1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REPORT

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES
   A. Technology Committee - Regular Meeting - Tuesday May 22nd, 2018

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.

   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%.

7. INFORMATIONAL ITEMS
   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

   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 Homeland Security and Emergency Management, for a contract total not to exceed $113,367.35. Per lowest responsible bid16-187BF. (Phase II)
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.

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 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00 (Public Works $8,860.80 - Stormwater Management $5,299.96)

8. DISCUSSION

A. Real Estate & Tax System Update

9. OLD BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT
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]

MOVED: 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.
### PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
<th>SOLICITATION METHOD FOR SOURCE SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23, 2018</td>
<td>06/15/18 - 06/14/19</td>
<td>$12,684.26</td>
<td>INFORMATION SYSTEMS</td>
<td></td>
</tr>
</tbody>
</table>

- **Sarah Godzicki**: Completed 05/23/2018 4:04 PM
- **Deborah Hanson**: Completed 05/23/2018 4:13 PM
- **Donald Carlsen**: Completed 05/23/2018 7:34 PM
- **Kathy Ostrowski**: Completed 05/25/2018 8:47 AM
- **James McGuire**: Completed 05/25/2018 10:08 AM
- **Paul Rafac**: Completed 05/25/2018 12:03 PM
- **Kathy Ostrowski**: Completed 05/30/2018 1:07 PM
- **Technology Committee**: Pending 06/12/2018 9:00 AM
Procurement Review Checklist
Procurement Services Division

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

Date: May 18, 2018
MinuteTraq (IQM2) ID #: 12752

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) _____________________________ 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(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:

18 MAY 24 PM 4:08

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: May 23, 2018
Recommended for Approval: 5-23-18
IT Approval, if required: 5-24-18

REVIEWED BY (Initials Only)

Buyer: ___________________________
Date: 5/28/18
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: ___________________________

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER
Rev 1.8
Packet Pg. 8
### Purchase Requisition

**Procurement Services Division**

---

<table>
<thead>
<tr>
<th><strong>Send Purchase Order To:</strong></th>
<th><strong>Send Invoices To:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong> Business Software, Inc.</td>
<td><strong>Vendor:</strong> Business Software, Inc.</td>
</tr>
<tr>
<td><strong>Vendor #:</strong> 13565</td>
<td><strong>Vendor #:</strong> 13565</td>
</tr>
<tr>
<td><strong>Attn:</strong></td>
<td><strong>Attn:</strong> Sarah Godzicki</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><strong>Email:</strong> <a href="mailto:Sarah.Godzicki@dupageco.org">Sarah.Godzicki@dupageco.org</a></td>
</tr>
<tr>
<td><strong>Address:</strong> 155 Technology Parkway #100</td>
<td><strong>Address:</strong> 421 N. County Farm Road</td>
</tr>
<tr>
<td><strong>City:</strong> Norcross</td>
<td><strong>City:</strong> Wheaton</td>
</tr>
<tr>
<td><strong>State:</strong> GA</td>
<td><strong>State:</strong> IL</td>
</tr>
<tr>
<td><strong>Zip:</strong> 30092-2962</td>
<td><strong>Zip:</strong> 60187</td>
</tr>
<tr>
<td><strong>Phone:</strong> 770-449-3200</td>
<td><strong>Phone:</strong> 630-407-5037</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td><strong>Fax:</strong> 630-407-5001</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>Send Payments To:</strong></th>
<th><strong>Ship To:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong> SAME AS ABOVE</td>
<td><strong>Vendor:</strong> SAME AS ABOVE</td>
</tr>
<tr>
<td><strong>Attn:</strong></td>
<td><strong>Attn:</strong> Deborah Hanson</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><strong>Email:</strong> <a href="mailto:Deborah.Hanson@dupageco.org">Deborah.Hanson@dupageco.org</a></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td><strong>City:</strong> Wheaton</td>
</tr>
<tr>
<td><strong>State:</strong> IL</td>
<td><strong>State:</strong> IL</td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
<td><strong>Zip:</strong> 60187</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td><strong>Phone:</strong> 630-407-5036</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td><strong>Fax:</strong> 630-407-5001</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>Payment Terms</strong></th>
<th><strong>F.O.B.</strong></th>
<th><strong>PO 20 Delivery Date</strong></th>
<th><strong>Requisitioner</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PER 50 ILCS 505/1</td>
<td>Destination</td>
<td>Jun 14, 2018</td>
<td>Sarah Godzicki</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th><strong>LN</strong></th>
<th><strong>Qty</strong></th>
<th><strong>UOM</strong></th>
<th><strong>Item Detail (Product #)</strong></th>
<th><strong>Description</strong></th>
<th><strong>FY</strong></th>
<th><strong>Dept #</strong></th>
<th><strong>Acct Unit</strong></th>
<th><strong>Acct #</strong></th>
<th><strong>Sub-Accts and/or Activity #</strong></th>
<th><strong>Unit Price</strong></th>
<th><strong>Extension</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Annual Tax Factory Premium Support</td>
<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53807</td>
<td></td>
<td></td>
<td>12,684.26</td>
<td>12,684.26</td>
</tr>
</tbody>
</table>

---

**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):**
INVOICE

NUMBER   LUC-16715
DATE 05-21-2018
PAYMENT TERMS Due by 06-14-2018
FEDERAL ID NO 59-1935198

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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,889</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAXFACTORY™ SUPPORT RENEWAL FEE FOR PERIOD 06-15-2018 to 06-14-2019</td>
<td>$12,684.26</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Purchase Order #: 60000019</th>
<th>Original Purchase Order Date: Feb 27, 2018</th>
<th>Change Order #: 2</th>
<th>Department: IT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: RPI Consultants, LLC</td>
<td></td>
<td>Vendor #: 24467</td>
<td>Dept Contact: Deborah Hanson</td>
</tr>
</tbody>
</table>

**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.

### INCREASE/DECREASE

<table>
<thead>
<tr>
<th>A</th>
<th>Starting contract value</th>
<th>$7,200.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td>$30.00</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$7,230.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>Incremental increase</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$9,030.00</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>25.00%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B + D/A)</td>
<td>60% maximum on construction contracts</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: 
- Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- Funding Source

**SIGNED**

<table>
<thead>
<tr>
<th>S/LG</th>
<th>5037</th>
<th>May 30, 2018</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By (Initials)</td>
<td>Phone Ext</td>
<td>Recommended for Approval (Initials)</td>
<td>Phone Ext</td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer:</th>
<th>Date</th>
<th>Procurement Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>6-1-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6-5-18</td>
</tr>
</tbody>
</table>

**Chairman's Office (Decision Memos Over $25,000)**

- Date

---

**Attachment:** RPI - Change Order Increase (17-18-639 : RPI Consultants, LLC - Change Order #1)

---

**Packet Pg. 11**
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>
</tr>
</thead>
<tbody>
<tr>
<td>Change Name</td>
<td>Hours to Complete</td>
<td>Change Number</td>
<td>CR001</td>
</tr>
<tr>
<td>Requested By</td>
<td>Barbie Hunley</td>
<td>Requested Date</td>
<td>30 May 2018</td>
</tr>
</tbody>
</table>

Cost Information

<table>
<thead>
<tr>
<th>Hours Estimate</th>
<th>10</th>
<th>Cost Estimate</th>
<th>$1,800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>180</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Stakeholder Implications

<table>
<thead>
<tr>
<th>Functional</th>
<th>+ Amber Tannenbaum, Joanna Sorys, JoAnne Uitto</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>+ Deborah Hanson</td>
</tr>
<tr>
<td>Other</td>
<td>+ Cheryl Swain, Barbie Hunley</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Signature</th>
<th>Response</th>
<th>Approved</th>
<th>Rejected</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Response Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

RPI Internal Tracking and Auditing Only

<table>
<thead>
<tr>
<th>Pre-Submission Tasks</th>
<th>Completed By</th>
<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>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliver Change Request to Client</td>
<td>NAME</td>
<td>DATE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Tasks</th>
<th>Completed By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Burn Report</td>
<td>NAME</td>
<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>
AWARDING RESOLUTION
ISSUED TO TRAFFIC DATA INC., D/B/A COUNTINGCARS.COM
TO FURNISH AND DELIVER
ONE (1) TRAFFIC COUNT VIDEO CAMERA SYSTEM
FOR THE DIVISION OF TRANSPORTATION
(CONTRACT TOTAL NOT TO EXCEED $36,500.00)

WHEREAS, requests for proposals have been taken and processed in accordance with County Board policy; and

WHEREAS, the lowest most responsible offer has been designated and the Transportation Committee recommends County Board approval for the issuance of a contract to Traffic Data Inc., d/b/a CountingCars.com to furnish and deliver one (1) traffic count video camera system for the Division of Transportation.

NOW, THEREFORE, BE IT RESOLVED that said contract to furnish and deliver one (1) traffic count video camera system for the Division of Transportation, is hereby approved for issuance to Traffic Data Inc., d/b/a CountingCars.com, 1 SE Main Street, Suite 204, Minneapolis, Minnesota 55414, for a contract total not to exceed $36,500.00; per most qualified offer per Proposal 18-064-LG.

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
### PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
</tr>
<tr>
<td>JUNE 5, 2018 THROUGH MAY 31, 2019</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**

Explanation of Request for Proposal (RFP) Instead of Bid - Most Qualified Offeror

- Eva Hitchcock  
  Completed 05/14/2018 7:41 AM
- Christopher Snyder  
  Completed 05/14/2018 8:42 AM
- Kathy Ostrowski  
  Completed 05/14/2018 11:58 AM
- Donald Carlsen  
  Completed 05/14/2018 12:24 PM
- Wendi Wagner  
  Completed 05/14/2018 3:31 PM
- James McGuire  
  Completed 05/22/2018 2:21 PM
- Paul Rafac  
  Completed 05/25/2018 10:01 AM
- Tom Cuculich  
  Completed 05/29/2018 9:35 AM
- Kathy Ostrowski  
  Completed 05/30/2018 12:48 PM
- Transportation Committee  
  Completed 06/05/2018 10:00 AM
- Finance Committee  
  Pending 06/12/2018 8:00 AM
- Technology Committee  
  Pending 06/12/2018 9:00 AM
- County Board  
  Pending 06/12/2018 10:00 AM
## Purchase Requisition

### Procurement Services Division

### Send Purchase Order To:
- **Vendor:** Traffic Data Inc. D/B/A CountingCars.Com
- **Vendor #:**
- **Attn:** Robert Ankiam
- **Email:** ranklam@countingcars.com
- **Address:** 1 SE Main St. #204
- **City:** Minneapolis
- **State:** MN
- **Zip:** 55414
- **Phone:** 888-888-0637

### Send Payments To:
- **Vendor:** Traffic Data Inc. D/B/A CountingCars.Com
- **Vendor #:**
- **Attn:**
- **Address:** 1 SE Main St. #204
- **City:** Minneapolis
- **State:** MN
- **Zip:** 55414
- **Phone:** 888-888-0637

### Send Invoices To:
- **Dept:** Division of Transportation
- **Division:** Fleet Maintenance
- **Attn:** Kathy Curcio
- **Email:** kathy.black@dupageco.org
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-6892
- **Fax:**

### Ship To:
- **Dept:** Division of Transportation
- **Division:** Admin/Engineering
- **Attn:** Bill Eldson
- **Email:** william.eidson@dupageco.org
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-6890
- **Fax:**

### Payment Terms | F.O.B. | PO 20 Delivery Date | Requisitioner
--- | --- | --- | ---
PER 50 ILCS 505/1 | Destination | | 

### Usage
- **Use for:** Contract Administrator
- **Contract Start Date:** Jun 12, 2018
- **Contract End Date:** Jun 11, 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>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>VIDEO CAMERA SYSTEM FOR TRAFFIC COUNTS</td>
<td>VIDEO CAMERA SYSTEM FOR TRAFFIC COUNTS</td>
<td>1500</td>
<td>3500</td>
<td>52000</td>
<td></td>
<td></td>
<td>36,500.00</td>
<td>36,500.0C</td>
</tr>
</tbody>
</table>

### Requisition Total $ 36,500.0C

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

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 (these comments will NOT appear on the Purchase Order):

Send completed approved PO to Robert Ankiam

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

- 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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Division of Transportation</td>
<td>Contact: William Eidson</td>
<td>Phone: 630-407-6890</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**
- 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 (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 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>DG, CPPB</th>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval Date</th>
<th>IT Approval if required Date</th>
</tr>
</thead>
<tbody>
<tr>
<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 Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></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.

Requesting Department: Division of Transportation
Department Contact: William Eidson

Contact Email: William.Eidson@dupageco.org
Contact Phone: 630-407-6890

Vendor Name: Traffic Data Inc. D/B/A CountingCars.com
Vendor #: 18-1500-065

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>Fiscal Year</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2018</td>
<td>1500</td>
<td>$25,000</td>
</tr>
<tr>
<td>FY2019</td>
<td>1500</td>
<td>$11,500</td>
</tr>
</tbody>
</table>

Attachment: CountingCars.com - DM (DT-P-0161-18 : Traffic Data Inc., db/a CountingCars.com)
### Criteria Score Sheet
**RFP 18-064-LG**
4/6/2018, 1:30 P.M.
**Video Camera System for Traffic Counts**

<table>
<thead>
<tr>
<th></th>
<th>Counting Cars</th>
<th>Miovision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>100</td>
<td>89</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(40%) Price</td>
<td>$17,274</td>
<td>$40,648</td>
</tr>
<tr>
<td>Invitations sent</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>Total documents requested</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Total submittals received</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
Required Vendor Ethics Disclosure Statement

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

1. Every contractor, vendor or person that is soliciting or has previously solicited contracts, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount of or in excess of $500,000, shall provide a copy of the bid to the County Procurement Office. If the bid includes disclosure of all political campaign contributions made by such contractor, vendor or person within the current and previous calendar year to any incumbent county board members, county board members, or countywide elected officials whose offices the contract to be awarded will benefit. The contractor, vendor or person shall update such disclosure annually during the term of the 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 or vendor shall update such disclosure with any changes that may occur.

I hereby acknowledge

Authorized Signature

Printed Name

Title

Date

Attach additional sheets if necessary. Sign each sheet and number each page. Page 7 of 7 (total number of pages)
AWARDING RESOLUTION
ISSUED TO CLEAR LOSS PREVENTION, INC.
TO FURNISH AND INSTALL NEW VIDEO
MANAGEMENT SYSTEMS SOFTWARE SERVER AND
CCTV CAMERAS IN THE 509, 479 GARAGES
FOR THE OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT
(CONTRACT TOTAL $113,367.35)

WHEREAS, bids have been taken and processed in accordance with County Board policy; and

WHEREAS, the Judicial/Public Safety Committee recommends County Board approval for the issuance of a contract purchase order for Phase II of Bid 16-187-BF for a new Video and Surveillance System in the 509 and 479 Garages for the Office of Homeland Security and Emergency Management.

NOW, THEREFORE BE IT RESOLVED, that requisition covering said, to furnish and install a new video surveillance system in the 509 and 479 Garages for the Office of Homeland Security and Emergency Management, be, and it is hereby approved for the issuance of a contract by the Procurement Division to Clear Loss Prevention, Inc., 7805 S. Claremont Ave, Chicago, IL 60620 for a contract total not to exceed $113,367.35. Phase II of Bid 16-187-BF

Enacted and approved this 12th day of June, 2018 at Wheaton, Illinois.

________________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Requisition 25k and over
JPS-P-0171-18

PROCUREMENT REVIEW CHECKLIST
REQUISITION
This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 10, 2018</td>
<td>$113,367.35</td>
<td>5/1/18 - 12/31/18</td>
<td>JUDICIAL/PUBLIC SAFETY COMMITTEE</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

No Decision Memo Required  Lowest Responsible Bidder - See attached tabulation

Keith Briggs  Completed  05/10/2018 2:32 PM
Bernadette Mason  Completed  05/10/2018 2:34 PM
Kathy Ostrowski  Completed  05/10/2018 2:54 PM
Donald Carlsen  Completed  05/10/2018 7:43 PM
James McGuire  Completed  05/14/2018 10:04 AM
Paul Rafac  Completed  05/15/2018 5:37 PM
Kathy Ostrowski  Completed  05/17/2018 9:51 AM
Judicial/Public Safety Committee  Completed  06/05/2018 8:15 AM
Finance Committee  Pending  06/12/2018 8:00 AM
Technology Committee  Pending  06/12/2018 9:00 AM
County Board  Pending  06/12/2018 10:00 AM
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: CLEAR Loss Prevention
Vendor #: 25205
Contract Term: 5/1/18 - 12/31/18
Contract Total: $113,367.35

Dept: OHSEM/Security
Contact: Keith Briggs
Phone: 630-407-5225
Assigned Committee: JPS

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 4-102.5 (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 (DPCA-107) or Government Joint Purchasing Act Procurement (30ILCSS25)
☐ 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
Prepared By
May 8, 2018
Date
KJB
Recommended for Approval
May 8, 2018
Date
IT Approval, if required
May 8, 2018
Date

REVIEWED BY (Initials Only)
Buyer
Procurement Officer
Date
Date
SFM

Chief Financial Officer
Chairman’s Office
(Decision Memos Over $25,000)
Date
Date
SFM

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Attachment: Clear Loss - Checklist (JPS-P-0171-18 - Clear Loss Prevention)
## Purchase Requisition
### Procurement Services Division

<table>
<thead>
<tr>
<th>Vendor: Clear Loss Prevention</th>
<th>Dept: OHSEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Carrie Pieczynski</td>
<td>Attn: Keith Briggs</td>
</tr>
<tr>
<td>Email: <a href="mailto:carrie@clearlp.com">carrie@clearlp.com</a></td>
<td>Email: <a href="mailto:keith.briggs@dupageco.org">keith.briggs@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 5615 Brookbank Road</td>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Downers Grove</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>State: IL</td>
<td>State: IL</td>
</tr>
<tr>
<td>Zip: 60516</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 708-292-2923</td>
<td>Phone: 630-407-5225</td>
</tr>
<tr>
<td>Fax: 630-407-5220</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Send Payments To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: Same as above</td>
</tr>
<tr>
<td>Attn: Email:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City: State: IL Zip:</td>
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<tr>
<td>Phone: Fax:</td>
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</tbody>
</table>

### Ship To:

<table>
<thead>
<tr>
<th>F.O.B.</th>
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<th>Requisitioner</th>
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</thead>
<tbody>
<tr>
<td>Contract Administrator</td>
<td>May 1, 2018</td>
<td>Thomas Williams</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>Contract End Date</td>
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</table>

### Item Details

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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>
<th>Unit Price</th>
<th>Extension</th>
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<tbody>
<tr>
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<td>Video Surveillance System</td>
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<td>1950</td>
<td>54010</td>
<td></td>
<td>113,367.35</td>
<td>113,367.35</td>
</tr>
</tbody>
</table>

**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):

---

**Rev 1.5**
07/13/17

Packet Pg. 24
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

12/26/17

SIGNATURE

DATE

Carrie Pieczyńsk

PRINTED NAME

President

PRINTED TITLE

---

COUNTY OF DU PAGE, ILLINOIS

Signature on File

12/31/17

SIGNATURE

DATE

Bruce Flowers

Buyer II

---

Packet Pg. 25
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 #: 16-18

<table>
<thead>
<tr>
<th>Company Name: Clear Loss Prevention</th>
<th>Company/Contact: Steve Pieczynski</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 312-919-1910</td>
<td>Contact Email: <a href="mailto:steve@clearlp.com">steve@clearlp.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.

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.

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]

Printed Name: Carrie Pieczynski
Title: President
Date: 12-27-17

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

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.2
4/1/16

Packet Pg. 26
PROPOSAL
Clear
Digital Security | Network Technology

PREPARED FOR:  Tom Williams
DuPage County Government Center
421 County Farm Road
Room 3-503B
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

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.

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>MM-1G Fiber SFP Module</td>
<td>SFP/UPC 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>$177.66</td>
</tr>
<tr>
<td>24</td>
<td>4MP Outdoor IR Dome</td>
<td>2.7-12mm P-Iris / 4MP HDR / Dynamic IR / IP66/IK10 Rating</td>
<td>$13,030.56</td>
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<tr>
<td>5</td>
<td>5MP Outdoor D/N Dome Camera</td>
<td>5MP Vandal-Resistant Outdoor IR, Day/Night</td>
<td>$4,528.20</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>
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<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>
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<tr>
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<td>LIFT / TOOL RENTAL</td>
<td>Tools/equipment rental cost</td>
<td>$675.00</td>
</tr>
<tr>
<td>15</td>
<td>AXIS T8640 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

License, Bonded and Insured Agency License #127.001616
www.clearlp.com
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 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>22</td>
<td>March Networks Channel License</td>
<td>Command Enterprise Channel License for a single camera on Command Recording</td>
<td>$2,231.46</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Servers (Requires P/N 24315)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>292Q 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</td>
<td>$343.29</td>
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<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>
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<td>MATERIALS</td>
<td>Miscellaneous hardware and materials</td>
<td>$2,125.00</td>
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<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>
</tr>
<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>1</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>$122.32</td>
</tr>
<tr>
<td>19</td>
<td>4MP Outdoor IR Dome</td>
<td>2.7-12mm / P-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 - 42.9 mm/F1.4 - 2.1 auto</td>
<td>$2,025.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iris and auto focus 12x optical zoom 10x digital zoom.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>IP/Coax PoE Adaptor</td>
<td>Ethernet over Coax Adapter PoE</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>$920.60</td>
</tr>
<tr>
<td>4</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>$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 software support. 15% of purchase price.</td>
<td>$60.86</td>
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<tr>
<td>1000</td>
<td>CAT6 Cable Plenum/UNS/Orange</td>
<td>CAT6 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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<td>PROJECT LABOR</td>
<td>Labor required for project installation.</td>
<td>$976.00</td>
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<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: Tenant. Net 30. Payments not received within 30 days from invoiced 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 his 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:
Requisition under 25k dollars

2018-142
## PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16, 2018</td>
<td>$6,529.84</td>
<td>01/01/18-12/31/18</td>
<td>CIRCUIT COURT CLERK</td>
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</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Solicitation Method</th>
<th>Completed Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernadette Mason</td>
<td>05/16/2018 10:31 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>05/16/2018 10:44 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>05/16/2018 12:17 PM</td>
</tr>
<tr>
<td>Wendi Wagner</td>
<td>05/17/2018 10:47 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>05/17/2018 10:57 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>05/18/2018 4:39 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>05/24/2018 12:29 PM</td>
</tr>
<tr>
<td>Judicial/Public Safety Committee</td>
<td>06/05/2018 8:15 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending 06/12/2018 9:00 AM</td>
</tr>
</tbody>
</table>
### 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
- **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:**

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

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

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

#### 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>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Ea</td>
<td>Annual Maintenance UPS</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>
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</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

Attch Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Unified Power</th>
<th>Vendor #: 12694</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Circuit Court Clerk</td>
<td>Contact: Kevin Vaske</td>
</tr>
<tr>
<td>Phone: 630-407-8647</td>
<td>Assigned Committee: 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
- [ ] 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>mNh</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>
</thead>
</table>

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
</table>

(Decision Memos Over $25,000)

Rev 1.6

Packet Pg. 33
# UNIFIED POWER

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

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>1/1/2018</th>
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<tbody>
<tr>
<td>Invoice #</td>
<td>125843</td>
</tr>
<tr>
<td>Terms</td>
<td>Net 45 Days</td>
</tr>
<tr>
<td>Due Date</td>
<td>2/15/2018</td>
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</tbody>
</table>

**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 # (FMCG)</th>
<th>Proposal # (NS)</th>
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</thead>
<tbody>
<tr>
<td>CA18016</td>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Site Address</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Annual Maintenance Contract Renewal **Billing 1 of 1** | DuPage County Judicial Center  
505 North County Farm Road  
Clerk of the 18th Judicial Circuit Court  
Wheaton, IL 60187  
US | 6,529.84 |

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

**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
Terrelli TX 75160

Annual UPS Maintenance $6,529.84

APPROVED: A

Signature on File

Hon. Daniel Guerin
Chief Judge

Date 9/18/18

Chris Kachirousas, 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 #: 

Company Name: On Computer Services LLC d.b.a Unified Power
Company Contact: Michael Sharp
Contact Phone: 877-469-4846
Contact Email: michael.sharp@unifiedpowerusa.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.

X 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.

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

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

<table>
<thead>
<tr>
<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)
Requisition under 25k dollars

2018-143
## Procurement Review Checklist

**Requisition under 25k dollars**

**2018-143**

**Procurement Review Checklist**

**Requisition**

This form must accompany all County Purchase Requisitions.

### New Purchase Order Request

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Contract Total Amount</th>
<th>Contract Term</th>
<th>Requesting Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 18, 2018</td>
<td>$14,160.76</td>
<td>June 30, 2018 through June 29, 2019</td>
<td>Public Works</td>
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### Solicitation Method for Source Selection

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Bendinelli</td>
<td>Completed</td>
<td>05/18/2018 2:11 PM</td>
</tr>
<tr>
<td>Nick Kottmeyer</td>
<td>Completed</td>
<td>05/18/2018 3:17 PM</td>
</tr>
<tr>
<td>Jan Janowicz</td>
<td>Completed</td>
<td>05/18/2018 3:50 PM</td>
</tr>
<tr>
<td>Sarah Hunn</td>
<td>Completed</td>
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<td>Tony Charlton</td>
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<td>Kathy Ostrowski</td>
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<td>James McGuire</td>
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<td>Paul Rafac</td>
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<td>06/05/2018 9:15 AM</td>
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<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>06/12/2018 9:00 AM</td>
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</table>
**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 #:**

**Contact:** Amy Arlowe

**Phone:** 630-985-7400

**Assigning 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)):

---

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE # or BID #
- 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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</table>

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**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>Chief Financial Officer (Decision Memos Over $25,000)</td>
<td>Date</td>
<td>Chairman's Office (Decision Memos Over $25,000)</td>
<td>Date</td>
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### ATTENTION

Packet Pq. 41

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<th>Item</th>
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<th>Price</th>
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<td>Item 1</td>
<td>Description 1</td>
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<td>Price 1</td>
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<tr>
<td>Item 2</td>
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<td>Description 3</td>
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### HISTORY

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### DEAL TERMS

- Base Serial Number
- Lead Time
- Quantity
- Cost
- Part No.
**Purchase Requisition**

**Procurement Services Division**

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>GE Intelligent Platforms, Inc. (Digital) c/o Gray Matter</th>
<th>Vendor #:</th>
<th>Department:</th>
<th>DuPage County Public Works</th>
<th>Division:</th>
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</table>

**Attn:**

<table>
<thead>
<tr>
<th>Address:</th>
<th>100 Global View Drive, Suite 200</th>
<th>Zip:</th>
<th>15086</th>
<th>City: Warrendale</th>
<th>State: PA</th>
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</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>412-741-2410</th>
<th>Fax:</th>
<th>847-248-4490</th>
<th></th>
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**Send Invoices To:**

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<th>Dept:</th>
<th>DuPage County Public Works</th>
<th>Division:</th>
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**Attn:**

<table>
<thead>
<tr>
<th>Address:</th>
<th>7900 S. Route 53</th>
<th>Room:</th>
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</table>

City: Woodridge  
State: IL  
Zip: 60517

**Phone:**

<table>
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<tr>
<th>630-985-7400</th>
<th>Fax: 630-985-4802</th>
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**Send Payments To:**

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<tr>
<th>Vendor:</th>
<th>Bank of America</th>
<th>Vendor #:</th>
<th>Dept:</th>
<th>SAME</th>
<th>Division:</th>
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**Attn:**

<table>
<thead>
<tr>
<th>Address:</th>
<th>1400 Best Plaza Drive</th>
<th>Zip: 23227-0000</th>
<th>City: Richmond</th>
<th>State: VA</th>
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**Phone:**

<table>
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<tr>
<th>Fax:</th>
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**Ship To:**

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<tr>
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<th>SAME</th>
<th>Division:</th>
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**Attn:**

<table>
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<tr>
<th>Address:</th>
<th>Room:</th>
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</thead>
</table>

City: Woodridge  
State: IL  
Zip: 60517

**Phone:**

| |
| --- | --- |

---

**Payment Terms:**

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<th>Requisitioner</th>
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<tr>
<td>PER 50 ILC 505/1</td>
<td>Destination</td>
<td>Amy Arlowe</td>
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**Use for:**

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<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use for</th>
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<tr>
<td>Amy Arlowe</td>
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<td>Jun 29, 2019</td>
<td>PO25 only</td>
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**Item Detail**

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<th>Dept #</th>
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<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
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<tbody>
<tr>
<td>1</td>
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**Requisition Total:** $14,160.76

---

**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):

---
**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 #:** 11531  
**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**

- [x] 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 # ______________________ (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)
- [x] 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 #: ________________________

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<tr>
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<th>IT Approval, if required</th>
<th>Date</th>
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<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
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<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>Date</td>
<td>(Decision Memos Over $25,000)</td>
</tr>
</tbody>
</table>

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**Packet Pg. 43**