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 26th, 2018

6. ACTION ITEMS

A. 2018-176 Recommendation for the approval of a contract purchase order to Luminex Software, Inc., for maintenance of the virtual tape server, for Information Technology, for a contract total amount of $14,700.00, for the period of August 26, 2018 through August 25, 2019. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids – Sole Source.

B. 2018-177 Recommendation for the approval of a contract purchase order to SWC Technology Partners, for virtual Database Administration (DBA) services, for Information Technology. This contract covers the period of July 17, 2018 through August 6, 2018, for a contract total amount of $7,030.00. Per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00. The DBA employed by the IT department will be out of Country during this time.

7. INFORMATIONAL ITEMS

A. 2018-163 Recommendation to approve the renewal of the ZoomGrants Agreement for the web-based grant application service, from July 1, 2018 through June 30 2019 for Community Development, for a contract total not to exceed $10,500.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

B. 2018-170 Recommendation for the approval for a contract purchase order issued to Logicalis for renewal of Genus MBS software for the Circuit Court Clerk, for a contract total amount not to exceed $6,489.00, per 55 ILCS 5/5-1022 " Competitive Bids" (d) IT/Telecom purchases under $35,000.
C. 2018-171 Recommendation for the approval for a contract purchase order issued to Business IT Source for purchase of computer equipment for the Circuit Court Clerk, for a contract total amount not to exceed $10,771.15, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.

D. 2018-172 Recommendation for the approval for a contract purchase order to Q-Matic Corporation for the renewal of the annual Q-Matic System covering the period July 1, 2018 through June 30, 2019 for the Circuit Court Clerk Office, for a contract total amount not to exceed $12,459.90, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.

E. SM-P-0205-18 Recommendation for the approval of contract purchase order to Accela Inc., for annual permit tracking software subscription including a citizen access portal for online permitting and digital permit review, for Stormwater Management, for the period of June 23, 2018 through June 22, 2019, for a contract total amount not to exceed $70,947.78, per renewal of RFP#15-232-LG.

F. FI-P-0204-18 Recommendation for the approval of a contract purchase order to Canon Solutions America, Inc., for Multifunctional Device Equipment, Supplies, Software and Service Solutions for all County Departments, covering the period of October 1, 2018 through September 30, 2023, for a contract total amount not to exceed $1,434,498, RFP 18-020-LG, Contract pursuant to the Intergovernmental Cooperation Act (National IPA)

8. DISCUSSION

A. FY2019 Budget Presentation

9. OLD BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT
1. CALL TO ORDER

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

2. ROLL CALL

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

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

3. CHAIRMAN'S REMARKS

None.

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

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

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

6. ACTION ITEMS

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

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

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

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

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

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

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

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

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

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

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

7. INFORMATIONAL ITEMS

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

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

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

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

8. OLD BUSINESS
None.

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

10. ADJOURNMENT
With no further business, the meeting was adjourned.
Requisition under 25k dollars

2018-176
### 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>
</tr>
</thead>
<tbody>
<tr>
<td>June 7, 2018</td>
<td>$14,700.00</td>
<td>08/26/2018 TO 08/25/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUESTING DEPT.</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMATION SYSTEMS</td>
<td>$14,700.00</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>06/27/2018 11:07 AM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>06/27/2018 11:36 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>06/27/2018 12:10 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>07/02/2018 11:46 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>07/03/2018 12:01 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>07/03/2018 3:43 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>07/06/2018 5:37 PM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>07/17/2018 9:00 AM</td>
</tr>
<tr>
<td>QTY</td>
<td>PART NO.</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>----------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>SUPPORT-P+</td>
<td>Platinum + Annual Software/Hardware Support</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MVT-110i-ESC-02/CG-2Ficon-UP-02, SN: HP-USE21308P3, Ficon-FC41730418, Hifn-060159081301280038</td>
</tr>
</tbody>
</table>

**Support Period:** 8/26/18-8/25/19

**FedEx**

**Payment due in accordance with the Illinois Local Government Prompt Payment Act**

**Total (US):** $14,700.00
### Purchase Requisition

**Procurement Services Division**

**Date:** Jun 27, 2018  
**MinuteTraq (IQM2) ID #:** 12876

**Department Req #:**  
**RFP, Bid or Quote #:**

#### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Luminex Software, Inc.</th>
<th>Vendor #: 13987</th>
<th>Dept: Information Technology</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Terri Kettle</td>
<td>Email: <a href="mailto:tkettle@luminex.com">tkettle@luminex.com</a></td>
<td>Attn: Greg Smith</td>
<td>Email: <a href="mailto:greg.smith@dupageco.org">greg.smith@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 871 Marlborough Ave, Suite 100</td>
<td>City: Riverside</td>
<td>State: CA</td>
<td>Zip: 92517</td>
</tr>
<tr>
<td>Phone: 281.482.1461</td>
<td>Fax: 951.905.5299</td>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
</tbody>
</table>

#### Send Invoices To:

<table>
<thead>
<tr>
<th>Vendor: Luminex Software, Inc.</th>
<th>Vendor #: 13987</th>
<th>Dept: Information Technology</th>
<th>Division:</th>
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</thead>
<tbody>
<tr>
<td>Attn: Accounts Receivable</td>
<td>Email: <a href="mailto:tkettle@luminex.com">tkettle@luminex.com</a></td>
<td>Attn: Greg Smith</td>
<td>Email: <a href="mailto:greg.smith@dupageco.org">greg.smith@dupageco.org</a></td>
</tr>
<tr>
<td>Address: P.O. Box 5908</td>
<td>City: Riverside</td>
<td>State: CA</td>
<td>Zip: 92517</td>
</tr>
<tr>
<td>Phone: 951.781.4100</td>
<td>Fax: 281.993.1230</td>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
</tbody>
</table>

#### Send Payments To:

<table>
<thead>
<tr>
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<td>Email: <a href="mailto:greg.smith@dupageco.org">greg.smith@dupageco.org</a></td>
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<td>Zip: 92517</td>
</tr>
<tr>
<td>Phone: 951.781.4100</td>
<td>Fax: 281.993.1230</td>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
</tbody>
</table>

#### Payment Terms

<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>Contract Administrator</td>
<td></td>
<td></td>
<td>PO25 only</td>
</tr>
</tbody>
</table>

#### Ship To:

<table>
<thead>
<tr>
<th>Dept: Information Technology</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Greg Smith</td>
<td>Email: <a href="mailto:greg.smith@dupageco.org">greg.smith@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road</td>
<td>Room: L400B</td>
</tr>
<tr>
<td>Phone: 630.407.5023</td>
<td>Fax: 630.407.5001</td>
</tr>
</tbody>
</table>

#### Header Comments

**Renew service maintenance on Luminex 110i-2E MVT with CGX, 10 TB Host Capacity, 2x FICON Virtual Tape Server. 24 x 7 service and support.**

#### Special Instructions/Comments to Buyer or Approver

Please include Greg Smith when emailing vendor PO notification.

#### User Department Internal Notes

These comments will NOT appear on the Purchase Order:

---

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Renew service maintenance on Luminex 110i-2E MVT with CGX, 10 TB Host Capacity, 2x FICON Virtual Tape Server. 24 x 7 service and support.</td>
<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53807</td>
<td></td>
<td>14,700.00</td>
<td>14,700.00</td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $14,700.00
Required Vendor Ethics Disclosure Statement

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

Company Name: Luminex Software, Inc.
Contact Phone: 951-781-4100

Company Contact: Vickie Hawley
Contact Email: vhawley@luminex.com

Date: Jun 7, 2018
Bid/Contract/PO #: 

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

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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

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

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

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

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

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

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

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

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

Authorized Signature

Signature on File

Printed Name
Vickie Hawley

Title
Controller

Date
Jun 7, 2018

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

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></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>
<tr>
<td>Description of Procurement/Scope of Work/Background</td>
<td>Annual service maintenance for Luminex MVT with CGX, 10 TB Host Capacity, 2x ESCON Virtual Tape server. Virtual Tape server is an integral part of the z System infrastructure and requires 24x7 service and support.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Procurement</td>
<td>The current service contract expires on 8/25/2018 and this new contract replaces it.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FUNDING SOURCE

- [x] 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
- [x] 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' (e) not suitable for competitive bidding. Explain below:
  

### DECISION MEMO REQUIRED

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS25)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # ____________________
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # ____________________

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
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<tbody>
<tr>
<td>gs</td>
<td>Jun 27, 2018</td>
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### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>7-2-18</td>
<td>gm</td>
<td>7-3-18</td>
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</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7-3-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
<th>INFORMATION TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANUFACTURER</td>
<td>Luminex Software, Inc.</td>
<td>PRODUCT # MVT 110i-2E</td>
</tr>
</tbody>
</table>

## DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:

Annual service maintenance for Luminex MVT with CGX, 10 TB Host Capacity, 2x ESCON Virtual Tape server. Coverage period 08/26/2018 to 08/25/2019 maintenance and support; 24 x 7.

## 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
- [x] 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)
- [ ] the software manufacturer (and sole maintenance/update provider)
- [ ] other – (please detail below or in an attachment)

## REQUESTED SOURCE

<table>
<thead>
<tr>
<th>Luminex</th>
<th>CONTACT</th>
<th>Terri Kettle</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE</td>
<td>281.482.1461</td>
<td>WEBSITE <a href="http://www.luminex.com">www.luminex.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)

VT server was purchased directly from the manufacturer, service maintenance is not provided/offered through business partners.

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

Proprietary hardware and software; service and maintenance is only provided/offered through Luminex.

## 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)

N/A

Signature on File

DEPARTMENT APPROVAL: 6/29/18

Purchasing Review: 7-6-18
Requisition under 25k dollars

2018-177
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE SUBMITTED</td>
</tr>
<tr>
<td>CONTRACT TOTAL AMOUNT</td>
</tr>
<tr>
<td>CONTRACT TERM</td>
</tr>
<tr>
<td>REQUESTING DEPT.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOLICITATION METHOD FOR SOURCE SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
</tr>
<tr>
<td>Deborah Hanson</td>
</tr>
<tr>
<td>Donald Carlsen</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
</tr>
<tr>
<td>James McGuire</td>
</tr>
<tr>
<td>Paul Rafac</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
</tr>
<tr>
<td>Technology Committee</td>
</tr>
</tbody>
</table>
### Purchase Requisition

**Procurement Services Division**

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: SWC Technology Partners</th>
<th>Vendor #: 12529</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Larry Jensen Email: <a href="mailto:larry.jensen@swc.com">larry.jensen@swc.com</a></td>
<td>Dept: Information Technology</td>
</tr>
<tr>
<td>Address: 1420 Kensington Road</td>
<td>Attn: Sarah Godzicki Email: <a href="mailto:sarah.godzicki@dupageco.org">sarah.godzicki@dupageco.org</a></td>
</tr>
<tr>
<td>City: Oak Brook State: IL Zip: 60523-2144</td>
<td>Address: 421 N. County Farm Road Room:</td>
</tr>
<tr>
<td>Phone: 630-572-0240 Fax: 630-572-0390</td>
<td>Phone: 630-407-5000 Fax: 630-407-5001</td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Vendor: SWC Technology Partners</th>
<th>Dept: Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Larry Jensen Email: <a href="mailto:larry.jensen@swc.com">larry.jensen@swc.com</a></td>
<td>Attn: Sarah Godzicki Email: <a href="mailto:sarah.godzicki@dupageco.org">sarah.godzicki@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 1420 Kensington Road</td>
<td>Address: 421 N. County Farm Road Room:</td>
</tr>
<tr>
<td>City: Oak Brook State: IL Zip: 60523-2144</td>
<td>Phone: 630-407-5000 Fax: 630-407-5001</td>
</tr>
</tbody>
</table>

**Send Payments To:**

<table>
<thead>
<tr>
<th>Vendor: SWC Technology Partners</th>
<th>Dept: Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Larry Jensen Email: <a href="mailto:larry.jensen@swc.com">larry.jensen@swc.com</a></td>
<td>Attn: Sarah Godzicki Email: <a href="mailto:sarah.godzicki@dupageco.org">sarah.godzicki@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 1420 Kensington Road</td>
<td>Address: 421 N. County Farm Road Room:</td>
</tr>
<tr>
<td>City: Oak Brook State: IL Zip: 60523-2144</td>
<td>Phone: 630-407-5000 Fax: 630-407-5001</td>
</tr>
</tbody>
</table>

**Payment Terms**

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td></td>
<td>Wendi Wagner</td>
</tr>
</tbody>
</table>

**Use for** PO25 only

<table>
<thead>
<tr>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendi Wagner</td>
<td>Jul 17, 2018</td>
<td>Sep 1, 2018</td>
</tr>
</tbody>
</table>

---

**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acct #** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension** |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>38</td>
<td>HR</td>
<td>Professional Services for virtual DBA services - up to 38 hours - to provide Database Administration coverage from 07/17/2018 to 08/06/2018</td>
<td>FY 18</td>
<td>1000</td>
<td>1110</td>
<td>53020</td>
<td>185.00</td>
<td>7,030.00</td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total** $7,030.00

---

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

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

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

---

*Attachment: SWC Purchase Requisition (2018-177 : SWC Technology Services for DBA services)*
Statement of Work (SOW)
DuPage County IT – VDBA Staff Augmentation

6/11/2018
SWC Technology Partners
Larry Jensen
1. Statement of Work

This Statement of Work will be incorporated into the Master Services Agreement with an Effective Date of May 1, 2012 between SWC Technology Partners, LLC. ("SWC"), and DuPage County IT ("DuPage").

All terms and conditions of the Services Agreement not modified herein remain in full force and effect for the Term of the Agreement.

2. Objectives

Key objectives of this project include:

- Conduct a knowledge transfer meeting between DuPage DBA and SWC
- Fill in for DuPage DBA between July 17 and August 6, 2018
- Provide a summary reporting of activity and any substantial events or findings for review with DuPage DBA upon return

3. Scope

The items within the scope of this project are:

- SWC will provide a single engineer for up to 38 hours of time to work under the management and direction of the customer to complete the stated objectives.

4. Out of Scope

The items not included the scope of this project are:

- Project management is the responsibility of the client.
- No deliverables are specifically promised, however they can be requested within the allocated hours.

5. Estimate

SWC will bill at the following rates for the project:

<table>
<thead>
<tr>
<th>Infrastructure Role</th>
<th>Business Hours Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure Consultant</td>
<td>$185/hour</td>
</tr>
</tbody>
</table>

This estimate may be modified by SWC upon further discovery of Project requirements and SWC involvement. If additional time is needed to complete the Project, it will require that a Project Change Request be duly authorized by Client.

The Project will be conducted on a time and materials basis. Actual hours spent will be billed. SWC will invoice Client monthly for services performed and approved expenses incurred during the previous period. Client agrees to pay within the invoice terms.
6. Timeline

Based on current SWC availability the project can begin July 17, 2018. Delays in completion of this SOW can result in delays, due to changes in availability. Timeline will also be subject to defined prerequisites and availability of client resources as needed.

7. Assumptions & Contingencies

- All invoices will be based on net 30-day terms.
- Hours worked will be billed monthly.
- This proposal is in effect for thirty days from the date of this letter.
- Access to all existing relevant documents will be provided as needed.
- Access to technical and functional personnel will be made available as required.
- Appropriate access to required systems and services will be granted to SWC staff as needed.
- All work will be completed during normal business hours. After hours work will be billed at 1.5 times the standard billing rate.
- Normal business hours are 8:30 AM to 5:00 PM, Monday through Friday, excluding SWC holidays.
- Client will be responsible for all technical support
- It is assumed permissible for all work to be performed via remote access.
- Requests for onsite work will require a minimum 1 week lead time.
- Time will be billed in 4 hour minimum increments for remote work, 8 hours for on-site work.
- The project will be considered complete once the total cost estimate is reached, 30 days have passed since the project start date, or when both parties mutually agree that the objective has been fulfilled, whichever comes first.

8. Approval

In Witness Whereof, the parties hereto have caused this Statement of Work to be executed by their duly authorized representatives.

DuPage County IT                      SWC Technology Partners, LLC.

By: ________________________________  By: ________________________________
Name: ______________________________ Name: ______________________________
Title: ______________________________ Title: ______________________________
Date: ______________________________ Date: ______________________________
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  
Signature on file

Printed Name  
Ferguson

Title  
Manager

Date  
7-2-18

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Packet Pg. 21

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

Vendor: SWC Technology Partners  
Vendor #: 12529  
Contract 07/17/2018 to 08/06/2018  
Contract Total: $7,030.00

Dept: Information Technology  
Contact: Wendi Wagner  
Phone: 630-407-5064  
Assigned Committee: Technology

Description of Procurement/Scope of Work/Background:  
Contract for Database Administration Services for the period of 07/17/2018 to 08/06/2018.

Reason for Procurement:  
The County supports over 65 separate applications that have SQL databases attached to them. Many of these applications are business critical applications. The County currently employs one Database Administrator (DBA) to ensure these databases are maintained properly and the application run smoothly. This DBA will be out of the Country from 07/17/2018 to 08/06/2018. We are contracting with SWC Technology Partners to provide Virtual DBA services as needed during this period.

FUNDING SOURCE

Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53020

DECISION MEMO NOT REQUIRED

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

RENEWAL, Enter Bid and/or PO#  
Intergovernmental Agreement

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

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

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

BASIS OF DECISION MEMO (attach Decision Memo)

EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES

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)

SIGNED  
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 ADOBE READER VERSION 9 OR LATER

Packet Pg. 21

Attachment: SWC - Checklist (2018-177 : SWC Technology Services for DBA services)
Procurement Review Checklist

Procurement Services Division

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

Date: 6/27/18
MinuteTraq (IQM2) ID #: 12938

Vendor: GrantAnalyst.com LLC dba ZoomGrants
Vendor #: 22884
Contract
Term: 07/01/18 - 06/30/19
Contract Total: 10,500

Dept: Community Development
Contact: Jennifer Chan
Phone: 630-407-6439
Assigned Committee: HHS

Description of Procurement/Scope of Work/Background
Subscription for web-based grant application service in the amount of $10,500.00. This is the third modification to the five-year agreement.

Reason for Procurement
Most funders now utilize a web-based grant application process. This allows for better and more transparent retention of information, tracking, and historical data on funding decisions and outcomes, and better documentation of compliance for various sources of funding.

FUNDING SOURCE

☑ Procurement budgeted for (FY and budget code(s)): FY18 5000-1440-53090, 5000-1440-53090, 5000-1510-53090 and 1000-1750-53090
☐ Budget Transfer (Date) _____________________________ Add'l Information

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS25)
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ______________________________ (Include Evaluation Summary if applicable)
☐ RENEWAL OF RFP # ______________________________
☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
☐ OTHER THAN LOWEST RESPONSIBLE, BID # ______________________________

PREPARED BY AND APPROVAL(S) (Initials Only)

mf Jun 18, 2018 SNC 6/27/18 6/27/18
Prepared By Date Recommended for Approval Date If Approval, if required Date

REVIEWED BY (Initials Only)

Buyer 7-2-18 Comm 7-2-18
Date Date

Chief Financial Officer (Decision Memos Over $25,000) 7-2-18
Date
Chairman's Office (Decision Memos Over $25,000) Date

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
Packet Pg. 22
## Purchase Requisition
### Procurement Services Division

### Send Purchase Order To:
- **Vendor:** GrantAnalysts.com LLC dba ZoomGrants
- **Vendor #:** 22884
- **Attn:** Geoff Hamilton
- **Email:** martin.greenlee@zoomgrants.com
- **Address:** 44 Cook St. #100
- **City:** Denver
- **State:** CO
- **Zip:** 80206
- **Phone:** 866-323-5404

### Send Invoices To:
- **Dept:** Community Services
- **Division:** CDC
- **Attn:** Jennifer N. Chan
- **Email:** jennifer.chan@dupageco.org
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-6459

### Send Payments To:
- **Vendor:** GrantAnalysts.com LLC dba ZoomGrants
- **Vendor #:** 22884
- **Attn:** Geoff Hamilton
- **Email:** geoff.hamilton@zoomgrants.com
- **Address:** 44 Cook St. #100
- **City:** Denver
- **State:** CO
- **Zip:** 80206
- **Phone:** 866-323-5404x3

### Ship To:
- **Dept:** Community Services
- **Division:** CDC
- **Attn:** Jennifer N. Chan
- **Email:** jennifer.chan@dupageco.org
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-6459

### Payment Terms
- **PER 50 ILCS 505/1**

### F.O.B.
- **Destination**

### Use for:
- **Contract Administrator**

### PO 20 Delivery Date

### Contract Start Date

### Contract End Date

### Use for:
- **PO25 only**

<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>Accts Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Sftwr Sub-oneyear of access to ZoomGrants</td>
<td>19</td>
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<td>1440</td>
<td>53806</td>
<td>CD18Admin</td>
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<tr>
<td>2</td>
<td>2</td>
<td>EA</td>
<td>ZoomGrants Software/Subscription Support</td>
<td>19</td>
<td>5000</td>
<td>1440</td>
<td>53090</td>
<td>CD18Admin</td>
<td>2,000.00</td>
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<td>EA</td>
<td>ZoomGrants Software/Subscription Support</td>
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<td>5000</td>
<td>1510</td>
<td>53090</td>
<td>HUDPLNG16</td>
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<td>1</td>
<td>EA</td>
<td>ZoomGrants Software/Subscription Support</td>
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<td>1000</td>
<td>1750</td>
<td>53090</td>
<td></td>
<td>2,000.00</td>
<td>2,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $10,500.00

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

Please return a copy of the Purchase Order to Christine Pedersen in Community Development, Michelle Tunk in Finance and Karen Graczyk in Community Services

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

cc: Major Fletcher

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
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>Community Svcs, Community Development Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Contact:</td>
<td>Jennifer N. Chan</td>
</tr>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:jennifer.chan@dupageco.org">jennifer.chan@dupageco.org</a></td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>630-407-6459</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>GrantAnalyst.com LLC dba ZoomGrants</td>
</tr>
<tr>
<td>Vendor #:</td>
<td>22884</td>
</tr>
</tbody>
</table>

Date: ___________________________  
MinuteTraq (IQM2) ID #: __________
Department Requisition #: __________

Action Requested – Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
Purchase of subscription and license renewal for web-based grant application in the amount of $10,500.00.

Summary Explanation/Background – Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
This is the 3rd, one-year renewal of a five-year agreement. Community Services Department runs a minimum of 4 application processes each year for its Federal HUD Programs, the County's Human Services Grant Fund Program, and in its role as Lead Agency for the Continuum of Care, the CoC grant. The web-based application provides easier access to application materials thus reducing strain on staff resources as well as the applying agency.

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.

The web-based application provides easily accessible paperless application submission for agencies applying for funding. The agencies no longer are required to physically come to the County and turn in a physical application.

Source Selection/Vetting Information – Describe method used to select source.
This is the 3rd, one-year renewal of the five-year agreement.

Recommendations/Alternatives – Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
Community Services Staff would have limited time to revert to paper applications if this is not approved. County efficiency would suffer.

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 annual membership fee of $2,500.00 and software subscription fee of 2,000 for each funding round offered. The cost of the 2018 Program Year approximately 10,500.00 is grant funded to be paid through the CDBG Account 5000-1440-53806-CD18Admin-53806 & 5000-1440-53090-CD18Admin-53090, the Continuum of Care 5000-1510-53090-HUDPLNG16-53090 and Human Services Grant Fund 1000-1750-53090.
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.

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

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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.dupagegeois.org/CountyBoard/Policies/

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

Authorized Signature

Printed Name: Geoff Hamilton

Title: CEO

Date: Jun 14, 2018

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

GrantAnalyzer.com LLC (dba ZoomGrants)
44 Cook St #100 • Denver • Colorado • 80206
(866) 323-5404 • www.zoomgrants.com

AND

County of DuPage
421 N. County Farm Road • Wheaton • Illinois • 60187

WHEREAS, the COUNTY OF DUPAGE, a body politic and corporate, wants to extend and modify the Agreement dated June 27th, 2015 with GrantAnalyzer.com, LLC (dba "ZoomGrants"); and

WHEREAS, costs outlined in original agreement remain the same, with the understanding that should additional RFP/Programs are added to the account a fee of $2,000 each will be charged; and

WHEREAS, this modification fulfills year three of a five-year term.

NOW, THEREFORE the mutual parties hereby agree to a one-year extension of above referenced agreement effective July 1, 2018 through June 30, 2019.

DuPage County, a body politic in the State of Illinois

By:

Daniel J. Cronin, Chairman
DuPage County Board

Date: ____________________________

Attest: ____________________________

Paul Hinds
County Clerk

GrantAnalyzer, LLC dba ZoomGrants

Authorized Signer ____________________________ Date 6-14-18

Printed Name ____________________________ Title CEO
Requisition under 25k dollars

2018-170
Requisition under 25k dollars

2018-170

**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14, 2018</td>
<td>$6,489.00</td>
<td>07/01/18-06/30/19</td>
<td>CIRCUIT COURT CLERK</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

- Bernadette Mason: Completed 06/14/2018 11:43 AM
- Kathy Ostrowski: Completed 06/14/2018 2:59 PM
- Wendi Wagner: Completed 06/14/2018 3:27 PM
- Donald Carlsen: Completed 06/15/2018 7:19 AM
- James McGuire: Completed 06/21/2018 10:28 AM
- Paul Rafac: Completed 06/22/2018 2:58 PM
- Kathy Ostrowski: Completed 06/25/2018 10:08 AM
- Judicial/Public Safety Committee: Completed 07/10/2018 8:15 AM
- Technology Committee: Pending 07/17/2018 9:00 AM
## 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: Logicalis</td>
<td>Dept: Circuit Court Clerk</td>
</tr>
<tr>
<td>Vendor #: 12232</td>
<td>Division: Accounting</td>
</tr>
<tr>
<td>Attn: Janette Horton</td>
<td>Attn: Julie Ellefsen</td>
</tr>
<tr>
<td>Email: <a href="mailto:janne.horton@us.logicalis.com">janne.horton@us.logicalis.com</a></td>
<td>Email: <a href="mailto:julie.ellefsen@18thjudicial.org">julie.ellefsen@18thjudicial.org</a></td>
</tr>
<tr>
<td>Address: 8945 S Harl Ave, Suite 102</td>
<td>Address: 505 N County Farm Rd</td>
</tr>
<tr>
<td>City: Tempe</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>State: AZ</td>
<td>State: IL</td>
</tr>
<tr>
<td>Zip: 85284</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 248-232-5537</td>
<td>Phone: 630-407-8590</td>
</tr>
<tr>
<td>Fax:</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: Logicalis</td>
<td>Dept: Circuit Court Clerk</td>
</tr>
<tr>
<td>Vendor #: 12232</td>
<td>Division: Operations</td>
</tr>
<tr>
<td>Attn: Janette Horton</td>
<td>Attn: Mary Heaton</td>
</tr>
<tr>
<td>Email: <a href="mailto:janne.horton@us.logicalis.com">janne.horton@us.logicalis.com</a></td>
<td>Email: <a href="mailto:mary.heaton@18thjudicial.org">mary.heaton@18thjudicial.org</a></td>
</tr>
<tr>
<td>Address: 8945 S Harl Ave, Suite 102</td>
<td>Address: 505 N County Farm Rd</td>
</tr>
<tr>
<td>City: Tempe</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>State: AZ</td>
<td>State: IL</td>
</tr>
<tr>
<td>Zip: 85284</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 248-232-5537</td>
<td>Phone: 630-407-8579</td>
</tr>
<tr>
<td>Fax:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Payment Terms
- F.O.B.
- PO 20 Delivery Date: 7/1/18
- Requisitioner

### CONTRACT ADMINISTRATOR

<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>MBS Software Annual Renewal</td>
<td>18</td>
<td>1400</td>
<td>6730</td>
<td>53807</td>
<td>6,489.00</td>
<td>6,489.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total**: $6,489.00

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

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

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

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor: Logicalis</th>
<th>Vendor #: 12232</th>
<th>Contract Term: 07/01/18-06/30/19</th>
<th>Contract Total: $6,489.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Circuit Court Clerk</td>
<td>Contact: Julie Ellegsen</td>
<td>Phone: 630-407-8590</td>
<td>Assigned Committee: JPS</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope/Background:** Renewal of annual MBS software license

**Reason for Procurement:** Renewal of our annual MBS software license. MBS StorageView is the software that is used to communicate between CM and the TSM on the image server.

### FUNDING SOURCE

- [ ] Procurement budgeted for (FY and budget code(s)): 18-1400-6730-53807
- [ ] Budget Transfer (Date) ________________

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

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

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

<table>
<thead>
<tr>
<th>mh</th>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>John Larson</td>
<td>Jun 13, 2018</td>
<td>6-13-18</td>
<td>6/21/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/21/18</td>
<td></td>
<td>6-21-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6-22-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rev 1.8
Packet Pg. 30
Dupage County Judicial Center  
Mary Louise Heaton  
630-407-8579  
mary.heaton@18thjudicial.org  
505 N. County Farm Rd.  
Wheaton, IL 60187-3907

Service Representative:  
Janette Horton  
8945 S. Harl Ave., Suite 102, Tempe, AZ 85284  
Phone: 480-306-7158  
Fax: 248-232-5537  
janette.horton@us.logicalis.com

Account Representative:  
Al Robles  
3500 Lacey Road, Downers Grove, IL 60515  
Phone: 331-777-3637  
Fax: 630-737-1039  
Al.Robles@us.logicalis.com

SUPPORT QUOTE SUMMARY

<table>
<thead>
<tr>
<th>Quote Number</th>
<th>Vendor</th>
<th>Support Contract ID</th>
<th>Coverage Start</th>
<th>Coverage End</th>
<th>Net Price</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>701318</td>
<td>Genus Technologies LLC</td>
<td>DUPA_MBSMAINT</td>
<td>07/01/2018</td>
<td>06/30/2019</td>
<td>$6,489.00</td>
<td>Mary Louise Heaton</td>
</tr>
</tbody>
</table>

TOTAL SUPPORT COST

$6,489.00

Genus Technologies - Support Renewal

Quotes are valid for 30 days, unless noted differently in the quote expiration field above.
Cancellation of a contract and credit for any unused services can only be issued based on the manufacturer's End User License Agreement terms and conditions.
Logicalis will only issue credit for support renewal services when the manufacturer has approved the cancellation and a credit return.
The customer is responsible for verifying and approving correct quantities on maintenance renewal quotes prior to ordering.
Any quantity adjustments after the order is accepted must be reviewed and accepted or denied by the manufacturer.
In these situations, Logicalis will only issue credit if approved by the manufacturer.

Total excludes all taxes. If applicable, taxes will be applied and invoiced based upon the address(es) found on this quote.
If the address(es) are not correct, it is up to the customer to notify Logicalis when the quote is signed or when a PO is provided.
They will be calculated at the current tax rate.

Note: The information in this proposal is considered proprietary and CONFIDENTIAL to Logicalis.
By acceptance of this information, your company agrees to maintain this confidentiality and use such information for internal purposes only.

Attachment: Logicalis - 12926 Quote (2018-170 : Logicalis - Genus MBS Software)
A Purchase Order or signature below is required to initiate this order:

** PLEASE INCLUDE QUOTE NUMBER ON PURCHASE ORDER **

Authorized Signature: [Signature]

Date: 6-13-18

Logicalis Terms Net 30

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: Logicalis, Inc</th>
<th>Company Contact: Al Robles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 331-711-3637</td>
<td>Contact Email: <a href="mailto:Al.Robles@u.s.logicalis.com">Al.Robles@u.s.logicalis.com</a></td>
</tr>
</tbody>
</table>

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<th>Email</th>
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http://www.dupageco.org/CountyBoard/Policies/

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

Authorized Signature

SIGNATURE ON FILE

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al Robles</td>
<td>Account Executive</td>
<td>4-18-18</td>
</tr>
</tbody>
</table>

Attach additional sheets if necessary. Sign each sheet and number each page. Page ___ of ____ (total number of pages)
Requisition under 25k dollars

2018-171
Requisition under 25k dollars

2018-171

PROCUREMENT REVIEW CHECKLIST

REQUISITION

This form must accompany all County Purchase Requisitions.

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<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14, 2018</td>
<td>$10,771.15</td>
<td></td>
<td>CIRCUIT COURT CLERK</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernadette Mason</td>
<td>Completed</td>
<td>06/14/2018 11:25 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>06/14/2018 2:42 PM</td>
</tr>
<tr>
<td>Wendi Wagner</td>
<td>Completed</td>
<td>06/14/2018 2:47 PM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
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<td>Completed</td>
<td>06/27/2018 5:52 PM</td>
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<tr>
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<td>Completed</td>
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<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>07/17/2018 9:00 AM</td>
</tr>
</tbody>
</table>
## Purchase Requisition

**Procurement Services Division**

### Send Purchase Order To:
- **Vendor**: Business IT Source
  - **Vendor #:**: 12792
- **Attn**: Dan Frauenheim
  - **Email**: danf@bitsinc.com
- **Address**: 850 Asbury Drive, Unit B
- **City**: Buffalo Grove
  - **State**: IL
  - **Zip**: 60089
- **Phone**: 847-793-0600
  - **Fax**:

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

### Send Payments To:
- **Vendor**: Business IT Source
  - **Vendor #:**
- **Attn**: Dan Frauenheim
  - **Email**: danf@bitsinc.com
- **Address**: 850 Asbury Drive, Unit B
- **City**: Buffalo Grove
  - **State**: IL
  - **Zip**: 60089
- **Phone**: 847-793-0600
  - **Fax**:

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

### Payment Terms:
- **PO 50 ILCS 505/I**
- **Destination**

### Requisitioner:
- **Contract Administrator**
  - **Contract Start Date**
  - **Contract End Date**
  - **Use for**: PO25 only

### PO25 only:
- **PO25 only**

### 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):

### Formatted 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>IN128HDX</td>
<td>InFocus IN128HD</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
<td></td>
<td>667.00</td>
<td>667.00</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>EA</td>
<td>IN1146</td>
<td>InFocus IN1146</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
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<td>563.00</td>
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<td>EA</td>
<td>CSF93A#BGJ</td>
<td>HP LaserJet Pro 400</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
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<td>165.00</td>
<td>1,320.00</td>
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<tr>
<td>4</td>
<td>5</td>
<td>EA</td>
<td>10MV000XU5</td>
<td>Lenovo ThinkCentre M910q</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
<td></td>
<td>692.00</td>
<td>3,460.00</td>
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<tr>
<td>5</td>
<td>10</td>
<td>EA</td>
<td>S22E450D</td>
<td>Samsung S22E450 21.5 monitors</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
<td></td>
<td>132.00</td>
<td>1,320.00</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>EA</td>
<td>1-110S01-00</td>
<td>Intermec Cleaning Card</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
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<td>20KS003US</td>
<td>Lenovo ThinkPad E580</td>
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<td>1400</td>
<td>6720</td>
<td>52100</td>
<td></td>
<td>762.00</td>
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<tr>
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<td>2</td>
<td>EA</td>
<td>J8H61A#BGJ</td>
<td>HP LaserJet Pro M501 Laser Printer</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
<td></td>
<td>366.00</td>
<td>732.00</td>
</tr>
<tr>
<td>9</td>
<td>8</td>
<td>EA</td>
<td>KTD-PE424S8-8g</td>
<td>Kingston 8 Gb module DDR4 2400mhz</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
<td></td>
<td>110.00</td>
<td>880.00</td>
</tr>
<tr>
<td>10</td>
<td>2</td>
<td>EA</td>
<td>MG1120441-001-412B</td>
<td>Datalogic Magellan 1100i Bar Code Reader</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
<td></td>
<td>296.00</td>
<td>592.00</td>
</tr>
<tr>
<td>11</td>
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<td>EA</td>
<td>KCP424SS8/8</td>
<td>Kingston 8 gb DDR4 SDRAM module for laptop</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>52100</td>
<td></td>
<td>94.00</td>
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<td>52100</td>
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</tr>
</tbody>
</table>

### Requisition Total: $10,771.15
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: Business IT Source
Vendor #: 12792
Contract Term: 
Contract Total: 10,771.15

Dept: Circuit Court Clerk
Contact: Julie Ellefson
Phone: 630-407-7480
Assigned Committee: JPS

Description of Procurement/Scope of Work/Background
Purchase of needed equipment.

Reason for Procurement
This includes the yearly purchase of equipment for the Circuit Court, additional equipment for opening an additional court room and to replace broken and some additional equipment within the Circuit Court Clerk office.

FUNDING SOURCE
☐ Procurement budgeted for (FY and budget code(s)): 18-1400-6720-52100
☐ Budget Transfer (Date) ________________ Add'l Information

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

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

PREPARED BY AND APPROVAL(S) (Initials Only)

Prepared By __________________________ Date Jun 13, 2018
Signed for Approval __________________________ Date 6-13-18
If Approval, if required __________________________ Date 6/18/18

REVIEWED BY (Initials Only)

Buyer __________________________ Date 6/21/18
Procurement Officer __________________________ Date

Chief Financial Officer (Decision Memos Over $25,000) __________________________ Date 6/21/18
Chairman's Office (Decision Memos Over $25,000) __________________________ Date

Signature On File

DATE: 5/3/18

Packet Pg. 37
FUND AUTHORIZATION

The undersigned being the Chief Judge of the 16th Judicial Circuit Court of DuPage County, Illinois and in accordance with 705 ILCS 105/27.3a and Ordinance JLE 012-84, adopted October 9, 1984 by the DuPage County Board and as amended, establishing the COURT AUTOMATION FUND, do hereby authorize the funding of the attached purchase requisition.

1400-6720-52100

Requisition #: 12924

Business IT Source
Dan Frauenheim
850 Asbury Drive, Unit B
Buffalo Grove, IL 60089

PC, Laptops, Printers, Monitors $10,771.15

APPROVED:

Signature on File
Hon. Daniel P. Guerin
Chief Judge

Date 6/13/18

The United States of America
State of Illinois
County of DuPage
# Quote

**Date:** 6/12/2018  
**Estimate #:** 64466  
**Expires:** 7/12/2018  
**BITS Outside Sales Rep:** Dan Frauenheim  
**PO #:**  
**Ship Via:** FedEx Ground  
**Qty 8 Kingston is for DELL Precision T7810**  
**Customer Memo:** Mary.Heaton@18thjudicial.org

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Price</th>
<th>Extended Price</th>
<th>Ava.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN128HDX</td>
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<td>InFocus IN128HDx 3D Ready DLP Projector - 1080p - HDTV - 16:9</td>
<td>657.00</td>
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<td></td>
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<tr>
<td>IN1146</td>
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<td>InFocus IN1146 DLP Projector - 720p - HDTV - 16:10</td>
<td>563.00</td>
<td>563.00</td>
<td></td>
</tr>
<tr>
<td>C5F93A#BGJ</td>
<td>8</td>
<td>HP LaserJet Pro 400 M402N Laser Printer - Plain Paper Print - Desktop</td>
<td>165.00</td>
<td>1,320.00</td>
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</tr>
<tr>
<td>10MV000XUS</td>
<td>5</td>
<td>Lenovo ThinkCentre M910q 10MV000XUS Tiny Desktop Computer - Intel Core i5 (7th Gen) i5-7500T 2.70 GHz - 4 GB DDR4 SDRAM - 500 GB HDD - Windows 10 Pro 64-bit (English) - Tiny - Black</td>
<td>692.00</td>
<td>3,460.00</td>
<td></td>
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<tr>
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<td>10</td>
<td>Samsung S22E450D 21.5&quot; LED LCD Monitor - 16:9 - 5 ms (VGA, Display Port &amp; DVI)</td>
<td>132.00</td>
<td>1,320.00</td>
<td></td>
</tr>
<tr>
<td>1-110501-00</td>
<td>1</td>
<td>INTERMEC INDUSTRIAL PRINTERS Intermec Cleaning Card - 25 / Pack</td>
<td>24.00</td>
<td>24.00</td>
<td></td>
</tr>
<tr>
<td>20KS003UUS</td>
<td>1</td>
<td>Lenovo ThinkPad E580 20KS003UUS 15.6&quot; LCD Notebook - Intel Core i5 (8th Gen) i5-8250U Quad-core (4 Core) 1.60 GHz - 8 GB DDR4 SDRAM - 500 GB HDD - Windows 10 Pro 64-bit (English) - 1920 x 1080 - In-plane Switching (IPS) Technology - Black</td>
<td>762.00</td>
<td>762.00</td>
<td></td>
</tr>
<tr>
<td>KCP424SS8/8</td>
<td>1</td>
<td>Kingston 8GB DDR4 SDRAM Memory Module Needed to increase memory of E580 laptop from 8 to 16GB.</td>
<td>94.00</td>
<td>94.00</td>
<td></td>
</tr>
<tr>
<td>J8H61A#BGJ</td>
<td>2</td>
<td>HP LaserJet Pro M501dn Laser Printer - Monochrome - 4800 x 600 dpi Print - Plain Paper Print - Desktop</td>
<td>366.00</td>
<td>732.00</td>
<td></td>
</tr>
<tr>
<td>KTD-PE424S8/8G MG112041-001-412B</td>
<td>8</td>
<td>Kingston 8GB Module - DDR4 2400MHz</td>
<td>110.00</td>
<td>880.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Datalogic Magellan 1100I Bar Code Reader - Wired USB &amp; Stnd</td>
<td>296.00</td>
<td>592.00</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal:** 10,404.00  
**Shipping Cost (FedEx Ground):** 367.15  
**Total:** $10,771.15

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.

Date: Feb 1, 2018

Bid/Contract/PO #: 

<table>
<thead>
<tr>
<th>Company Name: Business IT Source, Inc.</th>
<th>Company Contact: Ken Mooney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 847 793-0600</td>
<td>Contact Email: <a href="mailto:kenm@bitsinc.com">kenm@bitsinc.com</a></td>
</tr>
</tbody>
</table>

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

1. Every individual, union, or vendor that is seeking or has previously obtained a contract, change order to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g., cash, type of item, 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 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.

**Signature on File**

Printed Name: Kenneth A. Mooney
Title: Vice President of Finance and Administration
Date: February 1, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Requisition under 25k dollars

2018-172
**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>
</tr>
</thead>
<tbody>
<tr>
<td>June 14, 2018</td>
<td>$12,459.90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
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</thead>
<tbody>
<tr>
<td>07/01/18-06/30/19</td>
<td>CIRCUIT COURT CLERK</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

- Bernadette Mason: Completed 06/14/2018 10:48 AM
- Kathy Ostrowski: Completed 06/14/2018 3:10 PM
- Wendi Wagner: Completed 06/14/2018 3:26 PM
- Donald Carlsen: Completed 06/15/2018 7:21 AM
- James McGuire: Completed 06/27/2018 11:56 AM
- Paul Rafac: Completed 06/27/2018 5:52 PM
- Kathy Ostrowski: Completed 06/28/2018 5:24 PM
- Judicial/Public Safety Committee: Completed 07/10/2018 8:15 AM
- Technology Committee: Pending 07/17/2018 9:00 AM
**Purchase Requisition**

**Procurement Services Division**

**Send Purchase Order To:**
- **Vendor:** Q-matic Corporation  
  **Vendor #:** 12247  
- **Attn:** Michelle Gorman  
  **Email:** michelle.gorman@qmatic.com  
- **Address:** 2875 Breckinridge Blvd, Suite 100  
  **City:** Duluth  
  **State:** GA  
  **Zip:** 30096  
- **Phone:** 770-817-4282  
- **Fax:**

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

**Send Payments To:**
- **Vendor:** Q-matic Corporation  
  **Vendor #:** 12247  
- **Attn:** Michelle Gorman  
  **Email:** michelle.gorman@qmatic.com  
- **Address:** 2875 Breckinridge Blvd, Suite 100  
  **City:** Duluth  
  **State:** GA  
  **Zip:** 30096  
- **Phone:** 770-817-4282  
- **Fax:**

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

**Payment Terms:**
- F.O.B.  
  **PO 20 Delivery Date:**
  **Requisitioner:**
  **Use for PO25 only:**
  **Contract Administrator:**
  **Contract Start Date:** 7/1/18  
  **Contract End Date:** 6/30/19

**Item Detail:**
- **Quantity:** 1  
- **UOM:** EA  
- **Description:** Qmatic Maintenance  
- **FY:** 18  
- **Dept #:** 1000  
- **Accct Unit:** 6700  
- **Acct #:** 53807  
- **Sub-Accts and/or Activity #:**
- **Unit Price:** 12,459.90  
- **Extension:** 12,459.90

**Requisition Total:** 12,459.90

**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):

---

**Rev 1.4**

**Packet Pg. 43**
## 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: Qmatic Corporation</th>
<th>Vendor #: 12247</th>
<th>Contract Term: 7/1/18 - 6/30/19</th>
<th>Contract Total: $12,459.90</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Dept: Circuit Court Clerk</th>
<th>Contact: Julie Ellefsen</th>
<th>Phone: 630-407-8590</th>
<th>Assigned Committee: IPS</th>
</tr>
</thead>
</table>

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

Annual maintenance on the Qmatic system

### Reason for Procurement

Renewal of the annual maintenance on the Qmatic system

### FUNDING SOURCE

- [ ] Procurement budgeted for (FY and budget code(s)): 18-1000-6700-53807
- [ ] Budget Transfer (Date) Add'l Information

### DECISION MEMO NOT REQUIRED

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

### 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 S10/2 (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)

mlh  
Prepared By: Jun 14, 2018  
Recommended for Approval Date:  
IT Approval, if required Date:  

REVIEWED BY (Initials Only)

Buyer: 
Date: 6-27-18  
Procurement Officer:  
Date:  

Chief Financial Officer: 
Date: 6-27-18  
Chairman's Office: 
(Decision Memos Over $25,000)  
Date:  

<table>
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<tr>
<th>QTY</th>
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<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>1</td>
<td>SW7000</td>
<td>Qmatic Care Annual Software Maintenance</td>
<td>$12,459.90</td>
</tr>
</tbody>
</table>

SOFTWARE SUBTOTAL $0.00
HARDWARE SUBTOTAL $0.00
SERVICES SUBTOTAL $0.00
MAINTENANCE SUBTOTAL $12,459.90
GRAND TOTAL $12,459.90
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: 6/7/18

Bid/Contract/PO #: 

Company Name: Q-Matic Corporation
Contact Phone: (600) 852-6768
Company Contact: Michelle Gorman
Contact Email: Sales.us@qmatic.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 that I have received, have read, and understand these requirements.

Authorized Signature: ____________________________

Signature on file

Printed Name: Tobias Martinsson

Title: CEO

Date: 6/7/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page _______ of _______ (total number of pages)
AWARDING RESOLUTION
ISSUED TO ACCELA INC.
FOR ANNUAL PERMIT SOFTWARE SUBSCRIPTION
(CONTRACT AMOUNT: $70,947.78)

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

WHEREAS the Stormwater Management Committee recommends County Board approval for the issuance of a contract purchase order to Accela, Inc. for the annual permit tracking software subscription including a citizen access portal for online permitting and digital permit review, for Stormwater Management, for the period of June 23, 2018 through June 22, 2019.

NOW, THEREFORE, BE IT RESOLVED, that County contract covering said, for the annual permit tracking software subscription including a citizen access portal for online permitting and digital permit review, for Stormwater Management, for the period of June 23, 2018 through June 22, 2019, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Department to Accela Inc., 4375 Solutions Center, Chicago, IL 60677 for a contract total amount not to exceed $70,947.78.

Enacted and approved this 17th day of July, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Requisition 25k and over
SM-P-0205-18

PROCUREMENT REVIEW CHECKLIST
REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE SUBMITTED</td>
</tr>
<tr>
<td>July 2, 2018</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**  Explanation of Request for Proposal (RFP) Instead of Bid - Most Qualified Offeror

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan Janowicz</td>
<td>Completed</td>
<td>07/02/2018 4:25 PM</td>
</tr>
<tr>
<td>Tony Charlton</td>
<td>Completed</td>
<td>07/03/2018 9:49 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>07/03/2018 9:51 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>07/03/2018 11:21 AM</td>
</tr>
<tr>
<td>Wendi Wagner</td>
<td>Completed</td>
<td>07/03/2018 11:22 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>07/05/2018 10:29 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>07/06/2018 4:05 PM</td>
</tr>
<tr>
<td>Tom Cuculich</td>
<td>Completed</td>
<td>07/09/2018 4:04 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>07/10/2018 2:59 PM</td>
</tr>
<tr>
<td>Stormwater Management Committee</td>
<td>Pending</td>
<td>07/17/2018 7:30 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>07/17/2018 8:00 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>07/17/2018 9:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>07/17/2018 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

---

<table>
<thead>
<tr>
<th>Vendor: Accela Inc.</th>
<th>Vendor #: 23818</th>
<th>Contract Term: 7/10/18-11/30/18</th>
<th>Contract Total: $70,947.78</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Stormwater Management</td>
<td>Contact: Alicia Favela</td>
<td>Phone: (630) 407-6698</td>
<td>Assigned Stormwater Committee: Management</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background:**
Annual permit tracking software subscription including a citizen access portal for online permitting and digital permit reviews, which will improve customer service for all Stormwater Permit applicants.

**Reason for Procurement:**
Continued use of Accela software will speed up review times, providing a higher level of customer service.

### FUNDING SOURCE

- [x] Procurement budgeted for (FY and budget code(s)): FY18 1600-3000-53807
- [ ] Budget Transfer (Date) ___________ Add'l Information ___________

### DECISION MEMO NOT REQUIRED

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

### DECISION MEMO REQUIRED

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____________ (Include Evaluation Summary if applicable)
- [x] RENEWAL OF RFP # 15-232-LG
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 5/10/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # _____________

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

- **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: ___________

---

**Rev. 1.8**

Packet Pg. 49
Decision Memo
Procurement Services Division
This form is required for all Professional Service (3090) Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

Requesting Department: Stormwater Management
Contact Email: Alicia.favela@dupageco.org
Vendor Name: Accela Inc.

Department Contact: Alicia Favela
Contact Phone: 630-407-6698
Vendor #: 23818

Date: Jun 7, 2018
MinuteTraq (IQM2) ID #: 12993
Department Requisition #: 16001820

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

Staff is requesting approval of a contract renewal with Accela Inc. for an annual permit tracking software subscription including a citizen access portal for online permitting and digital permit reviews, which will improve customer service for all Stormwater Permit applicants.

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

Staff is now utilizing Accela to track the stormwater permitting process and correspondence. Renewal of the contract will enable staff to continue using the software and expand its capabilities.

**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.

Continued use of Accela software will speed up review times, providing a higher level of customer service. It will also allow for online permit submittals and permit tracking which will save customers time while increasing transparency and accountability.

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

Accela has been fully vetted and determined to be the best source.

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

1. Contract with Accela for annual subscription for permit Property tracking software
2. Contract with another company for permit software. Not recommended as Accela has been determined to best meet the needs of the Stormwater Management Department.

**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, $70,947.78
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>Bid/Contract/PO #</th>
<th>Date: Jun 8, 2018</th>
</tr>
</thead>
</table>

**Company Name:** Accela, Inc.
**Contact Phone:** (925) 659-3200
**Company Contact:** Thomas McKeever
**Contact Email:** tmckeever@accela.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 that I have received, have read, and understand these requirements.

**Authorized Signature**

**Printed Name**

**Title**

**Date**

6/15/2018

Attach additional sheets if necessary. Sign each sheet and number each page. **Page 01 of 01** (total number of pages)
### Purchase Requisition

**Procurement Services Division**

**Date:** Jun 7, 2018  
**MinuteTraq (IQM2) ID #:** 12993  
**Department Req #:** 16001  
**RFP, Bid or Quote #:** 15-232

#### Send Purchase Order To:
- **Vendor:** Accela Inc.  
  **Vendor #:** 23818  
  **Attn:**  
  **Email:**  
  **Address:** 4375 Solutions Center  
  **City:** Chicago  
  **State:** IL  
  **Zip:** 60677-4003  
  **Phone:** (925) 659-3275  
  **Fax:**

#### Send Invoices To:
- **Dept:** Stormwater Management  
  **Attn:** Alicia Favela  
  **Email:** alicia.favela@dupageco.org  
  **Address:**  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
  **Phone:** (630) 407-6698  
  **Fax:** (630) 407-6701

#### Send Payments To:
- **Vendor:** Accela Inc.  
  **Vendor #:** 23818  
  **Attn:**  
  **Email:**  
  **Address:** 4375 Solutions Center  
  **City:** Chicago  
  **State:** IL  
  **Zip:** 60677-4003  
  **Phone:** (925) 659-3275  
  **Fax:**

#### Ship To:
- **Dept:** Stormwater Management  
  **Attn:** Alicia Favela  
  **Email:** alicia.favela@dupageco.org  
  **Address:** 421 N. County Farm Rd.  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
  **Phone:** (630) 407-6698  
  **Fax:** (630) 407-6701

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

#### Use for
- **PO25 only**  
  **Contract Administrator:** Alicia Favela  
  **Contract Start Date:** Jun 23, 2018  
  **Contract End Date:** Jun 22, 2019

#### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension
---|---|---|---|---|---|---|---|---|---|---|---
1 | 1 | EA | Annual Subscription and civic platform for Accela professional permit software services | 18 | 1600 | 3000 | 53807 | 70,947.78 | 70,947 |

**Requisition Total:** $ 70,947

**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):

SW Com 7/17/18, Fin/CB 7/17/18, Tech Com (Info Only) 7/17/18
AWARDING RESOLUTION
ISSUED TO CANON SOLUTIONS AMERICA, INC.
TO FURNISH AND INSTALL MULTIFUNCTIONAL OFFICE EQUIPMENT
SUPPLIES, SOFTWARE AND SERVICE SOLUTIONS
(CONTRACT TOTAL AMOUNT: $1,434,498)

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and National Intergovernmental Purchasing Alliance (National IPA), the County of DuPage will contract with Canon Solutions America, Inc.; and

WHEREAS, the Finance Committee recommends County Board approval for the issuance of a contract purchase order to Canon Solutions America, Inc., to furnish and install Multifunctional Office Equipment, Supplies, Software and Service Solutions for DuPage County Procurement Services.

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said, to furnish and install Multifunctional Office Equipment, Supplies, Software and Service Solutions for DuPage County Procurement Services for the period October 1, 2018 through September 30, 2023, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Canon Solutions America Inc., 425 N. Martingale Road Suite 1400, Schaumberg, IL 60173, for a contract total amount not to exceed $1,434,498, per National Intergovernmental Purchasing Alliance Contract.

Enacted and approved this 17th day of July, 2018 at Wheaton, Illinois.

__________________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

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

### REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
</tr>
<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
</tr>
<tr>
<td><strong>CONTRACT TERM</strong></td>
</tr>
<tr>
<td><strong>REQUESTING DEPT.</strong></td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**  
Explanation of Request for Proposal (RFP) Instead of Bid - Most Qualified Offeror

- Mary Becker  
  Completed 07/10/2018 8:39 AM
- Kathy Ostrowski  
  Completed 07/10/2018 8:46 AM
- Donald Carlsen  
  Completed 07/10/2018 9:17 AM
- Wendi Wagner  
  Completed 07/10/2018 9:45 AM
- James McGuire  
  Completed 07/10/2018 4:21 PM
- Paul Rafac  
  Completed 07/11/2018 8:48 AM
- Tom Cuculich  
  Completed 07/11/2018 8:51 AM
- Kathy Ostrowski  
  Completed 07/11/2018 9:37 AM
- Finance Committee  
  Pending 07/17/2018 8:00 AM
- Technology Committee  
  Pending 07/17/2018 9:00 AM
- County Board  
  Pending 07/17/2018 10:00 AM
Procurement Review Checklist
Procurement Services Division

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

Vendor: Canon Solutions America, Inc. Vendor #: 10216
Dept: Finance Contact: Paul Rafac Phone: 630-407-6101

Contract Term: 5 yr max Contract Total: $1,434,498.00

Assigned Committee: Finance

Description of Procurement/Scope of Work/Background:
The County searched for qualified providers to supply multi-function printers for all County departments.

Reason for Procurement:
The past five-year agreement for copier services is ending on September 30, 2018. As lead agency, the County agreement with Canon, through the National IPA, will allow other government entities to buy copier services.

FUNDING SOURCE

☐ Procurement budgeted for (FY and budget code(s)): various
☐ Budget Transfer (Date) ____________ Add’l Information

DEcision MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # ____________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # ____________________________ ☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
☐ PER 55 ILCS 5-1022 'Competitive Bids' (c) IT/Telecom purchases under $35,000.00 ☐ Public Utility
☐ PER 55 ILCS 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 (30ILCSS25)
☒ EXPLANATION OF REQUEST FOR PROPOSAL: RFP # 18-020-LG ____________________________ (include Evaluation Summary if applicable)
☐ RENEWAL OF RFP # ____________________________
☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
☐ OTHER THAN LOWEST RESPONSIBLE, BID # ____________________________

PREPARED BY AND APPROVAL(S) (Initials Only)

Prepared By ________________________ Date 7-3-18
Recommended for Approval ________________________ Date 7-3-18
If Approval, if required ________________________ Date

REVIEWED BY (Initials Only)

Buyer ________________________ Date 7-10-18
Procurement Officer ________________________ Date 7-10-18
Chief Financial Officer ________________________ Date 7-3-18
Chairman’s Office ________________________ Date 7-11-18

attachment: Canon Solutions America - Checklist: (FR-P-0204-18 : Canon Solutions America, Inc.)
**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: Finance</th>
<th>Department Contact: Paul Rafac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:Paul.Rafac@dupageco.org">Paul.Rafac@dupageco.org</a></td>
<td>Contact Phone: x6101</td>
</tr>
<tr>
<td>Vendor Name: Canon Solutions America, Inc.</td>
<td>Vendor #:</td>
</tr>
</tbody>
</table>

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

Approval of Canon Solutions America Inc. to provide multi-function printer services for the County and, through the National IPA, extend that agreement to other public sector entities.

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

The County has served as national lead public sector agency for multi-function print services for many years. The County represents all public sector entities through the National IPA where the County is provided .125% of net national sales from the awarded service provider. The estimated rebate from National IPA for the existing five-year copier contract is estimated to be $187,500.

**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.

Managing all multi-function printers under one contract lowers service delivery costs for all departments.

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

An RFP process was used as part of the multi-function printer bid. Five (5) proposals were received, two vendors were interviewed onsite by a review team of IT, Finance and SA Administration staff. Canon Solutions America, Inc. was selected.

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

It is recommended that the Board approve Canon Solutions America, Inc. to provide copier services for the DuPage campus and make it available for the National IPA public sector membership. Alternatives include: 1) selecting another vendor from the five proposals or 2) extending the agreement with the current provider and issuing a new RFP.

**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 annual price for managed print services is $286,900; this amount includes machine lease for 225 units, service and cost of copies (paper itself is not included).
Required Vendor Ethics Disclosure Statement

Company Name: Canon Solutions America, Inc.
Company Contact: Stacey Anderson
Bid/Contract/PO: Solicitation #18-020-LG

Contact Phone: 312.521.9562

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

1. Every vendor, 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 $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such vendor, 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 vendor, 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, "vendor 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.

I have made the following campaign contributions within the current and previous calendar year:
If no contributions have been made enter "NONE" below:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g., cash, type of item, in-kind service, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach additional sheets if necessary. Sign each added sheet and number each page __ (8) of __ (total pages).

2. All vendors 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 contract or 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>
<tbody>
<tr>
<td>Paul Murphy, VP, Major Accounts &amp; Vertical Markets</td>
<td>847.706.3411</td>
<td><a href="mailto:pmurphy@csa.canon.com">pmurphy@csa.canon.com</a></td>
</tr>
</tbody>
</table>

A vendor 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 of the county's ethics and procurement policies and ordinances are available at http://www.dupageco.org/CountyBoardPolicies/

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

Authorized Signature

Printed Name
Peter Kowalczyk
Title
President
Date: 4/26/18

Page 1 of 1
Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.
**Purchase Requisition**  
**Procurement Services Division**

**Send Purchase Order To:**
- **Vendor:** Canon Solutions America, Inc.  
  **Vendor #:** 10216  
- **Attn:** Stacy Andersson  
  **Email:**  
- **Address:** 425 North Martingale Road Suite 1400  
  **City:** Schaumburg  
  **State:** IL  
  **Zip:** 60173  
- **Phone:** 888-815-4000  

**Send Invoices To:**
- **Dept:** Finance Department  
- **Attn:** Kathy Ostrowski  
  **Email:** kathy.ostrowski@dupageco.org  
- **Address:** 421 N. County Farm Rd  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
- **Phone:** 630-407-6193  

**Send Payments To:**
- **Vendor:** Canon Solutions  
  **Vendor #:** 10216  
- **Attn:**  
  **Email:**  
- **Address:** TBD  
  **City:**  
  **State:** IL  
  **Zip:**  
  **Phone:**  
  **Fax:**  

**Send Payments To:**
- **Dept:** Mail Room  
- **Attn:**  
  **Email:**  
- **Address:** 421 N. County Farm Road  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
- **Phone:**  
- **Fax:**  

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

**Use for**
- Contract Administrator  
- PO25 only  
- PO25 only  

<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>Multi-functional copiers/printers Supplies, Software and Service Solutions</td>
<td></td>
<td>1000</td>
<td>1150</td>
<td>53410</td>
<td></td>
<td></td>
<td>1,434,498.00</td>
<td>1,434,498</td>
</tr>
</tbody>
</table>

**Requisition Total:** $1,434,498

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

- Multi-functional Office Equipment, Supplies, Software and Service Solutions

**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):