1. CALL TO ORDER
2. ROLL CALL
3. CHAIRMAN'S REMARKS
4. PUBLIC COMMENT
5. APPROVAL OF MINUTES
   A. Technology Committee - Regular Meeting - Tuesday June 12th, 2018
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.
   
   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.
   
   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.
   
   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%.
7. INFORMATIONAL ITEMS

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)

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%.

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT
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.
RESULT: ANNOUNCED

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

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract purchase order to Titan Image Group, Inc., to furnish and deliver printed business envelopes for County Departments for the period of August 1, 2018 through July 31, 2019, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Requisition, covering said, to furnish and deliver printed business envelopes for County Departments, for Information Technology, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Titan Image Group, Inc., 305 W. Briarcliff Drive, Unit 103B, Bolingbrook, IL 60440, for a contract total amount of $27,750.00, and is subject to three (3) twelve (12) month renewals, per low bid #14-125-GV.

Enacted and approved this 26th day of June, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
PROCUREMENT REVIEW CHECKLIST

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>June 6, 2018</td>
<td>$27,750.00</td>
<td>08/01/2018 TO 07/31/2019</td>
<td>INFORMATION SYSTEMS</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**No Decision Memo Required**  Lowest Responsible Bidder - See attached tabulation

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Completed</td>
<td>06/13/2018</td>
<td>09:43 AM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>06/13/2018</td>
<td>09:55 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>06/13/2018</td>
<td>11:27 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>06/14/2018</td>
<td>12:33 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>06/15/2018</td>
<td>03:29 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>06/18/2018</td>
<td>07:55 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>06/19/2018</td>
<td>10:55 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>06/26/2018</td>
<td>09:00 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>06/26/2018</td>
<td>08:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>06/26/2018</td>
<td>10:00 AM</td>
</tr>
</tbody>
</table>
# 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
- [X] Procurement budgeted for (FY and budget code(s)): FY18 & FY19 - 1000-1110-53800
- [ ] Budget Transfer (Date) Add Information

## DECISION MEMO NOT REQUIRED
- [X] 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 (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>Jun 7, 2018</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS</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>6/14/18</th>
<th>Procurement Officer</th>
<th>6-15/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer (Decision Memos Over $25,000)</td>
<td>6-18-18</td>
<td>Chairman’s Office (Decision Memos Over $25,000)</td>
<td>Date</td>
</tr>
</tbody>
</table>

Date: Jun 7, 2018

MinuteTraq (IQM2) ID #: 12861

Attachment: Titan Image Group - Checklist (TE-P-0191-18 : Titan Image Group, Inc.)
# Purchase Requisition

## Procurement Services Division

**Date:** Jun 7, 2018  
**MinuteTraq (IQM2) ID #:** 12861  
**Department Req #:**  
**RFP, Bid or Quote #:** 18-127

### 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  
- **Address:** 421 N. County Farm Road  
  **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  
  **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

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

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extensor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Contract to furnish &amp; deliver printed Business Envelopes for DuPage County departments per low BID 18-127-GV.</td>
<td>1000 1110 53800</td>
<td>$27,750.00</td>
<td>27,75C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Requisition Total: $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):
<table>
<thead>
<tr>
<th>GROUP 1 - STANDARD BUSINESS ENVELOPES</th>
<th>PHYSEC/WRITE RECORD COMPANY</th>
<th>CINE-STEP, INC</th>
<th>TITAN IMAGE GROUP, INC</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>Price Per 2,500</td>
<td>Price Per 2,500</td>
<td>Price Per 2,500</td>
</tr>
<tr>
<td>#9 - WHITE Wove, Regular NO Window</td>
<td>$109.03</td>
<td>$175.00</td>
<td>$35.10</td>
</tr>
<tr>
<td>#9 - WHITE Wove, Window</td>
<td>$118.18</td>
<td>$180.00</td>
<td>$36.15</td>
</tr>
<tr>
<td>#9 WHITE Wove, Window w/Inside Security Tint In Blue Or Black</td>
<td>$142.88</td>
<td>$225.00</td>
<td>$39.35</td>
</tr>
<tr>
<td>#9 - GREEN Wove, Regular NO Window</td>
<td>$162.85</td>
<td>$280.00</td>
<td>$55.15</td>
</tr>
<tr>
<td>#9 - PINK Wove, Regular NO Window</td>
<td>$162.85</td>
<td>$280.00</td>
<td>$55.15</td>
</tr>
<tr>
<td>#9 - GOLD Wove, Regular NO Window</td>
<td>$162.85</td>
<td>$280.00</td>
<td>$55.15</td>
</tr>
<tr>
<td>#9 - BLUE Wove, Regular NO Window</td>
<td>$162.85</td>
<td>$280.00</td>
<td>$55.15</td>
</tr>
<tr>
<td>#10 - WHITE Wove, Regular NO Window</td>
<td>$104.70</td>
<td>$178.00</td>
<td>$32.70</td>
</tr>
<tr>
<td>#10 - WHITE Wove, Window</td>
<td>$111.45</td>
<td>$195.00</td>
<td>$34.45</td>
</tr>
<tr>
<td>#11 - WHITE Wove, Regular NO Window</td>
<td>$170.10</td>
<td>$295.00</td>
<td>$63.75</td>
</tr>
<tr>
<td>#11 - WHITE Wove, Window</td>
<td>$190.65</td>
<td>$315.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>TOTAL GROUP 1</td>
<td>$1,605.39</td>
<td>$2,883.00</td>
<td>$1,287.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP 2 - COMMERICAL/BOOKLET &amp; CATALOG ENVELOPES</th>
<th>Price Per 2,500</th>
<th>Price Per 2,500</th>
<th>Price Per 2,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
</tr>
<tr>
<td>6&quot; x 9&quot; WHITE Wove Booklet</td>
<td>NO BID</td>
<td>$295.00</td>
<td>$63.40</td>
</tr>
<tr>
<td>6&quot; x 9&quot; WHITE Wove Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$251.60</td>
</tr>
<tr>
<td>6&quot; x 9&quot; IVORY Wove Booklet WITH Glue only closures</td>
<td>NO BID</td>
<td>$490.00</td>
<td>$132.55</td>
</tr>
<tr>
<td>6&quot; x 9&quot; GREEN Wove Catalog with Glue only closures</td>
<td>NO BID</td>
<td>$490.00</td>
<td>$132.55</td>
</tr>
<tr>
<td>6&quot; x 9&quot; BROWN KRAFT Catalog</td>
<td>NO BID</td>
<td>$505.00</td>
<td>$282.50</td>
</tr>
<tr>
<td>7 1/4&quot; x 10 1/4 BROWN KRAFT Catalog</td>
<td>NO BID</td>
<td>$641.00</td>
<td>$295.06</td>
</tr>
<tr>
<td>7 1/4&quot; x 10 5/8 WHITE Wove Booklet with Glue only closures</td>
<td>NO BID</td>
<td>$465.00</td>
<td>$102.65</td>
</tr>
<tr>
<td>7 1/4&quot; x 10 3/4 WHITE Wove Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$287.60</td>
</tr>
<tr>
<td>7 1/4&quot; x 10 1/4 BROWN KRAFT Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$295.06</td>
</tr>
<tr>
<td>9&quot; x 12&quot; WHITE Wove Booklet with Glue only closures</td>
<td>NO BID</td>
<td>$414.00</td>
<td>$83.35</td>
</tr>
<tr>
<td>9&quot; x 12&quot; WHITE Wove Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$242.85</td>
</tr>
<tr>
<td>9 1/2&quot; x 12 1/2&quot; BROWN KRAFT Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$274.60</td>
</tr>
<tr>
<td>10&quot; x 13&quot; WHITE Wove Catalog with Glue only closures</td>
<td>NO BID</td>
<td>$485.00</td>
<td>$88.80</td>
</tr>
<tr>
<td>10&quot; x 13&quot; WHITE Wove Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$247.15</td>
</tr>
<tr>
<td>10&quot; x 13&quot; GREEN Wove Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$353.55</td>
</tr>
<tr>
<td>10&quot; x 13&quot; BROWN KRAFT Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$300.05</td>
</tr>
<tr>
<td>10&quot; x 13&quot; GREEN Wove Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$394.60</td>
</tr>
<tr>
<td>10&quot; x 15&quot; GREEN Wove Catalog with Glue only closures</td>
<td>NO BID</td>
<td>$212.00</td>
<td>$72.00</td>
</tr>
<tr>
<td>10&quot; x 15&quot; BROWN KRAFT Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$169.90</td>
</tr>
<tr>
<td>11 1/2&quot; x 14 1/2&quot; White Wove Booklet with Glue only closures</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
</tr>
<tr>
<td>11 1/2&quot; x 14 1/2&quot; White Wove Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$408.95</td>
</tr>
<tr>
<td>11 1/2&quot; x 14 1/2&quot; BROWN KRAFT Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$355.50</td>
</tr>
<tr>
<td>12&quot; x 15 1/2&quot; WHITE Wove Booklet with Glue only closures</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
</tr>
<tr>
<td>12&quot; x 15 1/2&quot; WHITE Wove Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$442.55</td>
</tr>
<tr>
<td>12&quot; x 15 1/2&quot; GREEN Wove Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
</tr>
<tr>
<td>12&quot; x 15 1/2&quot; BROWN KRAFT Catalog</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$444.00</td>
</tr>
<tr>
<td>TOTAL GROUP 2</td>
<td>NO BID</td>
<td>$3,798.00</td>
<td>$14,688.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP 3 - INAUGURAL INVITATION &amp; NOTECARD ENVELOPES</th>
<th>Price Per 1000</th>
<th>Price Per 1000</th>
<th>Price Per 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
</tr>
<tr>
<td>A-6 Natural White Felt Finish</td>
<td>NO BID</td>
<td>$255.00</td>
<td>$178.50</td>
</tr>
<tr>
<td>A-2 Natural White Felt Finish</td>
<td>NO BID</td>
<td>$250.00</td>
<td>$167.75</td>
</tr>
<tr>
<td>TOTAL GROUP 3</td>
<td>NO BID</td>
<td>$525.00</td>
<td>$346.05</td>
</tr>
</tbody>
</table>

| TOTAL GROUP 1                        | $1,605.39                   | $2,883.00     | $1,287.50             |
| TOTAL GROUP 2                        | NO BID                      | $3,798.00     | $14,688.00            |
| TOTAL GROUP 3                        | NO BID                      | $525.00       | $346.05               |
| TOTAL                                    | $1,605.39                   | $7,304.00     | $15,331.55            |

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

INVITATIONS SENT: 50
POTENTIAL BIDDERS REQUESTING BID DOCUMENTS: 27
TOTAL BID RESPONSES RECEIVED: 3
BID OPENING ATTENDED BY: 8/BID
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;
  - Standard (i.e. reorders and/or no revisions required) envelopes to be delivered within 7 to 10 business days from order submission date.
  - 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 1/8" 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 1/8" 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 3/4" 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>$42.40</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>$36.05</td>
<td>$26.85</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>$65.60</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>$65.60</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>$65.60</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>$65.60</td>
<td>$52.15</td>
<td>$44.75</td>
<td>$42.00</td>
<td>$41.35</td>
<td></td>
</tr>
</tbody>
</table>

**#10 – WHITE Wove, Regular NO Window**

These envelopes must meet specifications for and will be used in a Pitney Bowes Global Mailing Systems machine; DI900 / DI950 FastPac Document Inserting System; Model number: F7 A 0

<table>
<thead>
<tr>
<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>$43.35</td>
<td>$32.70</td>
<td>$24.25</td>
<td>$22.35</td>
<td>$22.10</td>
<td>$21.60</td>
</tr>
</tbody>
</table>

**#10 – WHITE Wove, Window**

These envelopes must meet specifications for and will be used in a Pitney Bowes Global Mailing Systems machine; DI900 / DI950 FastPac Document Inserting System; Model number: F7 A 0

<table>
<thead>
<tr>
<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>$46.45</td>
<td>$34.95</td>
<td>$27.20</td>
<td>$25.15</td>
<td>$24.90</td>
<td>$24.40</td>
</tr>
</tbody>
</table>

**#11 – WHITE Wove, Regular NO Window**

<table>
<thead>
<tr>
<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>$66.65</td>
<td>$63.75</td>
<td>$54.85</td>
<td>$49.25</td>
<td>$41.45</td>
<td></td>
</tr>
</tbody>
</table>

**#11 – WHITE Wove, Window**

<table>
<thead>
<tr>
<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>$71.90</td>
<td>$66.90</td>
<td>$58.10</td>
<td>$52.50</td>
<td>$44.70</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL GROUP 1**

<table>
<thead>
<tr>
<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>$630.55</td>
<td>$1287.50</td>
<td>$2120.75</td>
<td>$3419.50</td>
<td>$9312.50</td>
<td>$7300.00</td>
</tr>
</tbody>
</table>
### GROUP 2 – COMMERCIAL / BOOKLET & CATALOG ENVELOPES

**Specifications**

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.

<table>
<thead>
<tr>
<th>Type</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>6&quot; x 9&quot; WHITE Wove Booklet with Glue only closures</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 Catalog</td>
<td>$316.25</td>
<td>$251.60</td>
<td>$190.20</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>$327.85</td>
<td>$242.30</td>
<td>$201.30</td>
<td>$186.30</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>$118.10</td>
<td>$102.85</td>
<td>$96.35</td>
<td>$85.85</td>
</tr>
<tr>
<td>7 1/4&quot; x 10 1/2&quot; WHITE Wove Catalog</td>
<td>$353.55</td>
<td>$287.60</td>
<td>$227.60</td>
<td>$196.55</td>
</tr>
<tr>
<td>7 1/2&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>9&quot; x 12&quot; WHITE Wove Booklet with Glue only closures</td>
<td>$104.05</td>
<td>$83.25</td>
<td>$76.00</td>
<td>$72.20</td>
</tr>
<tr>
<td>9&quot; x 12&quot; WHITE Wove Catalog</td>
<td>$348.75</td>
<td>$242.95</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>$116.05</td>
<td>$88.80</td>
<td>$85.60</td>
<td>$81.20</td>
</tr>
<tr>
<td>10&quot; x 13&quot; WHITE Wove Catalog</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>$403.35</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>$391.60</td>
<td>$346.25</td>
<td>$330.45</td>
</tr>
</tbody>
</table>
### GROUP 3 – INAUGURAL INVITATION & NOTECARD ENVELOPES

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Quantity of 500</th>
<th>Quantity of 1,000</th>
<th>Quantity of 2,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-6 Natural White Felt Finish</td>
<td>$178.30</td>
<td>$178.30</td>
<td>$162.00</td>
</tr>
<tr>
<td>A-2 Natural White Felt Finish</td>
<td>$167.75</td>
<td>$167.75</td>
<td>$134.40</td>
</tr>
<tr>
<td>TOTAL GROUP 3</td>
<td>$346.05</td>
<td>$346.05</td>
<td>$291.40</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 MISCELLANEOUS 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>$125.00</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>$48.00</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>
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: 630-679-9400
Company Contact: Jeff Krey
Contact Email: jkrey@titanimage.com

Date: 5/30/18
Bid/Contract/PO #: 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 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.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</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 any changes that may occur.

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contact or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</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: [Signature on File]
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)

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

County of DuPage Bid #18-127-GV
Printed Business Envelopes
Page 24 of 29
Requisition 25k and over

TE-P-0190-18

AWARDING RESOLUTION TO
EPIERVER, INC. FOR
SOFTWARE MAINTENANCE
(CONTRACT TOTAL AMOUNT: $27,783.00)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract purchase order to Episerver, Inc., for Ektron CMS400 Net Enterprise Software maintenance, for Information Technology.

NOW, THEREFORE, BE IT RESOLVED, that a County Contract, covering said, for Ektron CMS400 Net Enterprise Software maintenance, for the period of May 24, 2018 through May 23, 2019, for Information Technology, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Episerver, Inc., 542 Amherst Street, Nashua, NH 03063, for a contract total amount of $27,783.00, per 55 ILCS 5/5-1022 (D) "Competitive Bids" IT/Telecommunications Purchases Under $35,000.

Enacted and approved this 26th 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.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>INFORMATION SYSTEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13, 2018</td>
<td>$27,783.00</td>
<td>05/24/18 - 05/23/19</td>
<td>INFORMATION SYSTEMS</td>
<td>INFORMATION SYSTEMS</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Completed</td>
<td>06/13/2018 10:10 AM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>06/13/2018 10:32 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>06/13/2018 11:10 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>06/14/2018 12:00 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>06/15/2018 7:53 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>06/18/2018 7:56 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>06/19/2018 11:05 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>06/26/2018 9:00 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>06/26/2018 8:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>06/26/2018 10:00 AM</td>
</tr>
</tbody>
</table>
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: EpiServer
Vendor #: 24696
Contract:

Dept: IT
Contact: Sandy Modesitt
Phone: 630-407-5051

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 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)
S/JG:
Prepared By: Date: 13, 2018
Recommended for Approval: Date: IT Approval, if required: Date:

REVIEWED BY (Initials Only)
Buyer: Date: 14/18
Procurement Officer: Date: 5/18-18
Chief Financial Officer: Date: 18-18
Chairman's Office: Date:

Attachment: EpiServer - Checklist (TE-P-0190-18 : EpiServer)
**Purchase Requisition**

**Procurement Services Division**

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: EpiServer</th>
<th>Vendor #:</th>
<th>24696</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></td>
</tr>
<tr>
<td>Address: 542 Amherst Street</td>
<td>City: Nashua</td>
<td>State: NH</td>
</tr>
<tr>
<td>Phone: 603-589-5235</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Send Invoices To:**

| Dept: Information Technology | Division: |
| Attn: Sarah Godzicki | Email: Sarah.Godzicki@dupageco.org |
| Address: 421 N. County Farm Road | City: Wheaton | State: IL | Zip: 60187 |
| Phone: 630-407-5037 | Fax: 630-407-5001 |

---

**Send Payments To:**

| Dept: Information Technology | Division: |
| Attn: Sandra Modesitt | Email: Sandra.Modesitt@dupageco.org |
| Address: 421 N. County Farm Road | City: Wheaton | State: IL | Zip: 60187 |
| Phone: 630-407-5051 | Fax: 630-407-5001 |

---

**Ship To:**

| Dept: Information Technology | Division: |
| Attn: Sandra Modesitt | Email: Sandra.Modesitt@dupageco.org |
| Address: 421 N. County Farm Road | City: Wheaton | State: IL | Zip: 60187 |
| Phone: 630-407-5051 | Fax: 630-407-5001 |

---

**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>

---

**Special Instructions/Comments to Buyer or Approver:**

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

---

**User Department Internal Notes:**

---

**Order Details:**

<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>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>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</td>
</tr>
</tbody>
</table>

**Requisition Total:** $27,783.00

---

**Header Comments:**

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

---

**User Department Internal Notes:**

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>*dupageweb</td>
<td>1</td>
<td>27,783.00</td>
<td>27,783.00</td>
</tr>
</tbody>
</table>

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 24X7x365 days (nights, weekends and holidays).

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

*Signature on File

Date: 6-13-2018

*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.
Requisition under 25k dollars

2018-160
**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>June 13, 2018</td>
<td>7/1/18 - 6/30/19</td>
<td>$9,740.79</td>
<td>INFORMATION SYSTEMS</td>
<td></td>
</tr>
</tbody>
</table>

- Sarah Godzicki
  - Completed 06/13/2018 3:51 PM
- Deborah Hanson
  - Completed 06/13/2018 3:54 PM
- Donald Carlsen
  - Completed 06/13/2018 4:31 PM
- Kathy Ostrowski
  - Completed 06/14/2018 11:57 AM
- James McGuire
  - Completed 06/18/2018 4:31 PM
- Paul Rafac
  - Completed 06/18/2018 5:13 PM
- Kathy Ostrowski
  - Completed 06/19/2018 10:50 AM
- Technology Committee
  - Pending 06/26/2018 9:00 AM
**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: Trivantis Corp.</th>
<th>Contract Term: 07/01/18 - 06/30/19</th>
<th>Contract Total: $9,740.79</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: IT</td>
<td>Phone: 630-407-5051</td>
<td>Assigned Committee: Technology</td>
</tr>
<tr>
<td>Contact: Sandy Modesitt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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**

- [x] Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53807
- [ ] Budget Transfer (Date) _Add Info_ 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)
- [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 (30ILCSS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # ___________________________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # ___________________________ (Include vetting process on Decision Memo)
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # ___________________________

---

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

- Prepared By: ___________________________ Date: ________________
- Recommended for Approval: ___________________________ Date: ________________
- IT Approval, if required: ___________________________ Date: ________________

---

**REVIEWED BY (Initials Only)**

- Buyer: ___________________________ Date: ________________
- Procurement Officer: ___________________________ Date: ________________
- Chief Financial Officer (Decision Memos Over $25,000): ___________________________ Date: ________________
- Chairman’s Office (Decision Memos Over $25,000): ___________________________ Date: ________________

---

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Packet Pg. 26
## Purchase Requisition

**Procurement Services Division**

### Send Purchase Order To:

- **Vendor:** Trivantis Corp.
- **Vendor #:** 19367
- **Dept:** Information Technology
- **Division:**
- **Attn:** Email: orders@trivantis.com
- **Address:** 311 Elm Street, Suite 200
- **City:** Cincinnati
- **State:** OH
- **Zip:** 45202
- **Phone:** 513-929-0188
- **Fax:** 513-334-1547

### Send Invoices To:

- **Vendor:** Trivantis Corp.
- **Vendor #:** 19367
- **Dept:** Information Technology
- **Division:**
- **Attn:** Email: Sarah.Godzicki@dupageco.org
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-5037
- **Fax:** 630-407-5001

### Send Payments To:

- **Vendor:** Trivantis Corp.
- **Vendor #:** 19367
- **Dept:** Information Technology
- **Division:**
- **Attn:** Email: Sandra.Modesitt@dupageco.org
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-5051
- **Fax:** 630-407-5001

### Ship To:

- **Dept:** Information Technology
- **Division:**
- **Attn:** Email: Sandra.Modesitt@dupageco.org
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-5051
- **Fax:** 630-407-5001

### Payment Terms:

- **F.O.B.**
- **PO 20 Delivery Date:** Jul 1, 2018
- **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>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<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):
<table>
<thead>
<tr>
<th>Item</th>
<th>Q.</th>
<th>Description</th>
<th>License Key(s)</th>
<th>MED</th>
<th>Rate</th>
<th>Amount</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPEUPG0116 - GSA</td>
<td>3</td>
<td>Maintenance for LPE (1-16 Licenses) w/ support</td>
<td>LP17N7G990SHFB4CD</td>
<td>680.07</td>
<td>2,040.21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LP17FSG811Z5DA4N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LP17CDNA3A3R3I29B</td>
<td></td>
<td></td>
<td></td>
<td></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>
<td></td>
<td></td>
</tr>
<tr>
<td>CMSS - GSA</td>
<td>1</td>
<td>CourseMill Annual Software Support</td>
<td></td>
<td>902.22</td>
<td>902.22</td>
<td></td>
<td></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

Subtotal: $9,740.79
Shipping Cost (Electronic): $0.00
Total: $9,740.79
WHEREAS, County Resolution TE-P-0162-17 was approved and adopted by the County Board on May 22, 2018; and

WHEREAS, the Technology Committee recommends changes as stated in the Change Order Notice to County Contract 11000050 issued to Harris Corporation to obtain elevation models and contour lines for Information Technology - GIS Division, to increase the total amount of the contract $5,400.00, resulting in an amended contract total of $115,400.00, an increase of 4.91%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract 11000050, issued to Harris Corporation to obtain elevation models and contour lines for Information Technology - GIS Division, to increase the total amount of the contract $5,400.00, resulting in an amended contract total $115,400.00, an increase of 4.91%.

Enacted and approved this 26th day of June, 2018 at Wheaton, Illinois.

__________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
**Request for Change Order**

*Procurement Services Division*

Attach copies of all prior Change Orders

---

**Purchase Order #: 11000050** - **Original Purchase Order Date:** May 24, 2018  
**Change Order #: 1**  
**Department:** Technology - GIS  
**Vendor Name:** Harris Corporation  
**Vendor #: 28901**  
**Dept Contact:** Tom Ricker

---

**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**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Starting contract value</td>
</tr>
<tr>
<td></td>
<td><strong>$110,000.00</strong></td>
</tr>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
</tr>
<tr>
<td></td>
<td><strong>$110,000.00</strong></td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
</tr>
<tr>
<td></td>
<td><strong>$5,400.00</strong></td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
</tr>
<tr>
<td></td>
<td><strong>$115,400.00</strong></td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
</tr>
<tr>
<td></td>
<td><strong>4.99%</strong></td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B + D / A); (60% maximum on construction contracts)</td>
</tr>
<tr>
<td></td>
<td><strong>4.99%</strong></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:

---

**S/G** 5037  
**Jun 13, 2018**  
**Recommended for Approval (Initials) and Phone Ext:**  
**Date:** 6/13/18

---

**REVIEWED BY (Initials Only)**

[Signature]  
**Date:** 6/14/18  
**Procurement Officer:**  
**Date:** 6/14/18

---

*FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER*
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
Department Contact: Tom Ricker

<table>
<thead>
<tr>
<th>Contact Email</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:tom.ricker@dupageco.org">tom.ricker@dupageco.org</a></td>
<td>630-407-5062</td>
</tr>
</tbody>
</table>

Vendor Name: Harris Corporation
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
Customer Service
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.
## Harris Corporation

**1025 W. Nasa Blvd.**

**Melbourne, FL. 32919**

**772-538-1755**

---

**Harris Corporation**

**1025 W. Nasa Blvd.**

**Melbourne, FL. 32919**

**772-538-1755**

### QUOTE

**Date:** 6/13/2018  
**Invoice #:** 002  
**Expiration Date:** 6/30/2018

**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 Description</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>

### Qty | Description | Unit Price | Line Total  
---|-------------|------------|-------------|
1 | 1 and 2 Foot Contours for DuPage LiDAR data previously quoted in Invoice#001 | $5,400.00 | Included |
1 | Associated DEM with Bridges and Associated DEM without Bridges (Hydro-Enforced) | N/A | N/A |

**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.

<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.

<table>
<thead>
<tr>
<th>NONE (check here) - If no contributions have been made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient</td>
</tr>
<tr>
<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.

<table>
<thead>
<tr>
<th>NONE (check here) - If no contacts have been made</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<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**

---

**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)
AWARDING RESOLUTION
ISSUED TO TRAFFIC CONTROL CORPORATION
ANNUAL CENTRACS SMA LICENSE SUBSCRIPTION SERVICES
FOR THE DIVISION OF TRANSPORTATION
(CONTRACT TOTAL NOT TO EXCEED $37,650.00)

WHEREAS, a sole source quotation has been obtained in accordance with County Board policy; and

WHEREAS, the Transportation Committee recommends County Board approval for the issuance of a contract 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.

NOW, THEREFORE, BE IT RESOLVED that said contract for annual Centracs SMA License subscription services for the Division of Transportation, for the period July 1, 2018 through June 30, 2019 is hereby approved for issuance to Traffic Control Corporation, 10435 Argonne Woods Drive, Woodridge, Illinois 60517, for a contract total not to exceed $37,650.00; Exempt from bidding per 55 ILCS 5/5-1022 (c) not suitable for competitive bids.

Enacted and approved this 26th day of June, 2018 at Wheaton, Illinois.

______________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
# 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 TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
<th>SOLICITATION METHOD FOR SOURCE SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/01/18 - 06/30/19</td>
<td>$37,650.00</td>
<td>TRANSPORTATION COMMITTEE</td>
<td></td>
</tr>
</tbody>
</table>

**No Decision Memo Required**  
Sole Source - Attach Sole Source Justification

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Completed</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Hitchcock</td>
<td>Completed</td>
<td>06/05/2018 9:04 AM</td>
</tr>
<tr>
<td>Christopher Snyder</td>
<td>Completed</td>
<td>06/05/2018 1:12 PM</td>
</tr>
<tr>
<td>Wendi Wagner</td>
<td>Completed</td>
<td>06/05/2018 1:28 PM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>06/05/2018 1:51 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>06/06/2018 2:38 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>06/07/2018 10:05 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>06/08/2018 5:36 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>06/11/2018 3:47 PM</td>
</tr>
<tr>
<td>Transportation Committee</td>
<td>Completed</td>
<td>06/19/2018 10:00 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>06/26/2018 8:00 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>06/26/2018 9:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>06/26/2018 10:00 AM</td>
</tr>
</tbody>
</table>
**Purchase Requisition**

**Procurement Services Division**

<table>
<thead>
<tr>
<th>Send Purchase Order To:</th>
<th>Send Invoices To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: Traffic Control Corporation</td>
<td>Dept: Division of Transportation</td>
</tr>
<tr>
<td>Attn: Mitch Bright</td>
<td>Attn: Bill Eidson</td>
</tr>
<tr>
<td>Email: <a href="mailto:Mbright@trafficcontrolcorp.com">Mbright@trafficcontrolcorp.com</a></td>
<td>Email:</td>
</tr>
<tr>
<td>Address: 10435 Argonne Woods Drive</td>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Woodridge</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>State: IL</td>
<td>State: IL</td>
</tr>
<tr>
<td>Zip: 60517</td>
<td>Zip:</td>
</tr>
<tr>
<td>Phone: 630-543-1300</td>
<td>Phone: 630-407-6900</td>
</tr>
<tr>
<td>Fax: 630-543-5050</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Payment Terms</th>
<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>Destination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use for</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>
</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>37,650.0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

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

Vendor: Traffic Control Corporation  Vendor #: 26422
Dept: Division of Transportation  Contact: Bill Eidson

Contract Term: 07/01/18-06/30/19  Contract Total: $37,650.00

Assigned Committee: Transportation

Description of Procurement/Scope of Work/Background:
Annual Cenetracs 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
☐ Funds identified in budget line(s):

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 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)

emh  Prepared By  Jun 4, 2018  Recommended for Approval  6/5/18
Date  IT Approval, if required  Date

REVIEWED BY (Initials Only)

Buyer  Date  6-6-18  Procurement Officer  6-7-18
Date  Date

Chief Financial Officer  (Decision Memos Over $25,000)
Date  6-8-18  Chairman's Office  6-11-18
Date  Date

Attachment: Traffic Control Corporation - Checklist (DT-P-0182-18 : Traffic Control Corporation)
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>Division of Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Contact:</td>
<td>William Eidson</td>
</tr>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:william.eidson@dupageco.org">william.eidson@dupageco.org</a></td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>6890</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>Traffic Control Corporation</td>
</tr>
<tr>
<td>Vendor #:</td>
<td></td>
</tr>
</tbody>
</table>

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renewal 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**
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>
<th>MANUFACTURER</th>
<th>PRODUCT #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<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 manufacturer's product can be used)
- [x] the software manufacturer (and sole maintenance/update provider)
- [ ] other – (please detail below or in an attachment)

## REQUESTED SOURCE

<table>
<thead>
<tr>
<th>REQUESTED SOURCE</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control Corporation</td>
<td>Mitch Bright</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHONE</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>630-543-1300</td>
<td><a href="https://www.trafficcontrolcorp.com/">https://www.trafficcontrolcorp.com/</a></td>
</tr>
</tbody>
</table>

## 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

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

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

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

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

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

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge

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)
WHEREAS, Resolution ED-P-0009-17 was approved and adopted by the County Board on December 13, 2016; and

WHEREAS, the Economic Development Committee recommends changes as stated in the Change Order Notice to increase contract 2252-0001 SERV in the amount of $6,084.00 for Workforce Development Division, under the PY17 Workforce Innovation and Opportunity Act Program Grants.

NOW, THEREFORE BE IT RESOLVED that DuPage County Board adopts Change Order Notice to Contract 2252-0001 SERV, issued to Comcast Business Services, for Workforce Development Division, under the PY17 Workforce Innovation and Opportunity Act Program Grants, for a change order to increase contract in the amount of $6,084, for a new contract total amount of $44,316.00, for Workforce Development Division, under the PY17 Workforce Innovation and Opportunity Act Program Grants.

Enacted and approved this 26th day of June, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
**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**

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

**INCREASE/DECREASE**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Starting contract value</td>
</tr>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (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: ____________________________ to: ____________________________
- ( ) Increase ≥ $2,500.00, or ≥ 10%, of current contract amount
- Funding Source: 5000 2840 53250
- ( ) OTHER - explain below:

---

**Rev. 1.6**

**Packet Pg. 45**
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: HUMAN SERVICES-WORKFORCE DEVT DIVISION  Department Contact: LISA SCHVACHI/CARMI CYRUS
Contact Email: LSchvach@worknetdupage.org  Contact Phone: 630-955-2066/630-407-6141
Vendor Name: COMCAST BUSINESS SERVICES  Vendor #: 13982

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

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
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.

<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.

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

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

Authorized Signature

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)