 - 05/23/19</th>
<th>Contract Total: $27,783.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: IT</td>
<td>Contact: Sandy Modesitt</td>
<td>Phone: 630-407-5051</td>
<td>Assigned Committee: Technology</td>
</tr>
</tbody>
</table>

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

Annual maintenance for Ektron CMS400 Net Enterprise Software.

**Reason for Procurement**

The software provides the capability for over 140 employees throughout the County to edit their department’s web pages on the County website. This maintenance contract provides the County with technical support and upgrades for the year.

**Funding Source**

- [ ] Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53807
- [ ] 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
- [ ] 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 (30ILCS25)
- [ ] 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>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>_______</td>
<td>_________________________</td>
<td>_______</td>
<td>_________________________</td>
<td>_______</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>_______</td>
<td>____________________</td>
<td>_______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman’s Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</td>
<td>_______</td>
<td>____________________</td>
<td>_______</td>
</tr>
</tbody>
</table>

- [ ] Decision Memos Over $25,000
- [ ] 6/13/18
- [ ] 6/14/18
- [ ] 6/15/18

Attachment: EpiServer - Checklist (TE-P-0190-10 : EpiServer)
**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: EpiServer</th>
<th>Vendor #: 24696</th>
<th>Dept: Information Technology</th>
<th>Department Req #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Kimberly Reagan</td>
<td>Email: <a href="mailto:Kimberly.Reagan@episerver.com">Kimberly.Reagan@episerver.com</a></td>
<td>Attn: Sarah Godzicki</td>
<td>Email: <a href="mailto:Sarah.Godzicki@dupageco.org">Sarah.Godzicki@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 542 Amherst Street</td>
<td>City: Nashua</td>
<td>State: NH</td>
<td>Zip: 03063</td>
</tr>
<tr>
<td>Phone: 603-589-5235</td>
<td>City: Wheaton</td>
<td>State: IL</td>
<td>Zip: 60187</td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Vendor: SAME AS ABOVE</th>
<th>Dept: Information Technology</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email:</td>
<td>Address: 421 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: State: IL</td>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>Phone: Fax:</td>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
</tbody>
</table>

**Send Payments To:**

<table>
<thead>
<tr>
<th>Vendor: SAME AS ABOVE</th>
<th>Dept: Information Technology</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email:</td>
<td>Address: 421 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: State: IL</td>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>Phone: Fax:</td>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
</tbody>
</table>

**Ship To:**

<table>
<thead>
<tr>
<th>Vendor: SAME AS ABOVE</th>
<th>Dept: Information Technology</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email:</td>
<td>Address: 421 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: State: IL</td>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>Phone: Fax:</td>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
</tbody>
</table>

**Payment Terms**

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER 50 ILCS 505/1</td>
<td>May 24, 2018</td>
<td>Sarah Godzicki</td>
</tr>
</tbody>
</table>

**Use for PO25 only**

<table>
<thead>
<tr>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
</tr>
</thead>
</table>

**LN** | **Qty** | **UOM** | **Item Detail** (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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>RN-STD1</td>
<td>One-Year Renewal of Annual Maintenance for CMS400 Net Enterprise Software</td>
<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53807</td>
<td>27,783.00</td>
<td>27,783.00</td>
<td>27,783.00</td>
</tr>
</tbody>
</table>

**Requisition Total**: $27,783.00

**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):

Please e-mail PO to Kimberly.Reagan@episerver.com.

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

ORDER #: 506970
ORDER DATE: 02/01/2018

BILL TO: County of Dupage
421 N County Farm Rd
Wheaton, Illinois 60187-3978

SHIP TO: County of Dupage
421 N. County Farm Road
Wheaton, Illinois 60187

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>URL</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN-STD1</td>
<td>Standard 1 Year Renewal</td>
<td><code>dupageweb</code></td>
<td>1</td>
<td>27,783.00</td>
<td>27,783.00</td>
</tr>
</tbody>
</table>

SUBTOTAL: 27,783.00

TOTAL: 27,783.00

In accordance with the Illinois Local Government Prompt Payment Act

COMMENTS/NOTES:
CURRENT MAINTENANCE AND SUPPORT EXPIRES: 5/23/2018

Software Maintenance may be renewed for a 2 Year term with a 10% discount, or Premium level support which includes 24X7x365days (nights, weekends and holiday).

If opting to renew at one of the options above, please notify me immediately.

*Signature: ___________________________ Date: 6-13-2018

*Signature on File

The Invoice will be sent upon signature of this agreement. Payment will be due Net30 from receipt of invoice.

*This is only a quote and does not include sales tax. If sales tax is applicable to your state it will be reflected on the invoice. Please provide tax exempt or self-pay certificate if applicable.
Procurement Review Checklist

Vendor: Trivantis Corp.
Vendor #: 19367
Contract Term: 07/01/18 - 06/30/19
Contract Total: $9,740.79
Dept: IT
Contact: Sandy Modesitt
Phone: 630-407-5051
Assigned Committee: Technology

Description of Procurement/Scope of Work/Background
Annual support and maintenance for Lectora and the CourseMill Learning Management System (LMS).

Reason for Procurement
The Learning Management System (LMS) is used to deliver online training to County employees, outside agencies, and Family Center clients.

FUNDING SOURCE
- Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53807
- 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 # __________________________
- 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
- 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>Recommended for Approval</th>
<th>IT Approval, if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>[Date]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Producent Officer</th>
<th>Chief Financial Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>[Date]</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
### Purchase Requisition

**Procurement Services Division**

**Date:** Jun 13, 2018

**MinuteTraq (IQM2) ID #:** 12933

**Department Req #:**

**RFP, Bid or Quote #:**

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Trivantis Corp.</th>
<th>Vendor #: 19367</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Information Technology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attn:</th>
<th>Email: <a href="mailto:orders@trivantis.com">orders@trivantis.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>City: Cincinnati</td>
<td>State: OH</td>
</tr>
<tr>
<td>Zip: 45202</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>513-929-0188</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>513-334-1547</td>
</tr>
</tbody>
</table>

**Send Invoices To:**

| Dept: Information Technology |

<table>
<thead>
<tr>
<th>Attn:</th>
<th>Email: <a href="mailto:Sarah.Godzicki@dupageco.org">Sarah.Godzicki@dupageco.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 421 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
<tr>
<td>Zip: 60187</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>630-407-5037</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>630-407-5001</td>
</tr>
</tbody>
</table>

**Send Payments To:**

| Dept: Information Technology |

<table>
<thead>
<tr>
<th>Attn:</th>
<th>Email: <a href="mailto:Sandra.Modesitt@dupageco.org">Sandra.Modesitt@dupageco.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 421 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
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<tr>
<td>Zip: 60187</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>630-407-5051</th>
</tr>
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<tbody>
<tr>
<td>Fax:</td>
<td>630-407-5001</td>
</tr>
</tbody>
</table>

**Payment Terms**

<table>
<thead>
<tr>
<th>PER 50 ILCS 505/1</th>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use for PO25 only</td>
<td></td>
<td></td>
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</table>

**Destination**

<table>
<thead>
<tr>
<th>Jul 1, 2018</th>
</tr>
</thead>
</table>

**Requisitioner**

| Sarah Godzicki |

**Ship To:**

| Dept: Information Technology |

<table>
<thead>
<tr>
<th>Attn:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 421 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
<tr>
<td>Zip: 60187</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>630-407-5051</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>630-407-5001</td>
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</tbody>
</table>

**Payment Terms**

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use for PO25 only</td>
<td></td>
</tr>
</tbody>
</table>

**Requisitioner**

| Sarah Godzicki |

---

### LN | Qty | UOM | Item Detail (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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>EA</td>
<td>LPEUPG0116 - GSA</td>
<td>Maintenance for LPE (1-16 Licenses) w/ support</td>
<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53807</td>
<td></td>
<td>680.07</td>
<td>2,040.21</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>EA</td>
<td>CMLMSUPG - GSA</td>
<td>CourseMill Learning Management System - Maintenance</td>
<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53807</td>
<td></td>
<td>6,798.36</td>
<td>6,798.36</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>EA</td>
<td>CMSS - GSA</td>
<td>CourseMill Annual Software Support</td>
<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53807</td>
<td></td>
<td>902.22</td>
<td>902.22</td>
</tr>
</tbody>
</table>

**Requisition Total:** $9,740.79

---

**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):
## Bill To
- **Company**: Dupage County IT Department, IL
- **ATTN**: Sarah Godzicki
- **Address**: Dupage County IT Department, IL
  421 North County Farm Road
  Wheaton IL 60187
- **Phone**: (630) 407-5037
- **Email**: sarah.godzicki@dupageco.org

## Ship To
- **Company**: Dupage County IT Department, IL
- **ATTN**: Sandy Modesitt
- **Address**: 421 North County Farm Road
  Wheaton, IL
  60187
  US
- **Phone**: (630) 407-5051
- **Email**: sandy.modesitt@dupageco.org

## Purchase Order #
- **Account Executive**: Enrico Lamberti
- **Shipping Method**: Electronic

### Item Information

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Description</th>
<th>License Key(s)</th>
<th>MED</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPEUPG0116 - GSA</td>
<td>3</td>
<td>Maintenance for LPE (1-16 Licenses) w/ support</td>
<td>LP17N7G99O9SHFB4CD LP17PSG811J5DA4N LP17CDNA3A3R329B</td>
<td>680.07</td>
<td>2,040.21</td>
<td></td>
</tr>
<tr>
<td>CMLMSUPG - GSA</td>
<td>1</td>
<td>CourseMill Learning Management System - Maintenance</td>
<td></td>
<td>6,798.36</td>
<td>6,798.36</td>
<td></td>
</tr>
<tr>
<td>CMSS - GSA</td>
<td>1</td>
<td>CourseMill Annual Software Support</td>
<td>LP17CDNA3A3R329B</td>
<td>902.22</td>
<td>902.22</td>
<td></td>
</tr>
</tbody>
</table>

By signing below Customer agrees to the terms of the click wrap agreement.

Payment terms are due upon receipt unless otherwise agreed to in writing by the parties.

Trivantis shall invoice you based on the quote above.

PO Required (Please Circle) YES / NO

### Summary of Charges

- **Subtotal**: $9,740.79
- **Shipping Cost (Electronic)**: $0.00
- **Total**: $9,740.79

---

**Disclaimer**

Notice: This pricing information is intended for the use of the individual or entity to which it is delivered and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. This information shall be kept confidential and the recipient is hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited.
# Request for Change Order

## Procurement Services Division

**Date:** Jun 13, 2018

**Department:** Technology - GIS

**Vendor Name:** Harris Corporation

**Vendor #:** 28901

### Background and/or Reason for Change Order Request:

On May 22, 2018, the County Board approved a purchase order with Harris Corporation for LIDAR data as part of a cost-sharing initiative through USGS and other federal agencies. LIDAR data is the primary data source for creating elevation models and contour lines. Following the approval of said contract, Harris Corporation quoted us at an additional $5,400.00 for the creation of the following elevation models and contours:

- 1-Ft. Elevation Contours
- 2-Ft. Elevation Contours
- Digital Elevation Model (DEM) with Bridges
- Digital Elevation Model (DEM) with Bridges taken out

### 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.

### INCREASE/DECREASE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$110,000.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$110,000.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>Increase $5,400.00</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$115,400.00</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents</td>
<td>4.91%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>4.91%</td>
</tr>
</tbody>
</table>

### DECISION MEMO NOT REQUIRED

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [ ] Consent Only

---

### 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:

---

**Prepared By:**

**Phone Ext:**

**Date:**

**Recommended for Approval:**

**Phone Ext:**

**Date:**

**REVIEWED BY:**

**Date:** 6-14-18

**Procurement Officer**

**Date:** 6-14-18
<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Chairman's Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>(Decision Memos Over $25,000)</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

Attachment: Harris Corp - Change Order Increase (17-18-673 : Harris Corp - Change Order - Increase $5,400)
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.

Date: Jun 14, 2018

MinuteTraq (IQM2) ID #: 12927

Department Requisition #: ____________

Requesting Department: IT - GIS Division
Contact Email: tom.ricker@dupageco.org
Vendor Name: Harris Corporation

Department Contact: Tom Ricker
Contact Phone: 630-407-5062
Vendor #: 11000050

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
Change order to increase the contract by $5,400.00 in order to obtain elevation models and contour lines from the vendor.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
On May 22, 2018, the County Board approved a purchase order with Harris Corporation for LIDAR data as part of a cost-sharing initiative through USGS and other federal agencies. LIDAR Data is the primary data source for creating elevation models and contour lines. Following the approval of said contract, Harris Corporation quoted us at an additional $5,400.00 for the creation of the following elevation models and contours:
- 1-Ft. Elevation Contours
- 2-Ft. Elevation Contours
- Digital Elevation Model (DEM) with Bridges
- Digital Elevation Model (DEM) with Bridges taken out

**Strategic Impact**
Select one of the five strategic imperatives in the County’s Strategic Plan this action will most impact and provide a brief explanation.
Updated elevation contours will be extremely useful and will be shared with other County departments such as Stormwater, DOT, and Public Works, as well as with Municipalities, Park Districts and the Forest Preserve District.

**Source Selection/Vetting Information** - Describe method used to select source.
County staff selected Harris Corporation because they were selected by the USGS to provide LiDAR services for this cost-sharing LiDAR project, allowing us and other government agencies to save money.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
It is staff’s recommendation to obtain this contour and DEM data as part of the cost-sharing agreement. This enhanced data is available at a low cost through this program. Other options are pay up to 50% more for the same services or do not obtain this much-needed improved data.

**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.
An additional $5,400.00 out of FY18 - 1100-2900-53020 for a new contract total of $115,400.00.
**QUOTE**

Harris Corporation  
1025 W. Nasa Blvd.  
Melbourne, FL. 32919  
772-538-1755  

**To**  
Thomas P. Ricker  
DuPage County  
421 N. County Farm Rd.  
Wheaton, Illinois 60187  
630-407-5062

---

<table>
<thead>
<tr>
<th>Account Manager</th>
<th>Job</th>
<th>Payment Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conse C. Vecchio</td>
<td>DuPage County LiDAR Data</td>
<td>Net-45</td>
<td>45 Days Upon Delivery</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 and 2 Foot Contours for DuPage LiDAR data previously quoted in Invoice#001</td>
<td></td>
<td>$5,400.00</td>
</tr>
<tr>
<td>1</td>
<td>Associated DEM with Bridges and Associated DEM without Bridges (Hydro-Enforced)</td>
<td></td>
<td>Included</td>
</tr>
</tbody>
</table>

- **Subtotal**: $5,400.00  
- **Sales Tax**: N/A  
- **Total**: $5,400.00

Quotation prepared by: Conse C. Vecchio

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: ________________________________

---

*Harris Geospatial Solutions*  

*Thank you for your business!*
Required Vendor Ethics Disclosure Statement

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

Bid/Contract/PO #: __________________________

<table>
<thead>
<tr>
<th>Company Name: Harris Corporation</th>
<th>Company Contact: David Carver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 321-729-2928</td>
<td>Contact Email: <a href="mailto:dcarve03@harris.com">dcarve03@harris.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>
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<th>Email</th>
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</table>

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- 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: David Carver

Title: Contracts Manager

Date: __________________________

Attach additional sheets if necessary. Sign each sheet and number each page. Page ______ of ______ (total number of pages)
### Purchase Requisition

#### Procurement Services Division

#### Send Purchase Order To:
- **Vendor:** Traffic Control Corporation
- **Vendor #:**
- **Attn:** Mitch Bright
- **Address:** 10435 Argonne Woods Drive
- **City:** Woodridge, IL, Zip: 60517
- **Phone:** 630-543-1300

#### Send Invoices To:
- **Dept:** Division of Transportation
- **Division:**
- **Attn:** Bill Edson
- **Address:** 421 N. County Farm Road
- **City:** Wheaton, IL, Zip: 60187
- **Phone:** 630-407-6900

#### Send Payments To:
- **Vendor:** Same as Above
- **Vendor #:**
- **Attn:**
- **Address:**
- **City:** State: IL, Zip: 60517
- **Phone:**

#### Ship To:
- **Dept:** Same as Above
- **Division:**
- **Attn:**
- **Address:**
- **City:** State: IL, Zip: 60517
- **Phone:**

#### Payment Terms
- **Use for:** Contract Administrator
- **PO 20 Delivery Date:**
- **Requisitioner:**

#### F.O.B.
- **PO 20 Delivery Date:**
- **Requisitioner:**

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>PO25 only</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td>Eva Hitchcock</td>
<td>Jul 1, 2018</td>
<td>Jun 30, 2019</td>
<td>PO25 only</td>
</tr>
<tr>
<td>PO25 only</td>
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</tbody>
</table>

<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>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Annual License Subscription Services</td>
<td>1500</td>
<td>3500</td>
<td>53806</td>
<td>37,650.00</td>
<td>37,650.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $37,650.00

### Header Comments (these comments will appear on the PO20 and PO25 Purchase Order):
Annual License Subscription Services for the Division of Transportation’s Advanced Traffic Management Software System

### 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):

- **DT-P-0182-18**
- **Transportation - 06/19/18**
- **Technology - 06/26/18 (Informational Only)**
- **County Board - 06/26/18**
Procurement Review Checklist
Procurement Services Division

Date: 6-4-18

Vendor: Traffic Control Corporation
Vendor #: 26422
Contract Term: 07/01/18-06/30/19
Contract Total: $37,650.00

Dept: Division of Transportation
Contact: Bill Eidson
Phone: 6900

Assigned Committee: Transportation

Description of Procurement/Scope of Work/Background:
Annual Centracs SMA Licence Subscription for the Division of Transportation

Reason for Procurement:
See attached Decision Memo

FUNDING SOURCE
☑ Procurement budgeted for (FY and budget code(s)): 1500-3500-53806

DECISION MEMO NOT REQUIRED
☐ LOWEST RESPONSIBLE QUOTE #, BID # or RFP # ________________________________ (attach applicable Tabulation)

QUOTE Less Than $25,000; BID Equal To or Greater Than $25,000

☑ EXEMPT FROM BIDDING PER ILLINOIS COMPLIED STATUTES

☑ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(3) (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:

BASIS OF DECISION MEMO (attach Decision Memo)

☑ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ________________________________ (include Evaluation Summary if applicable)

☑ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 5/10/2 (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)

emh

Prepared By
Date

Recommended for Approval
Date

IT Approval, if required
Date

REVIEWED BY (Initials Only)

Buyer
Date

Procurement Officer
Date

Chief Financial Officer
Date

Chairman's Office
Date

(Decision Memos Over $25,000)
(Decision Memos Over $25,000)

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER
Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

The Division of Transportation (DOT) is requesting approval for the procurement of advanced traffic management software (ATMS) for remote communication with the county Central Signal System in the amount of $37,650.00.

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

The DOT procured Econolite's Centracs ATMS software from Traffic Control Corporation for its Central Signal System in 2016. The DOT must now contract for the annual maintenance/support of the application software. This procurement represents the continuation of the County's license to utilize the Centracs ATMS product. Along with that, the County has recently entered into an IGA with the City of Naperville for expanding the Central Signal System and connecting to Naperville's Centracs system.

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.

Software is used to observe and improve traffic flow, collect traffic data, monitor hardware conditions, and recommend preventative maintenance as part of the County's commitment to state of good repair, motorist and pedestrian safety, and environmental stewardship.

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

This is a proprietary software manufactured and licensed by Econolite, and sold exclusively through the local distributor, Traffic Control Corporation. The initial selection followed the federal systems engineering process and was approved by IDOT, FHWA, and the DuPage County Board. That selection process included review of a variety of applications from which Centracs ATMS was selected. This annual maintenance/support contract is being forwarded after consultation with the Transportation Committee in accordance with the County Procurement Ordinance.

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

To not approve this contract causes the County to lose the ability to upgrade its system for enhanced functionality, as well as losing the ability to request support from the local distributor or the manufacturer. In addition, the capabilities of the Central Signal System Expansion project will be reduced.

The DOT recommends approval of this contract. It is critical to the continuation of the program and is essential to on-going traffic operations functions and performance of the DOT.

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.

The FY2018 fiscal impact for this contract is anticipated to be $37,650.00. The DOT has sufficient funds in our FY18 budget to pay this amount.
# JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Division of Transportation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MANUFACTURER</th>
<th>PRODUCT #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control Corporation</td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:**

Econolite's Centracs Software is a product that includes proprietary licensing, code, applications, etc. This is one of a few select softwares in use in the country to manage field traffic signal networks like the DuPage County Central Signal System (CSS). Exclusive local distributor is Traffic Control Corporation. Centracs provides communication, data collection, & remote monitoring of the CSS equipment. Econolite requires annual maintenance and support based on system size.

**THIS IS A SOLE SOURCE BECAUSE VENDOR IS:**

- [x] sole provider of a licensed or patented good or service
- [ ] sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- [ ] sole provider of factory-authorized warranty service
- [ ] sole authorized distributor - manufacturer has established territories (e.g. Caterpillar parts) (Please attach letter from the manufacturer)
- [ ] the manufacturer (please detail below or attach information regarding why only this manufacturers product can be used)
- [x] the software manufacturer (and sole maintenance/update provider)
- [ ] other – (please detail below or in an attachment)

**REQUESTED SOURCE**

Traffic Control Corporation

**CONTACT**

Mitch Bright

**PHONE**

630-543-1300

**WEBSITE**

https://www.trafficcontrolcorp.com/

**WHAT NECESSARY AND UNIQUE FEATURES DOES THIS VENDOR'S PRODUCT OR SERVICE PROVIDE WHICH ARE NOT AVAILABLE FROM OTHER VENDORS? (Please be specific)**

Advanced Traffic Management Software that natively communicates with county-owned traffic controller equipment in the Central Signal System (CSS). Code and programming is proprietary.

**HAS THE MARKET BEEN TESTED LATELY (LAST 12 MONTHS) ON THE APPLICABILITY OF SOLE SOURCE? (If not, why not?)**

The DOT has followed the procedures required and has consulted with the Transportation Committee in accordance with the County Procurement Ordinance regarding ongoing Software as a Service (SaaS) contracts.

**WHAT STEPS WERE TAKEN TO VERIFY THAT THESE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS/MANUFACTURERS EXAMINED? (Please list other products or services examined – include names & phone numbers of people contacted)**

Features not available elsewhere as the software, programming and services are supplied directly to the clients by Econolite and the exclusive local distributor, Traffic Control Corporation.
April 23, 2018

William C. Eidson  
Traffic Engineer  
DuPage County Division of Transportation  
421 N County Farm Road  
Wheaton, Illinois  60187

This letter is to confirm that Traffic Control Corporation is the sole Distributor for Econolite Products Inc. in the state of Illinois. Traffic Control Corp. is the only approved source in Illinois to sell our entire product offerings. Please contact the Traffic Control Corp. for your entire Econolite product needs.

Econolite Product Offerings:
Cobalt NEMA Controllers  
Cobalt Rackmount Controllers  
AccuScan 1000  (Radar)  
AccuScan 600  (Radar)  
AccuScan 300  (Radar)  
Autoscope VDS Products  
2070 Controllers  
Centrac ATMS along with System Maintenance  
Centrac Associated Modules  
ASC/2070 Series Controller Software  
Aluminum and Polycarbonate Traffic Signals  
12” and 16” Pedestrian Signals  
16” Polycarbonate Pedestrian Signals  
33X Style Traffic Cabinets, Safetran Brand by Econolite

If you have any questions regarding this, please feel free to contact me.

Sincerely,  

Signature on File

Gus Nunez  
Director, Midwestern Sales  
Econolite Group, Inc.  
714.575.5756 Office  
949.212.1493 Cell  
Email: gnunez@econolite.com
Required Vendor Ethics Disclosure Statement

Date: June 4, 2018

Company Name: Traffic Control Corporation
Contact Phone: 630 543-1300
Company Contact: Mitch Bright
Contact Email: mbright@trafficcontrolcorp.com

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](image)

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<tr>
<th>Recipient</th>
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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](image)

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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

Signature on File

Authorized Signature

Printed Name: John S. Lizzadro Jr.
Title: President
Date: June 4, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
# Request for Change Order

**Procurement Services Division**

**Attach copies of all prior Change Orders**

<table>
<thead>
<tr>
<th>Purchase Order #: 2252-1-SERV</th>
<th>Original Purchase Order Date:</th>
<th>Change Order #: 2</th>
<th>Department: Human Resources-Workforce Development Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: COMCAST BUSINESS SERVICES</td>
<td>Vendor #: 13982</td>
<td></td>
<td>Dept Contact: Lisa Schvach/Carmi Cyrus</td>
</tr>
</tbody>
</table>

**Background and/or Reason for Change Order Request:** Increase Line 2 by $6,084.00. Due to increased utilization of virtual private networks (VPNs) by our on-site partner organizations and by staff as a result of migration to Microsoft cloud-based services, there is a need to transition to the next level of service. The transition would increase the monthly bill by $338.00 starting June 1, 2018.

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- [x] (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.

## INCREASE/DECREASE

<table>
<thead>
<tr>
<th>A</th>
<th>Starting contract value</th>
<th>$38,232.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$38,232.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>Increase</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$44,316.00</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>15.91%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B + D/A); (60% maximum on construction contracts)</td>
<td>15.91%</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: to:
- [ ] Price shows: should be:
- [ ] Decrease remaining encumbrance and close contract
- [ ] Increase encumbrance and close contract
- [ ] Decrease encumbrance
- [ ] Increase encumbrance

## DECISION MEMO REQUIRED

- [x] Increase (greater than 29 days) contract expiration from: to:
- [ ] Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- Funding Source 5000 2840 53250
- [ ] OTHER - explain below:

<table>
<thead>
<tr>
<th>LS</th>
<th>0L-LS</th>
<th>2066/6141</th>
<th>May 2, 2018</th>
<th>ME</th>
<th>5/14/18</th>
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</thead>
<tbody>
<tr>
<td>Prepared By (Initials)</td>
<td>Phone Ext</td>
<td>Date</td>
<td>Recommended for Approval (Initials)</td>
<td>Phone Ext</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewed By (Initials Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
</tr>
<tr>
<td>Chief Financial Officer (Decision Memos Over $25,000)</td>
</tr>
</tbody>
</table>
**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:</th>
<th>Department Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN SERVICES-WORKFORCE DEV'T DIVISION</td>
<td>LISA SCHVACHI/CARMI CYRUS</td>
</tr>
<tr>
<td>Contact Email:</td>
<td>Contact Phone:</td>
</tr>
<tr>
<td><a href="mailto:lschvach@worknetdupage.org">lschvach@worknetdupage.org</a></td>
<td>630-955-2066/630-407-6141</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>Vendor #:</td>
</tr>
<tr>
<td>COMCAST BUSINESS SERVICES</td>
<td>13982</td>
</tr>
</tbody>
</table>

**Date:** May 3, 2018

**MinuteTraq (IQM2) ID #:**

**Department Requisition #:** 2252-1-SERV

---

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

- Increase contract; increase monthly Comcast/Xfinity internet service bill by $338;
  - FY18 increase of $2,028.00
  - FY19 increase of $4,056.00
  - Total increase of $6,084.00

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

Increased utilization of virtual private networks (VPNs) by on-site partner organizations and higher bandwidth usage by staff due to Microsoft cloud-based services migration has increased bandwidth demands. Current bandwidth allocation proves to be insufficient during peak operating hours, at which time web-based applications begin to slow and become non-responsive. It is necessary to increase bandwidth to the next available tier in order to more efficiently serve clients.

---

**Strategic Impact**

<table>
<thead>
<tr>
<th>Customer Service</th>
<th>Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increasing bandwidth will allow for faster application responsiveness and quicker access to cloud-based services, leading to more prompt customer service.</td>
<td></td>
</tr>
</tbody>
</table>

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

Existing contract.

---

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

Recommend increase to next available tier. Current rate has become insufficient due to network strain from increased usage.

---

**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.

- FY18 increase of $2,028.00 to be paid by WIOA grant fund 5000 2840 17-681006
- FY19 increase of $4,056.00 to be paid by WIOA grant fund 5000 2840 17-681006
- Total increase $6,084.00
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: __________ Jun 19, 2018

Bid/Contract/PO #: ________________________________

Company Name: Comcast Business Communications, LLC  Company Contact: Steven Peterson
Contact Phone: (224) 229-4126  Contact Email: Steven_Peterson2@cable.comcast.com

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

Authorized Signature: ____________________________

Printed Name: Daniel J. Carr

Title: Vice President, Sales Operations

Date: June 19th, 2018

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