1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES
   A. Technology Committee - Regular Meeting - Tuesday November 13th, 2018

6. ACTION ITEMS
   A. Budget Transfers -- Budget adjustment of $10,233.00 from 1000-1110-53250 (Wired Communication Services) to 1000-1110-53370 (Repair & Maintenance - Other Equipment) $7,284.00; to 1000-1110-53500 (Mileage Expenses) $298.00; 1000-1110-53510 (Travel Expenses) $400.00; and 1000-1110-53610 (Instruction & Schooling) $2,251.00, to adjust payments budgeted under incorrect budget codes in FY2018.

   B. TE-P-0324-18 Recommendation for the approval of a contract purchase order to CDW Government, Inc. for annual Splunk software maintenance, for Information Technology, for the period of January 31, 2019 through January 30, 2020, for a total contract amount of $25,500.00. Exempt from bidding per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom Purchases under $35,000.00.

   C. TE-P-0325-18 Recommendation for the approval of a contract purchase order to Hewlett Packard Enterprise Company for maintenance and support for VMWare software, Insight Control software, and hardware support for Data Center switches and tape library, for Information Technology. This contract covers the period of December 1, 2018 through November 30, 2019, for a contract total amount of $83,071.79, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - Sole Source. (Hardware support for data center switches and tape library)
D. TE-P-0326-18 Recommendation for the approval of a contract purchase order to PCM-G, Inc., for the purchase of small value technology hardware, software, cables and accessories for Information Technology. This contract covers the period of December 1, 2018 through November 30, 2019, for a contract total amount of $25,000.00. Exempt from bidding per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom Purchases under $35,000.00.

E. TE-P-0328-18 Recommendation for the approval of a contract purchase order to CDWG, Inc., for the purchase of small value technology hardware, software, cables and accessories for Information Technology. This contract covers the period of December 1, 2018 through November 30, 2019, for a contract total amount of $25,000.00. Exempt from bidding per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom Purchases under $35,000.00.

F. TE-P-0329-18 Recommendation for the approval of a contract purchase order to Imaging Systems, Inc., d/b/a Integrated Document Technologies (IDT) for the annual Hyland Software Assurance maintenance for imaging systems for various departments, for the period of November 28, 2018 through January 31, 2020, for Information Technology, for a contract total amount of $46,964.20, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids – Sole Source. IDT is the OnBase approved provider for their products.

G. TE-P-0330-18 Recommendation for the approval of a contract purchase order to MHC Software, Inc. for annual maintenance of the Enterprise Content Management System that integrates with the ERP system for Finance and Human Resources, for Information Technology. This contract covers the period of November 30, 2018 through November 29, 2019, for a contract total amount of $49,944.60, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids – Sole Source. This is a proprietary system.

H. TE-P-0331-18 Recommendation for the approval of a contract purchase order to Insight Public Sector, for the purchase of small value technology hardware, software, cables and accessories for Information Technology. This contract covers the period of December 1, 2018 through November 30, 2019, for a contract total amount of $25,000.00. Contract pursuant to the Intergovernmental Cooperation Act U.S. Communities contract #4400006644 cooperative purchasing agreement pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act".

I. 2018-289 Recommendation for the approval of a contract purchase order to Cardinal Color Group, to furnish and deliver printed payment by mail booklets on an as-needed basis for the Clerk of the Circuit Court, for Information Technology. This contract covers the period of December 1, 2018 through November 30, 2019, for a contract total amount of $10,935.00, per lowest responsible bid #17-208-LG. This is the first of three (3) optional twelve-month renewals.

7. INFORMATIONAL ITEMS
A. JPS-P-0315-18 Recommendation for the approval of a contract purchase order to Advanced Public Safety, LLC to provide ongoing professional consultation and technical assistance with an application system. This contract covers the period of December 1, 2018 through November 30, 2021 for the Office of the Circuit Court Clerk, for a contract total amount of $1,275,000.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

B. 2018-272 Recommendation for the approval of a contract purchase order to Cellco Partnership d/b/a Verizon Wireless, for cellular and wireless services, for the period December 1, 2018 through November 30, 2019, for DST Transport, for a contract total not to exceed $6,000.00. Contract let pursuant to the Governmental Joint Purchasing Act. State of Illinois Master Contract #CMS793372P.

C. 2018-274 Recommendation for the approval for a contract purchase order to Logicalis, Inc., for the renewal of the annual VMware Software License covering the period December 22, 2018 through December 21, 2019 for the Circuit Court Clerk Office, for a contract total amount not to exceed $5,858.00, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.

D. 2018-278 Recommendation for the approval of a contract purchase order to AT&T, for services and support for analog business circuit/business lines used to support dial-up applications at the DuPage Care Center for the period November 30, 2018 through November 30, 2019, for a contract total not to exceed $6,000.00, per renewal of the most qualified offer per Proposal #17-002-LG. (State of IL contract CMS793372P)

E. 2018-285 Recommendation for the approval of a contract purchase order to Cello Partnership d/b/a Verizon Wireless, for cellular wireless and data services for the DuPage County Animal Services, for the period December 1, 2018 through November 30, 2019 for a contract total not to exceed $8,000.00, Contract let pursuant to the Intergovernmental Joint Purchasing Act - State of Illinois Master Contract #CMS793372P.

F. 2018-288 Recommendation for the approval of a contract purchase order to Pace Systems, Inc, for the purchase of (2) HPE Expansion Module, (1) Power Supply, (2) HPE Aruba Switches and (6) HPE Transceiver Module for our jail camera project, for a contract total not to exceed $9,878.00; per lowest responsible quote

G. 2018-290 Recommendation for the approval of a Contract Purchase Order issued to Cellco Partnership dba Verizon Wireless, for the cellular and wireless services, for the period of December 1, 2018 through November 30, 2019, for Stormwater Management, for a contract total not to exceed $21,000; per State of Illinois Cooperative Purchasing Agreement CMS793372P.

8. OLD BUSINESS

9. NEW BUSINESS
10. ADJOURNMENT
1. CALL TO ORDER

9:00 AM meeting was called to order by District 5 Janice Anderson at 9:04 AM.

2. ROLL CALL

PRESENT: Anderson, Berlin, Bucholz, Chaplin, Elliott (9:06 AM), Grogan, Henry, Kachiroubas, Krajewski
ABSENT: Gavanes, Wiley, Zaruba (Excused)

Conor McCarthy was present as a representative for Member Robert Berlin, State's Attorney. Aaron Jacobs was present as a representative for Member John Zaruba, County Sheriff. Peter Balgemann was present as a representative for Bob Grogan, County Auditor.

Chairman Wiley was absent due to being called away on U.S. military business.

3. CHAIRMAN'S REMARKS

Vice-Chairwoman Anderson noted that Chairman Wiley was absent due to being out of the country on military business. She said that Chairman Wiley wanted to point out to the committee the significant challenges ahead with $30 million in capital expenditures and $16 million in operational expenditures, noting that he is confident in the IT staff.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

A. Technology Committee - Regular Meeting - Oct 23, 2018 9:00 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Chris Kachiroubas, Circuit Court Clerk
SECONDER: Fred Bucholz, Recorder
6. ACTION ITEMS

A. TE-P-0312-18 Recommendation for the approval of a contract purchase order to Cellco Partnership d/b/a Verizon Wireless, to provide wireless services including basic cellular voice, smart phones, wireless data and push-to-talk for Information Technology. This contract covers the period of December 1, 2018, through November 30, 2019, for a contract total of $170,000.00. Contract let pursuant to the Governmental Joint Purchasing Act in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" - State of Illinois - Master Contracts CMS793372P.

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

B. TE-P-0313-18 Recommendation for the approval of a contract purchase order to CDW Government, Inc. for Microsoft Licensing, for Information Technology, for a total contract amount of $57,076.88. contract let pursuant to the Governmental Joint Purchasing Act in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" - State of Illinois - Master Contracts. #CMS 694510

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

C. Consent Item -- Amendment to County Contract 2802-0001 issued to Workforce Fusion, LLC, to extend the contract through November 30, 2018, with no increase in contract amount.
7. **INFORMATIONAL ITEMS**

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

A. DT-P-0293-18 Recommendation for the approval of a contract purchase order to Cellco Partnerships d/b/a Verizon Wireless, for cellular and wireless services, as needed for the Division of Transportation, for the period December 1, 2018 through November 30, 2019, for a contract total not to exceed $57,000.00; Contract let pursuant to the Governmental Joint Purchasing Act (State of Illinois) Act (State of Illinois)

<table>
<thead>
<tr>
<th>RESULT: APPROVED [UNANIMOUS]</th>
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<tbody>
<tr>
<td>MOVER: Brian J Krajewski, District 3</td>
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<tr>
<td>SECONDER: Tim Elliott, District 4</td>
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<tr>
<td>AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Kachiroubas, Krajewski</td>
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<tr>
<td>ABSENT: Gavanes, Wiley</td>
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<tr>
<td>ABSENT: Zaruba</td>
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</table>

B. HHS-P-0305-18 Recommendation for the approval of a contract purchase order to Cellco Partnership dba Verizon Wireless for Cellular and Wireless Services for the Senior Services Staff while they are in the field, for the period October 1, 2018 through November 30, 2019, for a contract total amount not to exceed $45,072.00. Contract pursuant to the Governmental Joint Purchasing Act. (State of Illinois Contract #CMS793372P) (Grant Funded PY19 $45,072.00)

<table>
<thead>
<tr>
<th>RESULT: APPROVED [UNANIMOUS]</th>
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<td>MOVER: Brian J Krajewski, District 3</td>
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<td>SECONDER: Tim Elliott, District 4</td>
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</tr>
<tr>
<td>ABSENT: Gavanes, Wiley</td>
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<td>ABSENT: Zaruba</td>
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</tbody>
</table>
C. JPS-P-0295-18 Recommendation for the approval of a contract purchase order to Integrated Solutions Consulting, Inc., to provide CEMP Maintenance, Licensing, and Technical Upgrades, covering the period of December 1, 2018 through November 30, 2019 for the Office of Homeland Security Emergency Management for a contract total amount not to exceed $33,000.00. 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: Tim Elliott, District 4
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Kachiroubas, Krajewski
ABSENT: Gavanes, Wiley
ABSENT: Zaruba

D. JPS-P-0296-18 Recommendation for the approval of a contract purchase order to NEC Corporation of America for the purchase of IBW Latent Workstation and Onsite IBW latent on site training for 2 people, for the Sheriff’s Office Crime Laboratory, not to exceed $44,790.00. Per DuPage County Purchasing Ordinance, Article 4-102(5) - Sole source IBW Latent Workstation) To be funded by Sheriff’s Office Federal Treasury Account

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

E. JPS-P-0297-18 Recommendation for the issuance of a contract purchase order to HOV Services, Inc., for annual renewal for maintenance to support the Kodak i1860 scanners for the Circuit Court Clerk for the period of December 1, 2018 through November 30, 2019, for a contract total not to exceed $35,085.00. 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).
RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Tim Elliott, District 4
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Kachiroubas, Krajewski
ABSENT: Gavanes, Wiley
ABSENT: Zaruba

F. JPS-P-0299-18 Recommendation for the approval of contract purchase order to Cellco Partnership d/b/a Verizon Wireless, for cellular and wireless services, for the period December 1, 2018 through November 30, 2019 for Office of the Circuit Court Clerk, for a contract total not to exceed $30,000. Contract let pursuant to the Governmental Joint Purchasing Act. State of Illinois (Cooperative Purchasing Agreement CMS793372P).

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

G. JPS-P-0303-18 Recommendation for the approval of a contract purchase order to Cellco Partnership d/b/a Verizon Wireless, for cellular and wireless services, for the period December 1, 2018 through November 30, 2019, for Probation & Court Services, for a contract total not to exceed $33,920.00; per State of Illinois Master Contract #CMS5793372P.

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

H. JPS-R-0924-18 RESOLUTION -- Authorizing the Execution of an Agreement with Tarrant County, Texas and the Texas Conference of Urban Counties and the DuPage State's Attorney Office with regards to professional case management and digital media services.
I. 2018-256 Recommendation for the approval of a contract purchase order to Midwestern Software Solutions, for annual maintenance and support services for the Transportation Database Management System, as needed for the Division of Transportation, for the period December 1, 2018 through November 30, 2019, for a contract total not to exceed $9,350.00; Per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids

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

J. 2018-257 Recommendation for the approval of a contract purchase order to Verizon Connect NWF Inc., to provide network fleet service/hardware for the Division of Transportation, for the period December 1, 2018 through November 30, 2019, for a contract total not to exceed $22,500.00; Contract pursuant to the Intergovernmental Cooperation Act (Government Services Administration)

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Tim Elliott, District 4
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Kachiroubas, Krajewski
ABSENT: Gavanes, Wiley
ABSENT: Zaruba
K. 2018-260 Recommendation for the approval of a Contract Purchase Order issued to Cello Partnership d/b/a Verizon Wireless, for cellular and wireless services, for the period December 1, 2018 through November 30, 2019, for Building & Zoning, for a contract total not to exceed $10,695; Contract let pursuant to the Governmental Joint Purchasing Act (State of Illinois) DuPage County Development Committee Vote (to approve) 5 Ayes, 0 Nays 1 Absent

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

L. 2018-261 Recommendation for approval of a contract purchase order to HOV Services Inc, for professional services to perform scanning of one-year of Building and Zoning permit files, for the period December 1, 2018 through November 30, 2019, for Building & Zoning, for a contract total amount not to exceed $12,000, per attached 2019 price estimate and Agreement, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00. DuPage County Development Committee Vote (to approve) 5 Ayes, 0 Nays 1 Absent

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

M. 2018-267 Recommendation for the approval of a contract purchase order to Cellco Partnership dba Verizon Wireless, for cellular and wireless services, for the DuPage Care Center, for the period December 1, 2018 through November 30, 2019, for a contract total not to exceed $13,750.00. Contract let pursuant to the Governmental Joint Purchasing Act (State of Illinois) Contract CMS793372P.
RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Tim Elliott, District 4
AYES: Anderson, Berlin, Bucholz, Chaplin, Elliott, Grogan, Henry, Kachiroubas, Krajewski
ABSENT: Gavanes, Wiley
ABSENT: Zaruba

8. OLD BUSINESS
None.

9. NEW BUSINESS
None.

10. ADJOURNMENT
With no further business and without objection, the meeting was adjourned.
DuPage County, Illinois

BUDGET ADJUSTMENT
Effective September 21, 2016

From: 1000 Company #

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<th>Sub-Account</th>
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Total $10,233.00

Date

To: 1000 Company #

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<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
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<td>INSTRUCTION &amp; SCHOOLING</td>
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Total $10,233.00

Reason for Request:

To adjust items that were put under the wrong budget code.

Signature on File

Department Head

Signature on File

Chief Financial Officer

Activity (optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 2018 Budget Journal # Acctg Period

Entered By/Date Released By/Date Posted By/Date

Packet Pg. 13
AWARDING RESOLUTION TO
CDW-GOVERNMENT, INC. FOR
ANNUAL SPLUNK SOFTWARE MAINTENANCE
(CONTRACT TOTAL AMOUNT $25,500.00)

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

WHEREAS, the Technology Committee recommends County Board approval for issuance of a contract purchase order to CDW-Government, Inc., for the annual Splunk software maintenance, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Requisition, covering said, for the annual Splunk software maintenance, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to CDW Government, Inc., 230 N. Milwaukee Avenue, Vernon Hills, IL 60061 for a contract total amount of $25,500.00.

Enacted and approved this 27th day of November, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

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

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
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<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>INFORMATION SYSTEMS</th>
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<td>October 23, 2018</td>
<td>$25,500.00</td>
<td>01/31/2019 TO 01/30/2020</td>
<td>INFORMATION SYSTEMS</td>
<td>INFORMATION SYSTEMS</td>
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</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**No Decision Memo Required**  Per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000

- Sarah Godzicki: Completed 11/15/2018 9:04 AM
- Deborah Hanson: Completed 11/15/2018 9:06 AM
- Donald Carlsen: Completed 11/15/2018 9:30 AM
- Kathy Ostrowski: Completed 11/15/2018 4:23 PM
- James McGuire: Completed 11/16/2018 9:41 AM
- Paul Rafac: Completed 11/19/2018 9:22 AM
- Kathy Ostrowski: Completed 11/19/2018 9:59 AM
- Finance Committee: Pending 11/27/2018 8:00 AM
- Technology Committee: Pending 11/27/2018 9:00 AM
- County Board: Pending 11/27/2018 10:00 AM
Procurement Review Checklist

Procurement Services Division

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

**Vendor:** CDW Government, Inc.  **Contract:** 01/19/2019 to Term: 01/20/2020  **Contract Total:** $25,500.00

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

**Description of Procurement/Scope of Work/Background:** Procurement of maintenance support for Splunk Software.

**Reason for Procurement:** The County uses Splunk for log management. Renewal of the software licenses is required to run the software.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): FY19 - 1000-1110-53806
- [ ] Budget Transfer (Date) __________ Add'l Information __________

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________ (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>
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<th>S</th>
<th>J</th>
<th>G</th>
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<tr>
<td>Prepared By</td>
<td>Recommended for Approval</td>
<td>Date</td>
<td>IT Approval, if required</td>
<td>Date</td>
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| REVIEWED BY (Initials Only) |

<table>
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<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
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<td></td>
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<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>11-19-18</td>
</tr>
</tbody>
</table>

FUNDING SOURCE

- [ ] Procurement budgeted for (FY and budget code(s)): FY19 - 1000-1110-53806
- [ ] Budget Transfer (Date) __________ Add'l Information __________

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________ (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)**

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<td>Date</td>
<td>IT Approval, if required</td>
<td>Date</td>
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| REVIEWED BY (Initials Only) |

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## Purchase Requisition

**Procurement Services Division**

- **Date:** Oct 23, 2018
- **MinuteTraq (IQM2) ID #:** 13743
- **Department Req #:** 
- **RFP, Bid or Quote #:** KDTP

### Send Purchase Order To:
- **Vendor:** CDW Government, Inc.  
  - Vendor #: 10667
- **Dept:** Information Technology
- **Division:** 
- **Attn:** Jennifer Lagoni  
  - Email: Jennandmeagan@cdwg.com
- **Address:** 230 N. Milwaukee Ave  
  - City: Vernon Hills  
  - State: IL  
  - Zip: 60061
- **Phone:** 312-705-9093  
  - Fax: 312-705-9193

### Send Invoices To:
- **Dept:** Information Technology
- **Division:** 
- **Attn:** Jennifer Lagoni  
  - Email: sarah.godzicki@dupageco.org
- **Address:** 421 N. County Farm Road  
  - City: Wheaton  
  - State: IL  
  - Zip: 60187
- **Phone:** 630-407-5000  
  - Fax: 630-407-5001

### Send Payments To:
- **Vendor:** CDW Government, Inc.  
  - Vendor #: 10667
- **Attn:**  
  - Email:  
- **Address:** 75 Remittance Drive, Suite 1515  
  - City: Chicago  
  - State: IL  
  - Zip: 60675
- **Phone:**  
  - Fax: 

### Ship To:
- **Dept:** Information Technology
- **Division:** 
- **Attn:** Wendi Wagner  
  - Email: wendi.wagner@dupageco.org
- **Address:** 421 N. County Farm Road  
  - City: Wheaton  
  - State: IL  
  - Zip: 60187
- **Phone:** 630-407-5000  
  - Fax: 630-407-5001

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

### Use for PO25 only
- **PO 20 Delivery Date:** ASAP

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extenser |
|-----|-----|-----|-------------------------|-------------|----|--------|-----------|--------|-----------------------------|------------|----------|
| 1   | 1   | EA  | 5295384                 | SPLUNK ENT STD SUP RNW 50GB  
(Existing License Size = 50 GB/day;Entitlement= SPL-14144226;  
SPLunk, Inc  
Start Date: 01/31/2019  
End Date: 01/30/2020) | 19 | 1000 | 1110 | 53807  | 18,000.00 | 18,000 |
| 2   | 1   | EA  | 5095001                 | SPLUNK ENT SEC SUP RNWL  
SPLunk Enterprise Security - Standard Support Renewal  
(Existing License Size = 50 GB/day;Entitlement= ESS-14165769;  
SPLunk, Inc  
Start Date: 01/31/2019  
End Date: 01/30/2020) | 19 | 1000 | 1110 | 53807  | 7,500.00 | 7,500  |

### Requisition Total: $25,500

**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):

- Per quote KDTP739 - Although maintenance term begins 01/19/2019, we are looking to procure this prior to that date. Please date PO asap after approval.

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

---

**Packet Pg. 17**

**Attachment:** CDW - Purchase Requisition (Splunk) (TE-P-0324-18 : CDW - Splunk Maintenance)
DEAR WENDI WAGNER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

<table>
<thead>
<tr>
<th>QUOTE #</th>
<th>QUOTE DATE</th>
<th>QUOTE REFERENCE</th>
<th>CUSTOMER #</th>
<th>GRAND TOTAL</th>
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<tr>
<td>KDTP739</td>
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**QUOTE DETAILS**

<table>
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<th>ITEM</th>
<th>QTY</th>
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<td>Mfg. Part #: SE-P-T-R Splunk Enterprise - Standard Support Renewal (Existing License Size = 50 GB/day; Entitlement= SPL-14144226; Splunk, Inc) Start Date: 01/31/2019 End Date: 01/30/2020 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)</td>
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<td>$7,500.00</td>
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<td>Mfg. Part #: ES-P-ST-R Splunk Enterprise Security - Standard Support Renewal (Existing License Size = 50 GB/day; Entitlement= ESS-14165769; Splunk, Inc) Start Date: 01/31/2019 End Date: 01/30/2020 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)</td>
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**PURCHASER BILLING INFO**

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<tr>
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<td>SALES TAX</td>
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<tr>
<td>421 N COUNTY FARM RD</td>
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<tr>
<td>WHEATON, IL 60187-3978</td>
<td></td>
<td></td>
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<tr>
<td>Phone: (630) 682-7030</td>
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**DELIVER TO**

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<thead>
<tr>
<th>Shipping Address:</th>
<th>Please remit payments to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUPAGE COUNTY</td>
<td>CDW Government</td>
</tr>
<tr>
<td>DATA PROCESSING DEPARTMENT</td>
<td>75 Remittance Drive</td>
</tr>
<tr>
<td>421 N COUNTY FARM RD</td>
<td>Suite 1515</td>
</tr>
<tr>
<td>WHEATON, IL 60187-3978</td>
<td>Chicago, IL 60675-1515</td>
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<tr>
<td>Phone: (630) 682-7030</td>
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<tr>
<td>Shipping Method: ELECTRONIC DISTRIBUTION</td>
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</tr>
</tbody>
</table>

Need Assistance? CDW•G SALES CONTACT INFORMATION

CDWG Account Team - Jen and Meagan | (866) 339-7925 | jennandmeagan@cdwg.com
Required Vendor Ethics Disclosure Statement

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

Date: 7/24/18

Bid/Contract/PO #: 

Company Name: CDW Government LLC
Company Contact: Jenn Lagoni & Meagan McKone
Contact Phone: 1-866-339-7925
Contact Email: jennandmeagan@cdwg.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: Matt Flood
Title: Proposals Supervisor
Date: July 24th, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page of (total number of pages)
AWARDING RESOLUTION TO
HEWLETT PACKARD ENTERPRISE COMPANY FOR
HARDWARE AND SOFTWARE SUPPORT
(CONTRACT TOTAL AMOUNT $83,071.79)

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

WHEREAS, the Technology Committee recommends County Board approval for issuance of a contract purchase order to Hewlett Packard Enterprise Company, for the renewal of support for VMWare software, Insight Control software, and hardware support for Data Center switches and tape library, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Requisition, covering said, for the renewal of support for VMWare software, Insight Control software, and hardware support for Data Center switches and tape library, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Hewlett Packard Enterprise Company, 8000 Foothills Blvd, MS 5509, Roseville, CA 95747, for a contract total amount of $83,071.79, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - Sole Source.

Enacted and approved this 27th day of November, 2018 at Wheaton, Illinois.

DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________

PAUL HINDS, COUNTY CLERK
Requisition 25k and over
TE-P-0325-18

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

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>INFORMATION SYSTEMS</th>
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<td>November 15, 2018</td>
<td>$83,071.79</td>
<td>12/01/2018 - 11/30/2019</td>
<td>INFORMATION SYSTEMS</td>
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SOLICITATION METHOD FOR SOURCE SELECTION

No Decision Memo Required  Sole Source - Attach Sole Source Justification

<table>
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<tr>
<th>Name</th>
<th>Status</th>
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<td>Completed</td>
<td>11/15/2018 12:10 PM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
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<td>Kathy Ostrowski</td>
<td>Completed</td>
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<td>James McGuire</td>
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<td>Paul Rafac</td>
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<tr>
<td>County Board</td>
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<td>11/27/2018 10:00 AM</td>
</tr>
</tbody>
</table>
# Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

---

**Vendor:** Hewlett Packard Enterprise Company  
**Vendor #:** 23068  
**Dept:** Information Technology  
**Contact:** Wendi Wagner  
**Phone:** 630-407-5064

| Description of Procurement/ Scope of Work/ Background | Annual support for VMWare, Insight Control and hardware support for Data Center Switches and Tape Library. |
| Reason for Procurement | To ensure that our hardware and software running in our Data Center is supported by the vendor. |

**Contract**  
**Term:** 12/01/2018 to 11/30/2019  
**Contract Total:** $83,071.79

**Procurement budgeted for (FY and budget code(s)):** FY19 - 1000-1110-53370

---

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): FY19 - 1000-1110-53370

---

**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 # ____________________________

---

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<tr>
<td>Prepared By</td>
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<td>Chief Financial Officer (Decision Memos Over $25,000)</td>
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<td>Chairman's Office (Decision Memos Over $25,000)</td>
<td>Date</td>
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<tr>
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**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): FY19 - 1000-1110-53370

---

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE # or BID # ____________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
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<td>Date</td>
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<td></td>
<td>11-21-18</td>
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Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting  http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit  http://www.adobe.com/go/acrreader.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.
### JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
<th>PRODUCT #</th>
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<tbody>
<tr>
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<td>Information Tech</td>
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</tbody>
</table>

**MANUFACTURER**: Hewlett Packard Enterprise Company

**DEPARTMENT**: Information Technology

**PRODUCT #**

---

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

Hardware and Software support for HP Servers, switches and Tape Library.

---

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

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

---

**REQUESTED SOURCE**: Hewlett Packard Enterprise

**CONTACT**: Kristen Schnoebelen

**PHONE**: 916-540-1695

**WEBSITE**: www.hpe.com

---

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

Having support directly from the manufacturer ensures that we can perform firmware updates on servers, switches and our back up equipment. Utilizing 3rd party support will not allow for these updates, leaving the equipment vulnerable to malfunction.

---

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

Yes. Hewlett Packard Enterprise Company only allows firmware updates through their own support contracts.

---

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

HPE only makes firmware updates available to customers with current HPE support contracts. For critical infrastructure and server equipment, it is necessary to have this available.

---

**Signature on File**

11/5/18

**Signature on File**

---

**DEPARTMENT APPROVAL**

**DATE**

**PURCHASING REVIEW**

**DATE**

---

**FORM #7607-006**

05/03/10

---

**Attachment: Hewlett Packard - Sole Source (TE-P-0325-18 : Hewlett Packard Enterprise Company - for maintenance and support)**
Dear MIKE KELLY:

Enclosed is a Hewlett Packard Enterprise support service quote for your products. Review the services, support items, coverage dates, addresses, and company contacts for accuracy. Please advise Hewlett Packard Enterprise of any changes prior to submitting your purchase order or authorization. To order support services detailed in this package, please return billing authorization by choosing one of the following convenient options. Subject to HPE Customer Terms - Support or purchase agreement with Hewlett Packard Enterprise and if applicable, Exhibit E24.

Option 1: Provide an open-ended purchase order. An open-ended purchase order allows Hewlett Packard Enterprise to add products to your agreement as necessary, as well as renew your support from year to year. Cancellation of the support agreement requires a 30-day written notice.

Option 2: Provide a PO for the coverage dates specified in the enclosed referenced proposal. Your PO must note at least one of the following, along with the support coverage period:
1. Hewlett Packard Enterprise Reference (quote) number(s),
2. Support Account Reference(s) (SAR)
3. Service Agreement ID(s) (SAID)
4. AMP ID(s)

* If there is an approval signature section on your PO then it should be signed/approved before sending to Hewlett Packard Enterprise. Please indicate if you are taxable or tax exempt. If your organization is Tax Exempt, please send a copy of your Tax Exemption Certificate with your PO. Include your billing frequency and current invoice-to address.

Option 3: Sign and return the attached Signature Authorization Form (SAM).
* If you provide authorization via the SAM form (Signature Authorization Method), please insure that all of the applicable boxes are checked on the form, along with the printed name and signature of the authorizing party.

Note: If the information in Options 1 through 3 is not included in your PO or SAM Form then Hewlett Packard Enterprise will need to contact you to collect this missing data, which will cause a delay in activating your support contract(s). Hewlett Packard Enterprise requires these details for audit purposes.

Hewlett Packard Enterprise values your business and looks forward to providing you with continued support. If you require further assistance, please contact your HPE Representative at 650-258-0069. You can send your PO or SAM to your HPE Representative, or FAX it to 1-800-307-0361.

Sincerely,
Vickie Dariano
HPE Representative
SIGNATURE AUTHORIZATION METHOD (SAM)

The Signature Authorization Method (SAM) may be used to order Hewlett Packard Enterprise (HPE) Support Services ONLY IF A PURCHASE ORDER IS NOT REQUIRED TO AUTHORIZE SERVICE DELIVERY AND REMIT PAYMENT. This SAM form, including the quotation(s) and governing terms referenced herein shall be referred to collectively as the "Support Agreement."

(1) Customer Information:
Company Name: DUPAGE COUNTY Administration Building
Invoice to Address: 421 N County Farm Rd
Wheaton IL 60187

(2) Contract Information: Unless otherwise notified all quotes under the AMP ID below will be renewed:
[ ] Initial Quote Number: 48303846
[ ] AMP ID: DUPAGE COUNTY
Support Account Reference: DUPAGESPLUNK
Coverage Period: 12/01/2018 - 11/30/2019
***The enclosed Support Account Overview dated 11/15/2018 summarizes the quotes contained within the above AMP ID.

This quote bundle is valid until: 12/13/2019
[ ] Check as applicable if your authorization is open-ended.
The following term applies only to open-ended support agreements. This Support Agreement is for the period stated on Hewlett Packard Enterprise’s quote. It will be extended without modification by consecutive terms of 12 months unless one of the parties gives written notice in accordance with the underlying business terms prior to the end of the respective 12 months. If modifications of the Support Agreement are necessary, Hewlett Packard Enterprise will notify Customer in writing 60 days before the modifications are effective. Customer may terminate this Support Agreement within 30 days from receipt of notice. If Customer does not exercise this right of termination, this Support Agreement will be continued to the end of the current term with the modifications, and extended by consecutive 12-month terms. Re-pricing will occur automatically without further authorization.

(3) REQUIRED- Tax Information:
[ ] Taxable  OR  [ ] Tax Exempt  Exemption #__________________ (Attach copy of exemption certificate)

(4) REQUIRED- Billing Frequency: Do not enclose Payment. Please select one of the following:
Please bill me:
[ ] Pre-Pay up front for the entire coverage term
[ ] Annually
[ ] Quarterly (Total annual amount must exceed $20,000)
[ ] Semi-Annually (Total annual amount must exceed $20,000)
[ ] Monthly (Total annual amount must exceed $20,000)
[ ] Charge my credit card. Check one: [ ] Visa  [ ] MasterCard  [ ] American Express

For your protection, please call your HPE Sales Representative with the credit card number.
Cardholder Name (Print) ____________________________
Cardholder’s Signature______________________________
Credit Card Invoice-To Address ____________________________

(5) REQUIRED- Service Authorization and Terms and Conditions:
Customer’s signature on this form constitutes authorization for Hewlett Packard Enterprise to invoice Customer for the Hewlett Packard Enterprise support services represented in this Support Agreement. This support agreement will be governed by the following: i) The purchase agreement currently in effect between Customer and Hewlett Packard Enterprise that includes the delivery of Support Services, or if none, the Hewlett Packard Enterprise Customer Terms-Support (CTSP01), the Supplemental Data Sheet (CTDS01); and ii) any applicable Transaction Documents thereto.

Authorized Signature and Date ____________________________

Printed Name, Title and Phone Number ____________________________

(6) Completed form should be returned to:
Hewlett Packard Enterprise Company
Vickie Dariano
8000 Foothills Blvd
TEL:650-258-0069
Support Account Overview

**AMP ID: DUPAGE COUNTY**
Special Terms and Conditions No: MNNVP-134

<table>
<thead>
<tr>
<th>Customer Address:</th>
<th>HPE Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUPAGE COUNTY</td>
<td>Hewlett Packard Enterprise Company</td>
</tr>
<tr>
<td>Administration Building</td>
<td>8000 Foothills Blvd</td>
</tr>
<tr>
<td>421 N County Farm Rd</td>
<td>ROSEVILLE CA 95747</td>
</tr>
<tr>
<td>Wheaton IL 60187</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Contact:</th>
<th>HPE Representative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIKE KELLY</td>
<td>Vickie Dariano</td>
</tr>
<tr>
<td>Tel: (630) 407-5040</td>
<td>Tel: 650-258-0069</td>
</tr>
<tr>
<td>Fax:</td>
<td>Fax: 1-800-307-0361</td>
</tr>
<tr>
<td>E-mail <a href="mailto:Michael.Kelly@dupageco.org">Michael.Kelly@dupageco.org</a></td>
<td>E-mail <a href="mailto:vickie.dariano@hpe.com">vickie.dariano@hpe.com</a></td>
</tr>
</tbody>
</table>

**This quote is valid until 11/30/2018**

This order is governed by the specific agreement referenced below in the comment section. If none is identified, then Hewlett Packard Enterprise's standard terms will apply. Either one is the "Agreement". Multi-year support renewals are governed by the Exhibit E24 in addition to the Agreement unless otherwise specified.

- Standard Terms: www.hpe.com/docs/customerterms
- Datasheets: www.hpe.com/info/mktlibrary

**Your Support Access Options for Service Agreement Customers:**

- Manage your service agreement online, visit - https://s360.hpe.com / https://esam.hpe.com
- HPE Support Center - www.hpe.com/support/hpesc

Please have your Service Agreement ID and Product/Serial available to expedite your support experience.

For Support, please call: 866-211-5211

<table>
<thead>
<tr>
<th>Support Account Reference</th>
<th>Service Agreement ID</th>
<th>Coverage Period From:</th>
<th>To:</th>
<th>Description</th>
<th>Contract Total/USD</th>
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</thead>
<tbody>
<tr>
<td>DUPAGESPLUNK</td>
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<td>DUPAGESPLUNK</td>
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<td>FIBRESWITCHES</td>
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<td>1045 1595 0208</td>
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<td>Dupage County</td>
<td>5,823.48</td>
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<td>DAPAGEDC10GBSWITCH</td>
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<td>DAPAGECOUNSW</td>
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<td>DAPAGECOUNCYIC</td>
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<td>PR0PY8H1TZSW</td>
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<td>14,694.84</td>
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</tr>
</tbody>
</table>
Support Account Overview

AMP ID: DUPAGE COUNTY

Customer Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

HPE Address:
Hewlett Packard Enterprise Company
8000 Foothills Blvd
ROSEVILLE CA  95747

<table>
<thead>
<tr>
<th>Support Account Reference</th>
<th>Coverage Period</th>
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<th>Contract Total/USD</th>
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<td>PRQWRW1X8ESW</td>
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<td>TAPE LIB</td>
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</tbody>
</table>

Total Excluding Taxes 421 N County Farm Rd WHEATON IL 91,487.76

Summary of Charges
- Hardware Support 40,003.76
- SW Updates eDelivery 19,792.20
- Software Helpdesk Services 127.00
- Software Support-Labor 31,564.80

Total Excluding Taxes 91,487.76

Total excludes all taxes. If applicable, taxes will be added at the time of invoicing at the current tax rate. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable. Refer to the detail document for any applicable state & local tax.
Support Account Detail

Special Terms and Conditions No:  MNNVP-134
Your PO Reference: 
CCRN Number: 0470576371

Comment: Participating Addendum # MNNVP-134-IL-DC must be sited on Purchase Order

Equipment Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Software Update Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Hardware Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

Software Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

This quote is valid until 12/13/2019
Coverage from: 12/01/2018 to: 11/30/2019

Service Agreement ID: 1047 0576 3703 For Support, please call: 866-211-5211

<table>
<thead>
<tr>
<th>Product No.</th>
<th>Description</th>
<th>Serial No.</th>
<th>Coverage Period from:</th>
<th>Qty</th>
<th>Price/USD</th>
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<tbody>
<tr>
<td>H1K93AC</td>
<td>HPE Proactive Care 24x7 wDMR SVC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Hardware Support ***

HPE Hardware Maintenance Onsite Support

- Hardware Problem Diagnosis
- Onsite Support
- Parts and Material provided
- 4 Hr Onsite Response
- 24 Hrs Std Office Days
- 24 hrs, Day 6
- 24 hrs, Day 7
- Holidays Covered
- Travel Zone 1
- Defective Media Retention
- No Usage Limitation
- Remote Delivery SVC Advanced
- Access to Adv Tech Specialists

793161-B21 HPE DL580 Gen9 CTO Svr MXQ64804L5 12/14/2018 1 202.27

HPE Collaborative Remote Support

- Basic Software Phone Support
- Collaborative Call Management
- 24 Hours, Day 1-7 Phone Supp
- Standard Response Time

793161-B21 HPE DL580 Gen9 CTO Svr MXQ64804L5 12/14/2018 1 10.98

HPE Reference No.: 48303846

Equipment Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Software Update Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Hardware Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

Software Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:
Special Terms and Conditions No: MNNVP-134

Your PO Reference:
CCRN Number: 0470576371

<table>
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<th>Product No.</th>
<th>Description</th>
<th>Serial No.</th>
<th>Coverage Period from:</th>
<th>Coverage Period to:</th>
<th>Qty</th>
<th>Price/USD</th>
</tr>
</thead>
</table>

Discounts
Government Header Discount % -20%  
Pre Payment HdrDisc% -2%  

*** Software Support ***

HPE Software Technical Unlimited Support
  SW Technical Support
  SW Electronic Support
  24 Hrs Std Office Days
  24 Hrs Day 6
  24 Hrs Day 7
  Holidays Covered
  Standard Response
  Access to Adv Tech Specialists

Summary of Charges
  Hardware Support 202.27
  Hardware Support Tax IL 0.00
  Software Helpdesk Services 10.98
  Software Helpdesk Services Tax IL 0.00
  TOTAL INCLUDING TAX 213.25

Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.

Hardware products under warranty

<table>
<thead>
<tr>
<th>Product No.</th>
<th>Description</th>
<th>Serial No.</th>
<th>Coverage Period from:</th>
<th>Coverage Period to:</th>
<th>Qty</th>
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<tbody>
<tr>
<td>793161-B21</td>
<td>HPE DL580 Gen9 CTO Svr</td>
<td>MXQ64804L5</td>
<td>12/07/2016</td>
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Support Account Detail

Special Terms and Conditions No: MNNVP-134
Your PO Reference:
CCRN Number: 0491866020

Support Account Reference: FIBRESWITCHES
HPE Reference No.: 48562539

Equipment Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL 60187

Software Update Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL 60187

Hardware Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

Software Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

This quote is valid until 11/30/2018
Coverage from: 12/01/2018 to: 11/30/2019

Service Agreement ID: 1049 1866 0243 For Support, please call: 866-211-5211

<table>
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<th>Product No.</th>
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<th>Serial No</th>
<th>Coverage Period from:</th>
<th>Coverage Period to:</th>
<th>Qty</th>
<th>Price/USD</th>
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<tbody>
<tr>
<td>H1K93AC</td>
<td>HPE Proactive Care 24x7 wDMR SVC</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

*** Hardware Support ***

HPE Hardware Maintenance Onsite Support
- Hardware Problem Diagnosis
- Onsite Support
- Parts and Material provided
- 4 Hr Onsite Response
- 24 Hrs Std Office Days
- 24 hrs, Day 6
- 24 hrs, Day 7
- Holidays Covered
- Travel Zone 1
- Defective Media Retention
- No Usage Limitation
- Remote Delivery SVC Advanced
- Access to Adv Tech Specialists

C8R45A HPE SN6500B 96/48 FC Switch USB429D03Y 1 238.34
C8R45A HPE SN6500B 96/48 FC Switch USB429D03Z 1 238.34

Discounts
- Government Header Discount % -20%
- Pre Payment HdrDisc% -2%

121.60- 9.72-

*** Software Support ***

HPE Software Technical Unlimited Support
- SW Technical Support
- SW Electronic Support

Printed on: 11/15/2018
Packet Pg. 33
24 Hrs Std Office Days
24 Hrs Day 6
24 Hrs Day 7
Holidays Covered
Standard Response
Access to Adv Tech Specialists

*** Hardware Support ***

<table>
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<tr>
<th>Product No.</th>
<th>Description</th>
<th>Serial No.</th>
<th>Coverage Period</th>
<th>Qty</th>
<th>Price/USD</th>
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<tr>
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<td>HPE Storage Return to HW Supp</td>
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</tr>
</tbody>
</table>

The HPE Return to Support charge for this contract is ($2,695.81). This amount will be included in your first/current month total

Discounts
Government Header Discount % -20%

Summary of Charges
Hardware Support 3,172.49
Hardware Support Tax IL 0.00
TOTAL INCLUDING TAX 3,172.49

Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
**Support Account Detail**

<table>
<thead>
<tr>
<th>Product No.</th>
<th>Description</th>
<th>Serial No.</th>
<th>Coverage Period from:</th>
<th>Qty</th>
<th>Price/USD</th>
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<tbody>
<tr>
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<td>HPE 5830AF 96G Switch</td>
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<tr>
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<td>HPE 5830AF 96G Switch</td>
<td>CN3AF9W00D</td>
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<td>1</td>
<td>389.65</td>
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</table>

**Discounts**

Government Header Discount % -20%  
Pre Payment HdrDisc% -2%  
198.80-  
15.90-

*** Software Support ***

HPE Software Technical Unlimited Support
Special Terms and Conditions No: MNNVP-134  
Your PO Reference:  
CCRN Number: 0466170022

<table>
<thead>
<tr>
<th>Product No.</th>
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<th>Price/USD</th>
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<tbody>
<tr>
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<td>61.94</td>
</tr>
</tbody>
</table>

**HPE Software Updates SVC**
- License to Use & SW Updates
- HPE Recommended SW Upd Method
- HPE Recommended Doc Upd Method

<table>
<thead>
<tr>
<th>Product No.</th>
<th>Description</th>
<th>Serial No.</th>
<th>Coverage Period from:</th>
<th>Qty</th>
<th>Price/USD</th>
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<tr>
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<td>1</td>
<td>0.00</td>
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</tbody>
</table>

**Discounts**
- Government Header Discount % -20%  
  $31.60-
- Pre Payment HdrDisc% -2%  
  $2.52-

**Summary of Charges**
- Hardware Support  
  $779.30
- Hardware Support Tax IL  
  $0.00
- Software Support-Labor  
  $123.88
- Software Support-Labor Tax IL  
  $0.00
- **TOTAL INCLUDING TAX**  
  $903.18

Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
Special Terms and Conditions No: MNNVP-134  Support Account Reference: 34T6D4NBJJ3XJJ9ZSW
Your PO Reference: 
CCRN Number: 0451595024

HPE Reference No.: 48305165

Participating Addendum # MNNVP-134-IL-DC must be sited on Purchase Order

Hardware Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax: 

Software Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax: 

This quote is valid until 11/30/2018
Coverage from: 12/01/2018 to: 11/30/2019

Service Agreement ID: 1045 1595 0208 For Support, please call: 866-211-5211

Equipment Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL 60187

Software Update Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL 60187

Hardware Maintenance Onsite Support
Hardware Problem Diagnosis
Onsite Support
Parts and Material provided
4 Hr Onsite Response
24 Hrs Std Office Days
24 hrs, Day 6
24 hrs, Day 7
Holidays Covered
Defective Media Retention
No Usage Limitation
Remote Delivery SVC Advanced
Access to Adv Tech Specialists

Software Technical Unlimited Support
SW Technical Support
SW Electronic Support
24 Hrs Std Office Days
24 Hrs Day 6
24 Hrs Day 7
Holidays Covered
Standard Response

Comment: Participating Addendum # MNNVP-134-IL-DC must be sited on Purchase Order

Product No. Description Serial No. Coverage Period Qty Price/USD

H1K93AC HPE Proactive Care 24x7 wDMR SVC

*** Hardware Support ***

*** Software Support ***

Printed on: 11/15/2018
Access to Adv Tech Specialists

512485-B21  HPE iLO Adv 1-svr Lic 1yr Support  1  4.70

HPE Software Updates SVC
  License to Use & SW Updates
  HPE Recommended SW Upd Method
  HPE Recommended Doc Upd Method

Discounts
  Government Header Discount % -20%
      1.20-
  Pre Payment HdrDisc % -2%
      0.10-

Summary of Charges
  Software Support-Labor  4.70
  Software Support-Labor Tax IL  0.00
  TOTAL INCLUDING TAX  4.70

Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
Support Account Detail

Special Terms and Conditions No:  MNNVP-134
Your PO Reference: 
CCRN Number: 0440703374

Support Account Reference: 
DUPAGECOSW

HPE Reference No.: 48305181

Equipment Address: 
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Software Update Address: 
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Hardware Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

Software Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

This quote is valid until 11/30/2018
Coverage from: 12/01/2018  to: 11/30/2019

Service Agreement ID: 1044 0703 3711  For Support, please call: 866-211-5211

<table>
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<td></td>
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Comment: Participating Addendum # MNNVP-134-IL-DC must be sited on Purchase Order

As per Config Notes for E8H75AAE; has been replaced with  BD712A

H1K93AC  HPE Proactive Care 24x7 wDMR SVC

*** Hardware Support ***

HPE Hardware Maintenance Onsite Support
- Hardware Problem Diagnosis
- Onsite Support
- Parts and Material provided
- 4 Hr Onsite Response
- 24 Hrs Std Office Days
- 24 hrs, Day 6
- 24 hrs, Day 7
- Holidays Covered
- Defective Media Retention
- No Usage Limitation
- Remote Delivery SVC Advanced
- Access to Adv Tech Specialists

*** Software Support ***

HPE Software Technical Unlimited Support
- SW Technical Support
- SW Electronic Support
- 24 Hrs Std Office Days
- 24 Hrs Day 6
- 24 Hrs Day 7
- Holidays Covered

Printed on: 11/15/2018
### Standard Response

Access to Adv Tech Specialists

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Please note HPE can no longer support this item from: 10/31/2021

### HPE Software Updates SVC

- License to Use & SW Updates
- HPE Recommended SW Upd Method
- HPE Recommended Doc Upd Method

<table>
<thead>
<tr>
<th>Product No.</th>
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Please note HPE can no longer support this item from: 10/31/2021

### Discounts

- Government Header Discount % -20%
- Pre Payment HdrDisc% -2%

Summary of Charges

- SW Updates eDelivery: 202.27
- SW Updates eDelivery Tax IL: 0.00
- Software Support-Labor: 283.02
- Software Support-Labor Tax IL: 0.00
- **TOTAL INCLUDING TAX**: 485.29

Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
Support Account Detail

Special Terms and Conditions No: MNNVP-134
Your PO Reference: CCRN Number: 0419906994

Support Account Reference: DUPAGEDC10GBSWITCH
HPE Reference No.: 48305188

Participating Addendum # MNNVP-134-IL-DC must be sited on Purchase Order

Equipment Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Software Update Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Hardware Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

Software Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

This quote is valid until 11/30/2018
Coverage from: 12/01/2018 to: 11/30/2019
Service Agreement ID: 1041 9906 9980  For Support, please call: 866-211-5211

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*** Hardware Support ***

HPE Hardware Maintenance Onsite Support
- Hardware Problem Diagnosis
- Onsite Support
- Parts and Material provided
- 4 Hr Onsite Response
- 24 Hrs Std Office Days
- 24 hrs, Day 6
- 24 hrs, Day 7
- Holidays Covered
- Travel Zone 1
- Defective Media Retention
- No Usage Limitation
- Remote Delivery SVC Advanced
- Access to Adv Tech Specialists

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Discounts
- Government Header Discount % -20% 198.80-
- Pre Payment HdrDisc% -2% 15.90-

*** Software Support ***

HPE Software Technical Unlimited Support
Special Terms and Conditions No: MNNVP-134
Your PO Reference: 
CCRN Number: 0419906994

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**HPE Software Updates SVC**

License to Use & SW Updates
HPE Recommended SW Upd Method
HPE Recommended Doc Upd Method

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**Discounts**

Government Header Discount % -20%
Pre Payment HdrDisc% -2%

Summary of Charges

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Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
Special Terms and Conditions No: MNNVP-134
Your PO Reference: 
CCRN Number: 0466170042

Equipment Address:
DU PAGE COUNTY ILLINOIS
421 N County Farm Rd
WHEATON IL  60187-3978

Software Support
HPE Proactive Care 24x7 wDMR SVC

*** Software Support ***

HPE Software Technical Unlimited Support
SW Technical Support
SW Electronic Support
24 Hrs Std Office Days
24 Hrs Day 6
24 Hrs Day 7
Holidays Covered
Standard Response
Access to Adv Tech Specialists

BD506AAE  HP iLO Adv incl 3yr TS U E-LTU 2 9.40

Discounts
Government Header Discount % -20% 2.40-
Pre Payment HdrDisc% -2% 0.20-

Summary of Charges
Software Support-Labor 9.40
Software Support-Labor Tax IL 0.00
TOTAL INCLUDING TAX 9.40

Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
Special Terms and Conditions No: MNNVP-134
Your PO Reference: 
CCRN Number: 0440363384

Support Account Reference: 
DUPAGECOUNTYIC
HPE Reference No.: 48305179

Equipment Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL 60187

Software Update Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL 60187

Hardware Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

Software Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

This quote is valid until 11/30/2018
Coverage from: 12/01/2018 to: 11/30/2019

Service Agreement ID: 1044 0363 3897 For Support, please call: 866-211-5211

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*** Hardware Support ***

HPE Hardware Maintenance Onsite Support
- Hardware Problem Diagnosis
- Onsite Support
- Parts and Material provided
- 4 Hr Onsite Response
- 24 Hrs Std Office Days
- 24 hrs, Day 6
- 24 hrs, Day 7
- Holidays Covered
- Defective Media Retention
- No Usage Limitation
- Remote Delivery SVC Advanced
- Access to Adv Tech Specialists

*** Software Support ***

HPE Software Technical Unlimited Support
- SW Technical Support
- SW Electronic Support
- 24 Hrs Std Office Days
- 24 Hrs Day 6
- 24 Hrs Day 7
- Holidays Covered
- Standard Response

Comment: Participating Addendum # MNNVP-134-IL-DC must be sited on Purchase Order
<table>
<thead>
<tr>
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<th>Description</th>
<th>Serial No.</th>
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**Discounts**

- Government Header Discount % -20%
- Pre Payment HdrDisc% -2%

**Summary of Charges**

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<td>Software Support-Labor Tax IL</td>
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Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
**Support Account Detail**

Special Terms and Conditions No: MNNVP-134  
Your PO Reference:  
CCRN Number: 0363388995

Support Account Reference:  
DUPAGEFCP2

HPE Reference No.: 48305182

Equipment Address:  
DUPAGE COUNTY  
Administration Building  
421 N County Farm Rd  
Wheaton IL 60187

Software Update Address:  
DUPAGE COUNTY  
Administration Building  
421 N County Farm Rd  
Wheaton IL 60187

Hardware Contact:  
MIKE KELLY  
Tel: (630) 407-5040  
Fax:  

Software Contact:  
MIKE KELLY  
Tel: (630) 407-5040  
Fax:  

This quote is valid until 11/30/2018  
Coverage from: 12/01/2018 to: 11/30/2019

Service Agreement ID: 1036 3388 9921  
For Support, please call: 866-211-5211

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Comments:  
Participating Addendum # MNNVP-134-IL-DC must be sited on Purchase Order

HPE Hardware Maintenance Onsite Support
- Hardware Problem Diagnosis
- Onsite Support
- Parts and Material provided
- 4 Hr Onsite Response
- 24 Hrs Std Office Days
- 24 hrs, Day 6
- 24 hrs, Day 7
- Holidays Covered
- Defective Media Retention
- No Usage Limitation
- Remote Delivery SVC Advanced
- Access to Adv Tech Specialists

HPE Software Technical Unlimited Support
- SW Technical Support
- SW Electronic Support
- 24 Hrs Std Office Days
- 24 Hrs Day 6
- 24 Hrs Day 7
- Holidays Covered

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Packet Pg. 46
Product No. | Description | Serial No. | Coverage Period from: to: | Qty | Price/USD
---|---|---|---|---|---
BD714A | VMw vSphere EntPlus 1P 1yr SW | GAZRUS00058D | 6 | 244.62
BD714A | VMw vSphere EntPlus 1P 1yr SW | | 6 | 244.62
P9U40AAE | VMw vCenter Server Std for vSph 1y E-LTU | GAZRUS00058D | 1 | 71.34
P9U40AAE | VMw vCenter Server Std for vSph 1y E-LTU | | 1 | 71.34

HPE Software Updates SVC

License to Use & SW Updates
HPE Recommended SW Upd Method
HPE Recommended Doc Upd Method

BD714A | VMw vSphere EntPlus 1P 1yr SW | GAZRUS00058D | 6 | 169.32
BD714A | VMw vSphere EntPlus 1P 1yr SW | | 6 | 169.32
P9U40AAE | VMw vCenter Server Std for vSph 1y E-LTU | GAZRUS00058D | 1 | 49.39
P9U40AAE | VMw vCenter Server Std for vSph 1y E-LTU | | 1 | 49.39

Discounts
Government Header Discount % -20%
Pre Payment HdrDisc% -2%

Summary of Charges
SW Updates eDelivery 437.42
SW Updates eDelivery Tax IL 0.00
Software Support-Labor 631.92
Software Support-Labor Tax IL 0.00
TOTAL INCLUDING TAX 1,069.34

Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
Special Terms and Conditions No: MNNVP-134
Your PO Reference: CCRN Number: 0407760324

Support Account Reference: PR0PY8H1TZSW
HPE Reference No.: 48305183

Equipment Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Software Update Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Hardware Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

Software Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

This quote is valid until 11/30/2018
Coverage from: 12/01/2018 to: 11/30/2019

Service Agreement ID: 1040 7760 3282   For Support, please call: 866-211-5211

Product No. Description Serial No. Coverage Period Qty Price/USD

Comment: Participating Addendum # MNNVP-134-IL-DC must be sited on Purchase Order

H1K93AC   HPE Proactive Care 24x7 wDMR SVC
*** Hardware Support ***

HPE Hardware Maintenance Onsite Support
  Hardware Problem Diagnosis
  Onsite Support
  Parts and Material provided
  4 Hr Onsite Response
  24 Hrs Std Office Days
  24 hrs, Day 6
  24 hrs, Day 7
  Holidays Covered
  Defective Media Retention
  No Usage Limitation
  Remote Delivery SVC Advanced
  Access to Adv Tech Specialists

*** Software Support ***

HPE Software Technical Unlimited Support
  SW Technical Support
  SW Electronic Support
  24 Hrs Std Office Days
  24 Hrs Day 6
  24 Hrs Day 7
  Holidays Covered
  Standard Response
<table>
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<th>Description</th>
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**Access to Adv Tech Specialists**

**HPE Software Updates SVC**

- License to Use & SW Updates
- HPE Recommended SW Upd Method
- HPE Recommended Doc Upd Method

<table>
<thead>
<tr>
<th>Product No.</th>
<th>Description</th>
<th>Serial No.</th>
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**Discounts**

Government Header Discount % -20%
Pre Payment HdrDisc% -2%
Special Terms and Conditions No: MNNVP-134
Your PO Reference:
CCRN Number: 0407760324

Summary of Charges
SW Updates eDelivery 500.91
SW Updates eDelivery Tax IL 0.00
Software Support-Labor 723.66
Software Support-Labor Tax IL 0.00
TOTAL INCLUDING TAX 1,224.57

Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
**Support Account Reference:**

PRQWRW1X8ESW

HPE Reference No.: 48305186

**Special Terms and Conditions No:** MNNVP-134

**Your PO Reference:**

CCRN Number: 0409340414

---

**Equipment Address:**

DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL 60187

**Software Update Address:**

DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL 60187

---

**Hardware Contact:**

MIKE KELLY
Tel: (630) 407-5040
Fax:

**Software Contact:**

MIKE KELLY
Tel: (630) 407-5040
Fax:

**This quote is valid until 11/30/2018**

**Coverage from: 12/01/2018 to: 11/30/2019**

**Service Agreement ID:** 1040 9340 4127

**For Support, please call:** 866-211-5211

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**Comment:** Participating Addendum # MNNVP-134-IL-DC must be sited on Purchase Order

---

H1K93AC  HPE Proactive Care 24x7 wDMR SVC

*** Hardware Support ***

**HPE Hardware Maintenance Onsite Support**

- Hardware Problem Diagnosis
- Onsite Support
- Parts and Material provided
- 4 Hr Onsite Response
- 24 Hrs Std Office Days
- 24 hrs, Day 6
- 24 hrs, Day 7
- Holidays Covered
- Defective Media Retention
- No Usage Limitation
- Remote Delivery SVC Advanced
- Access to Adv Tech Specialists

*** Software Support ***

**HPE Software Technical Unlimited Support**

- SW Technical Support
- SW Electronic Support
- 24 Hrs Std Office Days
- 24 Hrs Day 6
- 24 Hrs Day 7
- Holidays Covered
- Standard Response

---

Printed on: 11/15/2018
### Access to Adv Tech Specialists

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### HPE Software Updates SVC

**License to Use & SW Updates**
- HPE Recommended SW Upd Method
- HPE Recommended Doc Upd Method

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### Discounts

- Government Header Discount % -20%
- Pre Payment HdrDisc% -2%

**Discounts**

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Your PO Reference:
CCRN Number: 0409340414

Summary of Charges
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SW Updates eDelivery Tax IL 0.00
Software Support-Labor 723.66
Software Support-Labor Tax IL 0.00
TOTAL INCLUDING TAX 1,224.57

Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
Support Account Detail

Special Terms and Conditions No: MNNVP-134
Your PO Reference: CCRN Number: 0465280502

Support Account Reference: TAPE LIB
HPE Reference No.: 48305184

Equipment Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Software Update Address:
DUPAGE COUNTY
Administration Building
421 N County Farm Rd
Wheaton IL  60187

Hardware Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

Software Contact:
MIKE KELLY
Tel: (630) 407-5040
Fax:

This quote is valid until 11/30/2018
Coverage from: 12/01/2018  to: 11/30/2019

Service Agreement ID: 1046 5280 5055  For Support, please call: 866-211-5211

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Comment: Participating Addendum # MNNVP-134-IL-DC must be sited on Purchase Order

HIK93AC      | HPE Proactive Care 24x7 wDMR SVC
*** Hardware Support ***

HPE Hardware Maintenance Onsite Support

- Hardware Problem Diagnosis
- Onsite Support
- Parts and Material provided
- 4 Hr Onsite Response
- 24 Hrs Std Office Days
- 24 hrs, Day 6
- 24 hrs, Day 7
- Holidays Covered
- Travel Zone 1
- Defective Media Retention
- No Usage Limitation
- Remote Delivery SVC Advanced
- Access to Adv Tech Specialists

Please note HPE can no longer support this item from: 09/30/2019

Printed on: 11/15/2018

Packet Pg. 54
Special Terms and Conditions No:  MNNVP-134
Your PO Reference:  
CCRN Number: 0465280502

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**Please note HPE can no longer support this item from: 09/30/2019**

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**Please note HPE can no longer support this item from: 09/30/2019**

Discounts
Government Header Discount % -20%  
Pre Payment HdrDisc% -2%  

269.00-  
21.50-

*** Software Support ***

HPE Software Technical Unlimited Support
SW Technical Support
SW Electronic Support
24 Hrs Std Office Days
24 Hrs Day 6
24 Hrs Day 7
Holidays Covered
Standard Response
Access to Adv Tech Specialists

Summary of Charges

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Taxes have been added at current rate, however, tax rates will be those in effect at the time of invoicing. Total price includes all additions, deletions, warranties, discounts and adjustments if applicable.
**Payment Schedule as of 11/15/2018**

**AMP ID:** DUPAGE COUNTY  
**HPE Invoice Group No:** 60417306  
**Settlement Period from:** 12/01/2018  
**to:** 11/30/2019

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**Total for the period**  
421 N County Farm Rd WHEATON IL  
91,487.76

Applicable tax to be added to the invoice.
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

Alexandra Roman

Title

Inside Sales Representative

Date

10/8/2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
AWARDING RESOLUTION TO
PCM-G, INC., FOR
SMALL VALUE COMPUTER SOFTWARE, HARDWARE,
CABLES, AND SUPPLIES
(CONTRACT AMOUNT: $25,000.00)

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

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract purchase order to PCM-G Inc., for small value computer software, hardware, cables, and supplies, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said, for small value computer software, hardware, cables, and supplies, for the period of December 1, 2018 through November 30, 2019, for Information Technology, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to PCM-G, Inc., 19755 sunrise Valley Drive, Suite 750 Herndon, VA 20171-4608, for a contract total amount of $25,000.00.

Enacted and approved this 27th day of November, 2018 at Wheaton, Illinois.

__________________________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

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

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE SUBMITTED</td>
<td>November 15, 2018</td>
<td></td>
</tr>
<tr>
<td>CONTRACT TOTAL AMOUNT</td>
<td>$25,000.00</td>
<td></td>
</tr>
<tr>
<td>CONTRACT TERM</td>
<td>12/01/2018 TO 11/30/2019</td>
<td></td>
</tr>
<tr>
<td>REQUESTING DEPT.</td>
<td>INFORMATION SYSTEMS</td>
<td></td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

**No Decision Memo Required**  Per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000

<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>11/16/2018 10:43 AM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>11/16/2018 11:05 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>11/16/2018 11:22 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/16/2018 1:07 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>11/20/2018 2:59 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>11/21/2018 7:40 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/21/2018 8:24 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>11/27/2018 9:00 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>11/27/2018 8:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>11/27/2018 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: PCMG, Inc.</th>
<th>Vendor #:</th>
<th>Contract Start: 12/01/2018</th>
<th>Contract End: 11/30/2019</th>
<th>Contract Total: $25,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Information Technology</td>
<td>Contact: Wendi Wagner</td>
<td>Phone: 630-407-5064</td>
<td>Assigned Committee: Technology</td>
<td></td>
</tr>
</tbody>
</table>

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

Furnish and deliver Computer hardware and accessories for General Fund Departments as needed throughout the year.

**Reason for Procurement**

Small value technology equipment and supplies are required throughout the year to support the operations of departments supported by the IT Department.

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): FY19 - 1000-1110-52100
- 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
- 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: Nov 16, 2018 Recommended for Approval: __________ Date: __________ IT Approval, if required: __________ Date: __________

**REVIEWED BY (Initials Only)**

Buyer: __________ Date: 11-19-18 Procurement Officer: __________ Date: 11-30-18

Chief Financial Officer (Decision Memos Over $25,000): __________ Date: 11-21-18 Chairman’s Office (Decision Memos Over $25,000): __________ Date: __________
## Purchase Requisition

**Procurement Services Division**

**Date:** Nov 15, 2018

**MinuteTraq (IQM2) ID #:** 13974

**Department Req #:**

**RFP, Bid or Quote #:**

### Send Purchase Order To:
- **Vendor:** PCMG, Inc.
- **Vendor #:**
- **Attn:** Jana Kolling
- **Email:** jana.kolling@pcmg.com
- **Address:** 6450 Poe Ave, Suite 200
- **City:** Dayton
- **State:** OH
- **Zip:** 45414
- **Phone:** 866-310-0165
- **Fax:** 937-415-9514

**Send Invoices To:**
- **Dept:** Information Technology
- **Division:**
- **Attn:** Sarah Godzicki
- **Email:** sarah.godzicki@dupageco.org
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-5000
- **Fax:** 630-407-5001

**Send Payments To:**
- **Vendor:** PCMG, Inc.
- **Attn:**
- **Email:**
- **Address:** File 55327
- **City:** Los Angeles
- **State:** CA
- **Zip:** 90074-5327
- **Phone:**
- **Fax:**

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

**Use for PO25 only**
- **Contract Administrator:** Sarah Godzicki
- **Contract Start Date:** Dec 1, 2018
- **Contract End Date:** Nov 30, 2019
- **Destination:**

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extensor |
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
1 | 1 | EA | Furnish and deliver computer accessories and hardware | | 19 | 1000 | 1110 | 52100 | | 25,000.00 | 25,000

**Requisition Total:** $ 25,000

---

**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):
Required Vendor Ethics Disclosure Statement

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

Date: 11-16-18

Company Name: PCMG, Inc. Company Contact: Penny Musser
Contact Phone: 800-625-5468 x. 59496 Contact Email: contract@pcmg.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.

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.

Section 6.D.c.

Packet Pg. 62

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

Authorized Signature  Signature on File

Printed Name Penny Musser
Title Contracts Administrator
Date November 16, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, CDWG has been awarded several contracts based on the following bids: National Joint Powers Alliance (NJPA) #100614, TIPS-Interlocal Purchasing Systems #2062515 and the National IPA Technology Solutions #130733; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract purchase order to CDWG, Inc., for small value computer software, hardware, cables, and supplies, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for small value computer software, hardware, cables, and supplies, for the period of December 1, 2018 through November 30, 2019, for Information Technology, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to CDW Government, Inc., 230 N. Milwaukee Ave., Vernon Hills, IL 60061, for a contract total amount of $25,000.00.

Enacted and approved this 27th day of November, 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>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>

SOLICITATION METHOD FOR SOURCE SELECTION

**No Decision Memo Required**  Per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000

<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>11/16/2018 9:09 AM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>11/16/2018 9:37 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>11/16/2018 9:43 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/16/2018 1:19 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>11/20/2018 3:01 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>11/21/2018 7:40 AM</td>
</tr>
<tr>
<td>Tom Cuculich</td>
<td>Completed</td>
<td>11/21/2018 9:03 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/21/2018 12:26 PM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>11/27/2018 9:00 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>11/27/2018 8:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>11/27/2018 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: CDW Government, Inc.</th>
<th>Vendor #: 10667</th>
<th>Contract: 12/01/2018 to 11/30/2019</th>
<th>Contract Total: $25,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Information Technology</td>
<td>Contact: Wendi Wagner</td>
<td>Phone: 630-407-5064</td>
<td>Assigned Committee: Technology</td>
</tr>
</tbody>
</table>

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

Furnish and deliver Computer hardware and accessories for General Fund Departments as needed throughout the year.

**Reason for Procurement**

Small value technology equipment and supplies are required throughout the year to support the operations of departments supported by the IT Department.

---

**FUNDING SOURCE**

- [ ] Budget budgeted for (FY and budget code(s)): 19-1000-1110-52100
- [ ] 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)**

<table>
<thead>
<tr>
<th>S/J</th>
<th>Prepared By:</th>
<th>Nov 16, 2018</th>
<th>Recommended for Approval:</th>
<th>IT Approval, if required:</th>
</tr>
</thead>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date: 11-19-18</th>
<th>Procurement Officer</th>
<th>Date: 11-20-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer</td>
<td>Date: 11-21-18</td>
<td>Chairman's Office</td>
<td>Date: 11-21-18</td>
</tr>
</tbody>
</table>

---

**FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER**
**Purchase Requisition**

**Procurement Services Division**

---

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: CDW Government, Inc.</th>
<th>Vendor #: 10667</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Jennifer Lagoni</td>
<td>Email: <a href="mailto:JennandMeagan@cdwg.com">JennandMeagan@cdwg.com</a></td>
</tr>
<tr>
<td>Address: 230 N. Milwaukee Ave.</td>
<td></td>
</tr>
<tr>
<td>City: Vernon Hills</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 312-705-9093</td>
<td>Fax: 312-705-9193</td>
</tr>
</tbody>
</table>

---

### Send Invoices To:

<table>
<thead>
<tr>
<th>Dept: Information Technology</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Sarah Godzicki</td>
<td>Email: <a href="mailto:sarah.godzicki@dupageco.org">sarah.godzicki@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 630-407-5000</td>
<td>Fax: 630-407-5001</td>
</tr>
</tbody>
</table>

---

### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor: CDW Government, Inc.</th>
<th>Vendor #: 10667</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Jennifer Lagoni</td>
<td>Email: <a href="mailto:JennandMeagan@cdwg.com">JennandMeagan@cdwg.com</a></td>
</tr>
<tr>
<td>Address: 75 Remittance Drive, Suite 1515</td>
<td></td>
</tr>
<tr>
<td>City: Chicago</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

---

### Ship To:

<table>
<thead>
<tr>
<th>Dept: Information Technology</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Wendi Wagner</td>
<td>Email: <a href="mailto:wendi.wagner@dupageco.org">wendi.wagner@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 630-407-5000</td>
<td>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>Use for</td>
<td>Contract Administrator</td>
<td>Dec 1, 2018</td>
</tr>
<tr>
<td>PO25 only</td>
<td>Sarah Godzicki</td>
<td>PO25 only</td>
</tr>
</tbody>
</table>

---

### LN Qty UOM Item Detail (Product #) Description FY Dept # Acctg Unit Acct # Sub-Accts and/or Activity # Unit Price Extension

| 1 | 1 | EA | Furnish and deliver computer hardware and accessories | 19 | 1000 | 1110 | 52100 | 25,000.00 | 25,000 |

---

**Requisition Total** $25,000

---

### 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:** CDW - Purchase Requisition (Open PO) (TE-P-0328-18 : CDWG for hardware and accessories)
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: 7/24/18

Bid/Contract/PO #: 

<table>
<thead>
<tr>
<th>Company Name: CDW Government LLC</th>
<th>Company Contact: Jenn Lagoni &amp; Meagan McInerney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 1-866-339-7925</td>
<td>Contact Email: <a href="mailto:jennandmeagan@cdwg.com">jennandmeagan@cdwg.com</a></td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
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2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

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

<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/CountyBoardPolicies/](http://www.dupageco.org/CountyBoardPolicies/)

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

Authorized Signature: [Signature]

Printed Name: Matt Flood
Title: Proposals Supervisor
Date: July 24th, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page _______ of _______ (total number of pages)
AWARDING RESOLUTION
ISSUED TO IMAGING SYSTEMS, INC. D/B/A IDT
FOR ANNUAL HYLAND SOFTWARE ASSISTANCE MAINTENANCE
(CONTRACT TOTAL AMOUNT: $46,964.20)

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

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract purchase order to Imaging Systems, Inc. D/B/A IDT, for the annual Hyland Software Assistance maintenance, for the period of November 28, 2018 through January 31, 2020, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said, for the annual Hyland Software Assistance maintenance, for the period of November 28, 2018 through January 31, 2020, for Information Technology, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Imaging Systems, Inc. D/B/A IDT, 1009 W. Hawthorn Drive, Itasca, Illinois, 60143, for a contract total amount of $46,964.20, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids – Sole Source.

Enacted and approved this 27th day of November, 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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
<td>November 15, 2018</td>
</tr>
<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
<td>$46,964.20</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

No Decision Memo Required  Sole Source - Attach Sole Source Justification

- Sarah Godzicki  Completed  11/15/2018 12:04 PM
- Deborah Hanson  Completed  11/15/2018 12:15 PM
- Donald Carlsen  Completed  11/15/2018 12:24 PM
- Kathy Ostrowski  Completed  11/15/2018 3:27 PM
- James McGuire  Completed  11/21/2018 12:39 PM
- Paul Rafac  Completed  11/21/2018 1:10 PM
- Kathy Ostrowski  Completed  11/21/2018 1:43 PM
- Technology Committee  Pending  11/27/2018 9:00 AM
- Finance Committee  Pending  11/27/2018 8:00 AM
- County Board  Pending  11/27/2018 10:00 AM
**Procurement Review Checklist**

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor: Imaging Systems Inc. d/b/a IDT</th>
<th>Vendor #: 11487</th>
<th>Contract Term: 11/28/18 - 01/31/20</th>
<th>Contract Total: $46,964.20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: IT</td>
<td>Contact: Viji Ramaswamy</td>
<td>Phone: 630-407-5028</td>
<td>Assigned Committee: Technology</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**
Annual maintenance for imaging systems.

**Reason for Procurement**
Annual Hyland Software Assurance renewal for Supervisor of Assessments, Treasurer, Family Center, Coroner, and County Clerk.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): FY19 - 1000-1110-53807
- [ ] Budget Transfer (Date) __________ Add'l Information __________

**DECISION MEMO NOT REQUIRED**

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

**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>SJK</th>
<th>Prepared By</th>
<th>Nov 15, 2018</th>
<th>DA</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>JSK</th>
<th>IT Approval if Required</th>
<th>Date</th>
</tr>
</thead>
</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>11-16-18</td>
<td></td>
<td>11-21-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>11-21-18</td>
<td>(Decision Memos Over $25,000)</td>
<td>Date</td>
</tr>
</tbody>
</table>

Rev 1.8 9/11/17

## Purchase Requisition

**Procurement Services Division**

**Date:** Nov 14, 2018

**MinuteTraq (IQM2) ID #:** 13962

**Department Req #:**

**RFP, Bid or Quote #:**

### Send Purchase Order To:
- **Vendor:** Imaging System, Inc. d/b/a IDT  
  - Vendor #: 11487
- **Dept:** Information Technology  
  - Division:
- **Attn:** Donna Tacconi  
  - Email: Donna.Tacconi@idt-inc.com
- **Address:** PO Box 482  
  - City: Itasca  
  - State: IL  
  - Zip: 60143-0482  
  - Phone: 630-875-1100  
  - Fax: 630-875-1101

### Send Invoices To:
- **Vendor:** Imaging System, Inc. d/b/a IDT  
  - Vendor #: 11487
- **Dept:** Information Technology  
  - Division:
- **Attn:** Donna Tacconi  
  - Email: Donna.Tacconi@idt-inc.com
- **Address:** PO Box 482  
  - City: Itasca  
  - State: IL  
  - Zip: 60143-0482  
  - Phone: 630-875-1100  
  - Fax: 630-875-1101

### Send Payments To:
- **Vendor:** SAME AS ABOVE  
  - Vendor #: 11487
- **Dept:** Information Technology  
  - Division:
- **Attn:** Sarah Godzicki  
  - Email: Sarah.Godzicki@dupageco.org
- **Address:** PO Box 482  
  - City: Itasca  
  - State: IL  
  - Zip: 60143-0482  
  - Phone: 630-875-1100  
  - Fax: 630-875-1101

### Ship To:
- **Vendor:** SAME AS ABOVE  
  - Vendor #: 11487
- **Dept:** Information Technology  
  - Division:
- **Attn:** Viji Ramaswamy  
  - Email: Viji.Ramaswamy@dupageco.org
- **Address:** PO Box 482  
  - City: Itasca  
  - State: IL  
  - Zip: 60143-0482  
  - Phone: 630-875-1100  
  - Fax: 630-875-1101

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

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

<table>
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<th>Qty</th>
<th>UOM</th>
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<th>FY</th>
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<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extensor</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Annual Hyland OnBase Software Assurance for Supervisor of Assessments</td>
<td>1000 1110 53807</td>
<td>13,006.64</td>
<td>13,000</td>
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<td>2</td>
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<td>Annual Hyland OnBase Software Assurance for County Clerk</td>
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<td>2,709.38</td>
<td>2,700</td>
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<td>3</td>
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<td>Annual Hyland OnBase Software Assurance for Family Center</td>
<td>1000 1110 53807</td>
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<td>8,826</td>
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<td>4</td>
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<td>Annual Hyland OnBase Software Assurance for Coroner</td>
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<td>Annual Hyland OnBase Software Assurance for Animal Control</td>
<td>1000 1110 53807</td>
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<td>6</td>
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<td>Annual Hyland ShareBase Subscription for Supervisor of Assessments</td>
<td>1000 1110 53807</td>
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<td>Annual DuPage County Site Visits and MagnumScan Proactive Watch for Supervisor of Assessments</td>
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<td>8</td>
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<td>Annual CAPSYS Software Assurance for Supervisor of Assessments</td>
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<td>9</td>
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<td>Annual CAPSYS Software Assurance for County Clerk</td>
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<td>Description</td>
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<td>Requisition Total</td>
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<td>EA</td>
<td>Annual CAPSYS Software Assurance for County Treasurer</td>
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<td>1110</td>
<td>53807</td>
<td></td>
<td></td>
<td>1,895.20</td>
<td>1,895.20</td>
</tr>
</tbody>
</table>

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

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

Please process agreement ASAP and send to Sarah Godzicki in order to process invoices ASAP.

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

---

Attachment: IDT - Purchase Requisition (TE-P-0329-18 : Imaging Systems, Inc. d/b/a Integrated Document Technologies (IDT) - Annual Software
**JUSTIFICATION FOR SOLE SOURCE**

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
<th>IT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANUFACTURER</td>
<td>Imaging Systems, Inc. d/b/a IDT</td>
<td>IT</td>
</tr>
</tbody>
</table>

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

Annual Hyland OnBase and CAPSYS Software Assurance Renewal for multiple departments.

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

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

**REQUESTED SOURCE** Imaging Systems, Inc. d/b/a IDT

**CONTACT** Donna Tacconi

**PHONE** 630-875-1100

**WEBSITE** www.idt-inc.com

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

Imaging Systems, Inc. d/b/a Integrated Document Technologies (IDT) is a sole provider.

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

No, this is a proprietary system.

**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**

**DATE** 1/15/18

**PURCHASING REVIEW**

**DATE** 1/31/18

Hi Sarah –

Here are the costs for your upcoming renewals with IDT for your Hyland Software, CAPSYS software, site visits and Proactive Watch:

**Annual Hyland OnBase SWA renewal – Expiration 1/31/19**
Supervisor of Assessments - $13,006.64  
Clerk - $2,709.38  
Family Center - $8,826.69  
Coroner - $297.05  
Animal Control - $594.10

**Annual Hyland ShareBase subscription renewal – Expiration 1/31/19**  
Supervisor of Assessments - $1,200

**Annual DuPage County Site Visits (monthly) and MagnumScan Proactive Watch (SOA) – Expiration 12/31/18** - $13,260.00

**Annual CAPSYS SWA renewal – Expiration 12/31/18**  
Supervisor of Assessments - $2,643.80  
Clerk - $1,542.40  
Family Center - $988.94  
Treasurer - $1,895.20

Please let me know if you need anything further.

Thank you,

Jen
I thought I’d send a copy of our PO from 2018 to give you an idea as to which ones we will need quotes for. Please see attached and let me know if you have any questions.

Thanks,
Sarah

---

From: Godzicki, Sarah  
Sent: Wednesday, November 14, 2018 1:57 PM  
To: ‘Jennifer.Olney’ <Jennifer.Olney@idt-inc.com>  
Subject: RE: County of DuPage (Family Center) - Upcoming CAPSYS Software Assurance Renewal

Hi Jennifer,

Sorry for not responding sooner. If you could send me quotes for all, I would appreciate it.

Thank you,
Sarah

---

From: Jennifer.Olney [mailto:Jennifer.Olney@idt-inc.com]  
Sent: Thursday, November 08, 2018 2:32 PM  
To: Godzicki, Sarah <Sarah.Godzicki@dupageco.org>  
Subject: RE: County of DuPage (Family Center) - Upcoming CAPSYS Software Assurance Renewal

Hi Sarah,

Every year (throughout the year), I send each department (Supervisor of Assessments, Clerk, Treasurer, Family Center, HR, etc.) their individual renewals for CAPSYS, Hyland and scanner maintenance. Each department then processes payment for their specific renewal. Please specify which departments you need quotes for.

For example, Family center has a CAPSYS renewal 12/31, Hyland renewal 1/31, and 3 scanners that will expire 8/3/19.

If I provide quotes now for renewals due 12/31/19, they will be strictly budgetary and I will have to quote you the actual cost closer to expiration.

Thank you,

Jennifer G. Olney  
Sales and Customer Service Administrator

Phone: 630.875.1100 x325  
jennifer.olney@idt-inc.com  www.idt-inc.com
Hi Jennifer,

Please send me quotes for all of our upcoming renewals, as they will require County Board approval.

Thank you,

From: Jennifer.Olney [mailto:Jennifer.Olney@idt-inc.com]
Sent: Friday, October 26, 2018 12:48 PM
To: Godzicki, Sarah <Sarah.Godzicki@dupageco.org>
Cc: Michael.Nolfo <Michael.Nolfo@idt-inc.com>
Subject: County of DuPage (Family Center) - Upcoming CAPSYS Software Assurance Renewal
Importance: High

Hello Sarah,

I’d like to provide you with advance notice of the County of DuPage’s upcoming IDT software assurance renewal with CAPSYS. County of DuPage’s current CAPSYS software assurance agreement will expire on 12/31/18.

Please note that CAPSYS has a strict renewal policy mandating that IDT complete and process payment for all renewals prior to the current expiration date. In order to comply with CAPSYS’ renewal policies and ensure that there are no processing delays, late fees or re-instatement penalties, IDT must receive payment in full 15 days prior to the expiration date. Please contact me after you have reviewed the renewal information below to confirm that the County of DuPage would like to renew your CAPSYS software assurance coverage for the coming year. A renewal invoice will be issued and sent to your attention at that time. For your convenience, we accept payment via all major credit cards. A 2% processing fee will be applicable.

County of DuPage (Family Center) renewal pricing, commencement and termination dates are as follows:

**Annual CAPSYS Software Assurance Renewal – $988.94**
Web Client User License (3)

**Effective Term Dates: 1/1/19 to 12/31/19**

The above renewal pricing reflects an increase/uplift to the support renewal cost assessed by CAPSYS.
If this correspondence should be directed to another team member in your organization, please reply back indicating who the proper contact is within your organization so we may update our records. Failure to notify IDT may result in issues with processing your renewal.

Thank you in advance and we sincerely appreciate your continued support, loyalty and commitment towards IDT. If you have any questions or concerns, please do not hesitate to contact me immediately.

Jennifer G. Olney  
Sales and Customer Service Administrator

Phone: 630.875.1100  x325  
jennifer.olney@idt-inc.com  www.idt-inc.com

Important Legal Notice:

Though intended solely for the use of the addressee or addressees named above, this electronic correspondence and any subsequent correspondence to or from the above-named sender may be subject to public inspection and copying as public record of DuPage County under the provisions of the Illinois Freedom of Information Act. If you are not the intended recipient, or a person responsible for delivering it thereto, and have received this correspondence in error, please notify the sender immediately. To the extent permitted by law, the information contained in this electronic communication is confidential and may be legally privileged communication. For that reason, if you are not the intended recipient, your disclosure, copying, forwarding, or other dissemination of the contents of this correspondence or any action taken or omitted in reliance on its contents is unauthorized and may be unlawful. Thank you.

Important Legal Notice:

Though intended solely for the use of the addressee or addressees named above, this electronic correspondence and any subsequent correspondence to or from the above-named sender may be subject to public inspection and copying as public record of DuPage County under the provisions of the Illinois Freedom of Information Act. If you are not the intended recipient, or a person responsible for delivering it thereto, and have received this correspondence in error, please notify the sender immediately. To the extent permitted by law, the information contained in this electronic communication is confidential and may be legally privileged communication. For that reason, if you are not the intended recipient, your disclosure, copying, forwarding, or other dissemination of the contents of this correspondence or any action taken or omitted in reliance on its contents is unauthorized and may be unlawful. Thank you.
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 Donna Taconi

Title Accounting Assistant

Date November 15, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
AWARDING RESOLUTION TO
MHC SOFTWARE, INC.
FOR ANNUAL MAINTENANCE OF THE
ENTERPRISE CONTENT MANAGEMENT SYSTEM
(CONTRACT TOTAL: $49,944.60)

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

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract purchase order to MHC Software, Inc., for annual maintenance of the Enterprise Content Management System that integrates with the ERP system for Finance and Human Resources, for the period of November 30, 2018 through November 29, 2019, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that the contract covering said, for annual maintenance of the Enterprise Content Management System that integrates with the ERP system for Finance and Human Resources, for the period of November 30, 2018 through November 29, 2019, for Information Technology, be, and it is hereby approved for issuance of a contract purchase order, by the Procurement Division to MHC Software, Inc., 12000 Portland Avenue South, Suite 230, Burnsville, MN. 55337, for a contract total amount of $49,944.60, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids - Sole Source. This is a proprietary system.

Enacted and approved this 27th day of November, 2018 at Wheaton, Illinois.

__________________________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Requisition 25k and over
TE-P-0330-18

PROCUREMENT REVIEW CHECKLIST
REQUISITION

This form must accompany all County Purchase Requisitions.

NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 15, 2018</td>
<td>$49,944.60</td>
<td>11/30/18 - 11/29/19</td>
<td>INFORMATION</td>
<td>SYSTEMS</td>
</tr>
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</table>

SOLICITATION METHOD FOR SOURCE SELECTION

No Decision Memo Required  Per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000

Sarah Godzicki  Completed  11/15/2018 12:52 PM
Deborah Hanson  Completed  11/15/2018 12:53 PM
Donald Carlsen  Completed  11/15/2018 1:24 PM
Kathy Ostrowski  Completed  11/16/2018 9:43 AM
James McGuire  Completed  11/21/2018 12:57 PM
Paul Rafac  Completed  11/21/2018 1:08 PM
Kathy Ostrowski  Completed  11/21/2018 1:29 PM
Technology Committee  Pending  11/27/2018 9:00 AM
Finance Committee  Pending  11/27/2018 8:00 AM
County Board  Pending  11/27/2018 10:00 AM
**Procurement Review Checklist**

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>MHC Software, Inc.</th>
<th>Vendor #:</th>
<th>13554</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept:</td>
<td>IT</td>
<td>Contact:</td>
<td>Deborah Hanson</td>
</tr>
<tr>
<td>Phone:</td>
<td>630-407-5036</td>
<td>Assigned Committee:</td>
<td>Technology</td>
</tr>
<tr>
<td>Contract Term:</td>
<td>11/30/18 - 11/29/19</td>
<td>Contract Total:</td>
<td>$49,944.60</td>
</tr>
</tbody>
</table>

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

Annual maintenance for the Enterprise Content Management System that integrates with the ERP system for HR and Finance.

**Reason for Procurement**

In 2015, an Enterprise Content Management System that integrates with the ERP system for Finance and HR was purchased in order to manage their workflow of documents by using image capture, retrieving, and routing of documents. This is for the annual maintenance for electronic W-2s, payroll web delivery, and 1095C tax forms.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53807
- [ ] Budget Transfer (Date) ___________________ Add'l Information

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

- [ ] Cooperative Procurement (OPCA-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>S</th>
<th>J</th>
<th>G</th>
<th>Date</th>
<th>Nov 14, 2018</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>SJG</td>
<td>Nov 14, 2018</td>
<td></td>
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</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>Date</td>
<td>Chairman's Office</td>
<td>Date</td>
</tr>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td></td>
<td>(Decision Memos Over $25,000)</td>
<td></td>
</tr>
</tbody>
</table>
**Purchase Requisition**  
**Procurement Services Division**

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: MHC Software, Inc.</th>
<th>Vendor #: 13554</th>
<th>Dept: Information Technology</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Teresa Myers</td>
<td>Email: <a href="mailto:TeresaM@mhccom.com">TeresaM@mhccom.com</a></td>
<td>Attn: Sarah Godzicki</td>
<td>Email: <a href="mailto:Sarah.Godzicki@dupageco.org">Sarah.Godzicki@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 12000 Portland Avenue South, Suite 230</td>
<td></td>
<td>Address: 421 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Burnsville</td>
<td>State: MN</td>
<td>Zip: 55337</td>
<td></td>
</tr>
<tr>
<td>Phone: 800-588-3676 x269</td>
<td>Fax: 952-882-0484</td>
<td>Phone: 630-407-5037</td>
<td>Fax: 630-407-5001</td>
</tr>
</tbody>
</table>

### Send Invoices To:

<table>
<thead>
<tr>
<th>Dept: Information Technology</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Sarah Godzicki</td>
<td>Email: <a href="mailto:Sarah.Godzicki@dupageco.org">Sarah.Godzicki@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone: 630-407-5037</td>
<td>Fax: 630-407-5001</td>
</tr>
</tbody>
</table>

### Send Payments To:

<table>
<thead>
<tr>
<th>Dept: Information Technology</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Deborah Hanson</td>
<td>Email: <a href="mailto:Deborah.Hanson@dupageco.org">Deborah.Hanson@dupageco.org</a></td>
</tr>
<tr>
<td>Address: P.O. Box 1749</td>
<td></td>
</tr>
<tr>
<td>City: Burnsville</td>
<td>State: MN</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
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</table>

### Payment Terms

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

### Use for

<table>
<thead>
<tr>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Nov 30, 2018</td>
<td>Nov 30, 2019</td>
<td>PO25 only</td>
</tr>
</tbody>
</table>

### 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>Annual maintenance for the Enterprise Content Management System for Finance and HR</td>
<td>1000</td>
<td>1110</td>
<td>53807</td>
<td>49,944.60</td>
<td>49,944.60</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Requisition Total** $ 49,944

### 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):

---

**Packet Pg. 82**

Attachment: MHC - Purchase Requisition (TE-P-0330-18 : MHC Software)
JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #: 13965
MANUFACTURER: MHC Software, Inc.

DEPARTMENT: Information Technology
PRODUCT #:

DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:

Contract for annual maintenance of the Finance and HR Enterprise Content Management System, which is integrated into our ERP system.

THIS IS A SOLE SOURCE BECAUSE VENDOR IS:

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

REQUESTED SOURCE: MHC Software, Inc.
CONTACT: Lori Eikum
PHONE: 952-882-3374
WEBSITE: www.mhcsoftwareinc.com

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

In 2015, an Enterprise Content Management System that integrates with the ERP system for Finance and HR was purchased in order to manage their workflow of documents by using image capture, retrieving, and routing of documents. This is for the annual maintenance for electronic W-2s, payroll web delivery, and 1095C tax forms.

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

No; this is a proprietary system.

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)

This is a proprietary system that is being used by a vast majority of other companies who use Infor Lawson as their ERP system. We feel it is well tested by the business community.

Signature on File

DEPARTMENT APPROVAL √
DATE 11/15/18

PURCHASING REVIEW
DATE 11/21/18
# Dupage County

**Acct # 215275**

**Quote for software maintenance**

To be billed 11/01/2018 Through 10/31/2019

<table>
<thead>
<tr>
<th>Module</th>
<th>Total</th>
<th>Mntc Period</th>
<th>Billing Month</th>
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<tbody>
<tr>
<td>Bank Reconciliation – MB Financial</td>
<td>$719.10</td>
<td>12/15/18 - 12/14/19</td>
<td>Nov-18</td>
</tr>
<tr>
<td>Bank Reconciliation – Fifth Third Bank</td>
<td>$719.10</td>
<td>12/15/18 - 12/14/19</td>
<td>Nov-18</td>
</tr>
<tr>
<td>Document Express PDF Creation Add-On</td>
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<td>01/04/19 - 01/03/20</td>
<td>Dec-18</td>
</tr>
<tr>
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<td>$270.00</td>
<td>02/28/19 - 02/27/20</td>
<td>Jan-19</td>
</tr>
<tr>
<td>Load Copies Interface(s) for W2</td>
<td>$270.00</td>
<td>02/28/19 - 02/27/20</td>
<td>Jan-19</td>
</tr>
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<td>Load Copies Interface(s) for AP Check &amp; 1099</td>
<td>$540.00</td>
<td>02/28/19 - 02/27/20</td>
<td>Jan-19</td>
</tr>
<tr>
<td>HR Capture Interface</td>
<td>$540.00</td>
<td>02/28/19 - 02/27/20</td>
<td>Jan-19</td>
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<tr>
<td>AP Capture Interface</td>
<td>$540.00</td>
<td>02/28/19 - 02/27/20</td>
<td>Jan-19</td>
</tr>
<tr>
<td>Additional Capture Interface(s)</td>
<td>$540.00</td>
<td>02/28/19 - 02/27/20</td>
<td>Jan-19</td>
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<tr>
<td>GL40 Data Capture &amp; Upload</td>
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<td>02/28/19 - 02/27/20</td>
<td>Jan-19</td>
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<tr>
<td>Additional Capture Interface(s)</td>
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<td>02/28/19 - 02/27/20</td>
<td>Jan-19</td>
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<tr>
<td>External Image Drill Enablement</td>
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<td>02/28/19 - 02/27/20</td>
<td>Jan-19</td>
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<td>Workflow with AP Invoice Automation (GL/AP520/MA540 Integration)</td>
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<td>Jan-19</td>
</tr>
<tr>
<td>MHC AP Invoice Capture Automation</td>
<td>$8,190.00</td>
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<tr>
<td>MHC Image Express</td>
<td>$13,500.00</td>
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<td>Jan-19</td>
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<tr>
<td>eForms – Payment Voucher eForm</td>
<td>$270.00</td>
<td>02/28/19 - 02/27/20</td>
<td>Jan-19</td>
</tr>
<tr>
<td>Forms Design Payroll Check and Direct Deposit Advice</td>
<td>$90.00</td>
<td>04/30/19 - 04/29/20</td>
<td>Mar-19</td>
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<tr>
<td>PR160 PMTOUT Interface</td>
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<td>04/30/19 - 04/29/20</td>
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<tr>
<td>Line Item Maintenance Module</td>
<td>$269.10</td>
<td>04/30/19 - 04/29/20</td>
<td>Mar-19</td>
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<tr>
<td>Bank Reconciliation</td>
<td>$719.10</td>
<td>04/30/19 - 04/29/20</td>
<td>Mar-19</td>
</tr>
<tr>
<td>e-Forms</td>
<td>$719.10</td>
<td>04/30/19 - 04/29/20</td>
<td>Mar-19</td>
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<td>Document Express Payroll</td>
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<td>Mar-19</td>
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<td>Document Express AP Payment Interface</td>
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<td>07/31/19 - 07/30/20</td>
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<td>Forms Design Accounts Payable Check and Overflow</td>
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<td>08/31/19 - 08/30/20</td>
<td>Jul-19</td>
</tr>
<tr>
<td>AP161 or AP155 Interface</td>
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<td>Jul-19</td>
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<tr>
<td>1099 Module</td>
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<td>08/31/19 - 08/30/20</td>
<td>Jul-19</td>
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<tr>
<td>ACH and Wire Module</td>
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<td>Jul-19</td>
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<tr>
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<td>Jul-19</td>
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<tr>
<td>Document Express Payable</td>
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<td>Jul-19</td>
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<tr>
<td>Interface And Forms Design-PO25 Service Agreements</td>
<td>$450.00</td>
<td>10/31/19 - 10/30/20</td>
<td>Sep-19</td>
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<tr>
<td>Interface &amp; Forms Design- Purchase Orders</td>
<td>$450.00</td>
<td>10/31/19 - 10/30/20</td>
<td>Sep-19</td>
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<tr>
<td>Interface &amp; Forms Design-Revenue Invoices</td>
<td>$450.00</td>
<td>10/31/19 - 10/30/20</td>
<td>Sep-19</td>
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<td>Document Express Forms</td>
<td>$2,250.00</td>
<td>10/31/19 - 10/30/20</td>
<td>Sep-19</td>
</tr>
</tbody>
</table>

**TOTAL TO BE BILLED IN 2019** $49,944.60

MHC Software maintenance provides you with the following services and support:

- Customer service and support from 7:00 a.m. to 6:00 p.m., Monday through Friday Central Time, toll free line (888) 544-8544
- Continuing compatibility with application integrations associated with the MHC licensed components (i.e., as customers upgrade ERP functionality from one release to the next, they can work with MHC Software to plan and maintain compatible MHC Software functionality; maintenance does not include support for additions to ERP applications, a change of ERP or technological platform changes, only upgrades to existing ERP software functionality)
- Software upgrades for licensed application components sold and licensed by MHC
- Software training – unlimited by web/phone

Prepared by: Lori Eikum 11/5/2018

12000 Portland Avenue South • Suite 230 • Burnsville, Minnesota 55337
800.588.3676 • Main: 952.882.0884 • Fax 952.882.0484
www.mhcsoftwareinc.com
Required Vendor Ethics Disclosure Statement

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

Date: Aug 31, 2018

Bid/Contract/PO #:

<table>
<thead>
<tr>
<th>Company Name: MHC Software, LLC</th>
<th>Company Contact: Chris Rademacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 952-882-0884</td>
<td>Contact Email: <a href="mailto:chrisr@mhc.com">chrisr@mhc.com</a></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Rademacher - authorized Account Executive of MHC</td>
<td>952-808-2737</td>
<td><a href="mailto:chrisr@mhc.com">chrisr@mhc.com</a></td>
</tr>
</tbody>
</table>

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

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

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

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

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

Authorized Signature

Signature on file

Printed Name: Catherine Beattie
Title: Vice President, Finance
Date: Aug 31, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page ______ of _______ (total number of pages)
WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and US communities, the County of DuPage will contract with Insite Public Sector; and

WHEREAS, the Information Technology Committee recommends County Board approval for the issuance of a contract purchase order to Insight Public Sector, for small value computer software, hardware, cables, and supplies, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said, for small value computer software, hardware, cables, and supplies, for the period of December 1, 2018 through November 30, 2019, for Information Technology, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Insight Public Sector, Inc., 6820 Harl Avenue, Tempe, AZ 85283-4318, for a contract total amount of $25,000.00, per the Intergovernmental Cooperation Act U.S. Communities contract #4400006644 cooperative purchasing agreement pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act".

Enacted and approved this 27th day of November, 2018 at Wheaton, Illinois.

____________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
### Procurement Review Checklist

**Requisition 25k and over**

**TE-P-0331-18**

**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th><strong>NEW PURCHASE ORDER REQUEST</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
<td><strong>CONTRACT TERM</strong></td>
</tr>
<tr>
<td>November 15, 2018</td>
<td>12/01/2018 TO 11/30/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CONTRACT TOTAL AMOUNT</strong></th>
<th><strong>REQUESTING DEPT.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,000.00</td>
<td>INFORMATION SYSTEMS</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

**No Decision Memo Required**  Per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000

<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>11/16/2018 1:33 PM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>11/16/2018 1:43 PM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>11/16/2018 1:45 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/16/2018 1:47 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>11/20/2018 3:00 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>11/21/2018 7:39 AM</td>
</tr>
<tr>
<td>Tom Cuculich</td>
<td>Completed</td>
<td>11/21/2018 9:04 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/21/2018 11:46 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>11/27/2018 9:00 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>11/27/2018 8:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>11/27/2018 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: Insight Public Sector</th>
<th>Vendor #: 10809</th>
<th>Contract: 12/01/2018 to 11/30/2019</th>
<th>Contract Total: $25,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Information Technology</td>
<td>Contact: Wendi Wagner</td>
<td>Phone: 630-407-5064</td>
<td>Assigned Committee: Technology</td>
</tr>
</tbody>
</table>

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

Furnish and deliver Computer hardware and accessories for General Fund Departments as needed throughout the year.

### Reason for Procurement

Small value technology equipment and supplies are required throughout the year to support the operations of departments supported by the IT Department.

### FUNDING SOURCE

- [ ] Procurement budgeted for (FY and budget code(s)): FY19 - 1000-1110-52100
- [ ] 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

- [x] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] Per Coop (DPC4-107) select one below
  - U.S. Communities # 4400006644
- [ ] 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></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By</td>
<td>Date</td>
<td>Recommended for Approval</td>
<td>Date</td>
</tr>
</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>11-19-18</th>
<th>11-20-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Procurement Officer</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>11-21-18</th>
<th>11-21-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>Date</td>
<td>Chairman's Office</td>
</tr>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
**Purchase Requisition**

**Procurement Services Division**

**Receive Requisition To:**

<table>
<thead>
<tr>
<th>Vendor: Insight Public Sector</th>
<th>Dept: Information Technology</th>
<th>Vendor #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Bob Erwin</td>
<td>Email: <a href="mailto:berwin@insight.com">berwin@insight.com</a></td>
<td></td>
</tr>
<tr>
<td>Address: 6820 Harl Ave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Tempe</td>
<td>State: AZ</td>
<td>Zip: 85283-4318</td>
</tr>
<tr>
<td>Phone: 800-467-4448</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Insight Public Sector</th>
<th>Dept: Information Technology</th>
<th>Vendor #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Sarah Godzicki</td>
<td>Email: <a href="mailto:sarah.godzicki@dupageco.org">sarah.godzicki@dupageco.org</a></td>
<td></td>
</tr>
<tr>
<td>Address: 6820 Harl Ave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 630-407-5000</td>
<td>Fax: 630-407-5001</td>
<td></td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Dept: Information Technology</th>
<th>Attn: Wendi Wagner</th>
<th>Email: <a href="mailto:wendi.wagner@dupageco.org">wendi.wagner@dupageco.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 6820 Harl Ave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 630-407-5000</td>
<td>Fax: 630-407-5001</td>
<td></td>
</tr>
</tbody>
</table>

**Send Payments To:**

<table>
<thead>
<tr>
<th>Dept: Information Technology</th>
<th>Attn: Wendi Wagner</th>
<th>Email: <a href="mailto:wendi.wagner@dupageco.org">wendi.wagner@dupageco.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 6820 Harl Ave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 630-407-5000</td>
<td>Fax: 630-407-5001</td>
<td></td>
</tr>
</tbody>
</table>

**Payment Terms**

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

**Use for PO25 only**

<table>
<thead>
<tr>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use for PO25 only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Dec 1, 2018</td>
<td>Nov 30, 2019</td>
<td></td>
</tr>
</tbody>
</table>

**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acctg Unit** | **Acct #** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension** |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Furnish and deliver computer accessories and hardware</td>
<td>19</td>
<td>1000</td>
<td>1110</td>
<td>52100</td>
<td></td>
<td></td>
<td>25,000.00</td>
<td>25,000.00</td>
</tr>
</tbody>
</table>

**Requisition Total**: $25,000.00

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

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

![X] NONE (check here) - if no contributions have been made

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

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

![X] NONE (check here) - if no contacts have been made

<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.

Signature on File

Authorized Signature

Printed Name:  
Title:  
Date: 10/12/18

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

2018-289
# PROCUREMENT REVIEW CHECKLIST
## REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE SUBMITTED</td>
<td>November 1, 2018</td>
</tr>
<tr>
<td>CONTRACT TOTAL AMOUNT</td>
<td>$10,935.00</td>
</tr>
<tr>
<td>CONTRACT TERM</td>
<td>12/01/2018 TO 11/30/2019</td>
</tr>
<tr>
<td>REQUESTING DEPT.</td>
<td>INFORMATION SYSTEMS</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Completed</td>
<td>11/15/2018 9:01 AM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>11/15/2018 9:03 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>11/15/2018 9:30 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/15/2018 4:30 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>11/20/2018 9:06 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>11/21/2018 7:36 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/21/2018 10:18 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>11/27/2018 9:00 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: Cardinal Color Group</th>
<th>Vendor #: 27994</th>
<th>Contract 12/01/2018 to Term: 11/30/2019</th>
<th>Contract Total: $10,935.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Information Technology</td>
<td>Contact: Greg Smith</td>
<td>Phone: 630.407.5023</td>
<td>Assigned Committee: Technology</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background:**
Renew contract to furnish and deliver printed Payment by Mail booklets for Clerk of the Circuit Court on an as needed basis. This is the first of three (3) additional twelve month renewals per low BID 17-208-LG.

**Reason for Procurement:**
The current contract/purchase order expires on 11/30/2018 and this renewal replaces it.

**FUNDING SOURCE**

- ☑ Procurement budgeted for (FY and budget code(s)): FY19 - 1000-1110-53800
- □ Budget Transfer (Date) Add'l Information

**DECISION MEMO NOT REQUIRED**

- ☑ LOWEST RESPONSIBLE QUOTE # or BID # 17-208-LG (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 (30ILCSS25)
- □ EXPLANATION OF REQUEST FOR PROPOSAL RFP # (include Evaluation Summary if applicable)
- □ RENEWAL OF RFP #
- □ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- □ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- □ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- □ OTHER THAN LOWEST RESPONSIBLE, BID #

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Oct 27, 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</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>11-19-18</td>
<td></td>
<td>11-20-18</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-21-18</td>
</tr>
</tbody>
</table>
# Purchase Requisition

**Procurement Services Division**

**Date:** Oct 27, 2018  
**MinuteTraq (IQM2) ID #:** 13831  
**Department Req #:**  
**RFP, Bid or Quote #:** 17-208-LG

## Send Purchase Order To:

- **Vendor:** Cardinal Color Group  
  **Vendor #:** 27994
- **Attn:** A.J. LeBeau  
  **Email:** alebeaujr@cardinalcolorgroup.com
- **Address:** 1270 Ardmore Avenue  
  **City:** Itasca  
  **State:** IL  
  **Zip:** 60143
- **Phone:** 630.461.1000  
  **Fax:** 630.773.0008

## Send Invoices To:

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

## Send Payments To:

- **Vendor:** Cardinal Color Group  
  **Vendor #:** 27994
- **Attn:** Mariella Navarro  
  **Email:** mnavarro@cardinalcolorgroup.com
- **Address:** 1270 Ardmore Avenue  
  **City:** Itasca  
  **State:** IL  
  **Zip:** 60143
- **Phone:** 630.467.1000  
  **Fax:** 630.773.0008

## Payment Terms

- **F.O.B.:**  
  **PO 20 Delivery Date:**  
  **Requisitioner:**  
  **Use for PO25 only:**
- **PER 50 ILCS 505/1**  
  **Destination:**  
  **Contract Administrator:**  
  **Contract Start Date:** Dec 1, 2018
- **Contract End Date:** Nov 30, 2019

## LN  Qty  UOM  Item Detail (Product #)  Description  FY  Dept #  Acct #  Sub-Accts and/or Activity #  Unit Price  Extendier

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extendier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>PBMB</td>
<td>Renew contract to Furnish and Deliver Printed Payment By Mail Booklets for Clerk of the Circuit Court on an as needed basis.</td>
<td>19</td>
<td>1000</td>
<td>1110</td>
<td>53800</td>
<td>10,935.00</td>
<td>10,935.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** $10,935

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

Renew contract/purchase order to Furnish and Deliver Printed Payment By Mail Booklets for Clerk of the Circuit Court on an as needed basis. This is the first of three (3) twelve month renewals per low BID 17-208-LG.

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

When emailing Vendor PO notification, please “cc” Greg Smith. Thank you.

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
### BID #17-208-LG
**BID OPENING DATE:** 10/20/2017 1:30 P.M.

<table>
<thead>
<tr>
<th>Responsible Bids</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>Additional Typesetting cost Per order</th>
<th>Additional Design costs per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Titan Image</td>
<td>$2,112.00</td>
<td>$2,282.00</td>
<td>$4,402.50</td>
<td>$1,935.00</td>
<td>$11,272.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Byers Printing</td>
<td>$4,000.00</td>
<td>$6,000.00</td>
<td>$7,500.00</td>
<td>$2,500.00</td>
<td>$20,000.00</td>
<td>n/c</td>
</tr>
<tr>
<td>Liberty Systems LLC</td>
<td>$2,225.00</td>
<td>$3,100.00</td>
<td>$3,996.00</td>
<td>$1,800.00</td>
<td>$11,121.00</td>
<td>n/c</td>
</tr>
<tr>
<td>Cardinal Color Group</td>
<td>$1,850.00</td>
<td>$2,750.00</td>
<td>$3,596.00</td>
<td>$1,430.00</td>
<td>$9,625.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Press America</td>
<td>$2,690.00</td>
<td>$3,920.00</td>
<td>$4,820.00</td>
<td>$2,080.00</td>
<td>$13,280.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Physician Record Company</td>
<td>$2,328.00</td>
<td>$3,924.00</td>
<td>$5,586.00</td>
<td>$1,543.00</td>
<td>$13,381.50</td>
<td>n/c</td>
</tr>
</tbody>
</table>

**BID OPENING ATTENDED BY:**

Signature on File

Catlyn Hicks, Finance
Larry Gammel, DuPage County Buyer

WILLIAM BARR ET T, LIBERTY SYSTEMS

| INVITATIONS | 26 | POTENTIAL BIDDERS REQUESTING BID DOCUMENTS: | 10 | TOTAL BID RESPONSES RECEIVED: | 6 |

2/22/2016
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the “County” and Cardinal Holding Group, D/B/A Cardinal Colorprint, of 1270 Ardmore Ave, Itasca, IL 60143, hereinafter called the “Contractor”, witnesseth;

The County and the Contractor have previously entered into a Contract pursuant to Bid 17-208-LG, which became effective December 1, 2017, and which will expire November 30, 2018. The contract is subject to a first option to renew for a twelve (12) month period.

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

The contract renewal becomes effective December 1, 2018 and expires November 30, 2019 contingent upon any applicable Parent Committee and County Board approval.

CARDINAL COLORPRINT

A.J. LeBeau
Account Executive

COUNTY OF DU PAGE, ILLINOIS

Glenda Vasak
Buyer II

Signature on File
10/1/18

Signature on File
10/11/18

Signature on File

Packet Pg. 96
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

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

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

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  
A.J. LeBeau

Title  
Account Executive

Date  
10/1/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page ____ of ____ (total number of pages)
AWARDING RESOLUTION TO
ADVANCED PUBLIC SAFETY, LLC
FOR PROFESSIONAL SERVICES TO PROVIDE
ONGOING CONSULTATION AND TECHNICAL ASSISTANCE
WITH APPLICATION SYSTEMS
(CONTRACT TOTAL AMOUNT: $1,275,000.00)

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

WHEREAS, the Judicial Public Safety Committee recommends County Board approval for the issuance of a contract purchase order to Advanced Public Safety, LLC, to provide ongoing consultation and technical assistance with application systems for the Office of the Circuit Court Clerk.

NOW, THEREFORE BE IT RESOLVED, that covering said contract to provide ongoing consultation and technical assistance with application systems for the period of December 1, 2018 through November 30, 2021, for the Office of the Circuit Court Clerk, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Advanced Public Safety, LLC, 500 Fairway Drive - Suite 204, Deerfield FL 33441, for a contract total amount of $1,275,000.00.

Enacted and approved this 27th day of November, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: __________________________________________
PAUL HINDS, COUNTY CLERK
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5, 2018</td>
<td>12/01/2018 - 11/30/2021</td>
<td>$1,275,000.00</td>
<td>CIRCUIT COURT CLERK</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**  Other Professional Services - Detailed Vetting Process Required

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernadette Mason</td>
<td>Completed</td>
<td>11/05/2018</td>
<td>10:51 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/05/2018</td>
<td>12:03 PM</td>
</tr>
<tr>
<td>Wendi Wagner</td>
<td>Completed</td>
<td>11/05/2018</td>
<td>12:22 PM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>11/05/2018</td>
<td>1:04 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>11/14/2018</td>
<td>12:47 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>11/15/2018</td>
<td>7:30 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/15/2018</td>
<td>1:06 PM</td>
</tr>
<tr>
<td>Judicial/Public Safety Committee</td>
<td>Completed</td>
<td>11/20/2018</td>
<td>8:15 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>11/27/2018</td>
<td>8:00 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>11/27/2018</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>11/27/2018</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>LN</td>
<td>Qty</td>
<td>UOM</td>
<td>Item Detail (Product #)</td>
</tr>
<tr>
<td>----</td>
<td>-----</td>
<td>-----</td>
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<tr>
<td>1</td>
<td>12</td>
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<td>Professional Services</td>
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<tr>
<td>2</td>
<td>1</td>
<td>EA</td>
<td>Compensation for Citations in Excess</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>EA</td>
<td>Professional Services</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>EA</td>
<td>Compensation for Citations in Excess</td>
</tr>
<tr>
<td>5</td>
<td>12</td>
<td>EA</td>
<td>Professional Services</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>EA</td>
<td>Compensation for Citations in Excess</td>
</tr>
</tbody>
</table>

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

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

please send PO to Julie Ellefsen and to Mary Heaton (mary.heaton@18thjudicial.org)

**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: Advanced Public Safety</th>
<th>Vendor #: 12431</th>
<th>Contract Term: 12/01/2018-11/30/2021</th>
<th>Contract Total: $1,275,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Circuit Court Clerk</td>
<td>Contact: Kevin Vaske</td>
<td>Phone: 630-407-8647</td>
<td>Assigned Committee: JPS</td>
</tr>
</tbody>
</table>

#### Description of Procurement/Scope of Work

- The Circuit Clerk is requesting a three year contract for Apteon Advanced Public Safety (APS) Electronic Citation Professional Services and Cloud Hosting, amending the current contract which is due to expire on November 30, 2018.  
- Because APS' VP/2 forms and subsystem development efforts are reducing, this contract is priced 30% lower than the past six years.

#### Reason for Procurement

- Over 1000 DuPage County law enforcement squad cars make use of APS VP/2 citation software to generate citations. Significant efficiencies are realized by The Circuit Clerk, DuPage County Justice System and police departments as a result of this software and architecture. Use of this software and cloud hosted servers should be continued.

#### Funding Source

- Procurement budgeted for (FY and budget code(s)): FY 19-21 1400-6730-53020, FY 19-21 1400-6740-53020
- Add'l Information

#### Decision Memo Not Required

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

#### Decision Memo Required

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

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Nov 2, 2018</th>
<th>Recommended for Approval</th>
<th>DAH</th>
<th>11-4-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

### Reviewed By (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>11-06-18</th>
<th>Procurement Officer</th>
<th>11-14-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>11-15-18</th>
<th>Chairman's Office</th>
<th>11-15-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

Rev 1.8 9/11/17

Packet Pg. 101
Decision Memo
Procurement Services Division
This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

Date: Oct 29, 2018
MinuteTraq (IQM2) ID #: 13789
Department Requisition #: 

<table>
<thead>
<tr>
<th>Requesting Department:</th>
<th>Circuit Court Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:Kevin.Vaske@18thjudicial.org">Kevin.Vaske@18thjudicial.org</a></td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>630-407-8647</td>
</tr>
<tr>
<td>Department Contact:</td>
<td>Kevin Vaske</td>
</tr>
<tr>
<td>Department:</td>
<td>Circuit Court Clerk</td>
</tr>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:Kevin.Vaske@18thjudicial.org">Kevin.Vaske@18thjudicial.org</a></td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>630-407-8647</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>Advance Public Safety</td>
</tr>
<tr>
<td>Vendor #:</td>
<td>12431</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.

The Circuit Clerk is requesting a three year contract for APS Electronic Citation Professional Services and Cloud Hosting, amending the current contract which is due to expire on November 30, 2018.

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

The electronic citation system, developed and supported by Aptean's Advanced Public Safety (APS) group, a Central Square Technologies company, has been implemented and enhanced over the past 10 years. Over 1000 DuPage County law enforcement squad cars make use of APS VP/2 citation software to generate citations.

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

Customer Service

Significant efficiencies are realized by The Circuit Clerk, DuPage County Justice System and police departments as a result of this software and architecture. Use of this software, integration and cloud hosted servers should be continued.

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

After review of other vendors, only APS delivers a county-wide integrated solution at this time. Any new system implementation is time consuming and costly. The Circuit Clerk plans to issue an RFP in 2020, allowing enough time for the possibility of another vendor system implementation at the end of this requested contract's expiration, Nov 30, 2021. It is more likely other alternatives will exist at that time, as the electronic citation system market is evolving. Some other related points...

Justifications for continuing with APS:
1. As mentioned above, no other vendor has an e-citation system supporting all citation forms and necessary Circuit Clerk and municipality systems interfaces.
2. The Circuit Clerk’s office does not have the resources to take on an RFP process and potential new vendor system implementation until Fall 2019 at the earliest.
3. Impact to the municipalities using APS citation software should be avoided.
4. Annual cost is 30% lower than the previous contract. This reduction is due to the fact that all AOIC-defined forms modifications have been implemented by APS, and we are now in a maintenance mode.

Why a three year contract?
1. As touched on above, an RFP process could identify a new vendor, and any new vendor will need an estimated 1+ years to implement a county-wide solution. The Circuit Clerk’s office also would need time and resources to implement new interfaces with that vendor. As a result, we estimate needing 1.5 - 2 years. Given our office’s current workload (EFileIL, new Fines and Fees Act, etc.), we cannot start working on any new e-citation system implementation until next fall. As a result, a 3 year APS extension coincides with our needs and availability.
2. APS was more open to a price reduction given a 3 year deal.

Attachment: Advanced Public Safety - Decision Memo 2019 Updated 20181109.pdf (JPS-P-0315-18 : Advanced Public Safety)
### Recommendations/Alternatives
- Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

No other options are available at this time, and the Circuit Clerk recommends approval of this three year contract.

### 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.

This contract is supported using the Circuit Clerk E-Citation and Document Storage funds. This action will not have any impact to the County General Fund.
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 contract renewal or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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

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

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

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

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

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

Authorized Signature

SIGNATURE ON FILE

Printed Name
Duane George

Title
General Manager

Date
Oct 29, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page _______ of _______ (total number of pages)
SECOND AMENDMENT
TO
ELECTRONIC FORMS SERVICES CONTRACT

This Second Amendment (this "Second Amendment") amends the Electronic Forms Services Contract between Clerk of the Circuit Court of the Eighteenth Judicial Circuit, ("Customer") and Advanced Public Safety, LLC ("APS"), dated June 30, 2013 (along with any amendments and other addenda executed from time to time, collectively, the "Agreement"). In case of any conflict between the Agreement and this Second Amendment, the terms and conditions of this Second Amendment shall control. Except as otherwise modified herein, all terms and conditions of the Agreement shall remain in full force and effect. All capitalized terms used herein, and not otherwise defined herein, shall have their respective defined meanings as set forth in the Agreement.

WHEREAS, the parties desire that certain terms and conditions of the Agreement be modified as agreed by the parties.

NOW, THEREFORE, the parties agree that the following modifications are hereby made to the Agreement, and incorporated therein, as if the Agreement originally included the following modifications:

1. Section 5 of the Agreement is hereby modified by extending the Term for an additional three (3) years, up to and including November 30, 2021.

2. The aggregate annual base fee for the Services to be provided under this Second Amendment shall be $315,000 ("Base Fee"), which includes the Services as described in Section 2 of the Agreement for up to 26,250 citations/forms per quarter processed by the Service ("Base Service"). APS will invoice the Base Fee monthly in the amount of $26,250.

3. The total citations/forms processed in excess of the Base Service in each quarter will be invoiced within 30 days after the end of such quarter. The fees for citations/forms processed in excess of the Base Service shall be $3.00 per citation/form ("Overage Fees"). Citations incurring the Overage Fees includes but not limited to Illinois Uniform Traffic Citation, Overweight Citation, DUI Citation and any Citation included in 705 ILCS 105/27.3e, of the Illinois Compiled Statutes.

4. Section 6 of the Agreement is hereby modified by appending the following language thereto:

   The Clerk may terminate this Agreement with sixty (60) days' written notice for non-performance of the Services or for any other material breach by APS of this Agreement, which non-performance or other material breach is not cured within such sixty (60) day period.

This Second Amendment constitutes the entire agreement between Customer and APS regarding the subject matter herein addressed, and fully supersedes any and all prior agreements or
understandings, written or verbal, between Customer and APS. All other terms of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Second Amendment effective as of the last date entered in the signature blocks below (the “Effective Date”).

Clerk of the Circuit Court of the Eighteenth Judicial Circuit

Advanced Public Safety, LLC

Signature on File

Signature

Chris Kochiremba
Name

Clerk of the Court
Title

11/3/18
Date

Duane George
Name

Group Vice President, Public Sector
Title

11/3/2018
Date

Signature on File

Signature

Packet Pg. 106
Electronic Forms SERVICES CONTRACT

CONTRACT NO. APS-2012-1

Clerk of the Circuit Court of the Eighteenth Judicial Circuit
County of DuPage, Illinois

Electronic Forms Services Contract

FOR

Electronic Forms hosted by
Advanced Public Safety, a Trimble Company

THIS AGREEMENT is made and entered into by and between the Clerk of the Circuit Court of the Eighteenth Judicial Circuit, DuPage County, Wheaton, Illinois, hereinafter referred to as the "Clerk" or "Customer", and Advanced Public Safety, a Trimble Company, located at 500 Fairway Drive, Suite 204, Deerfield Beach, FL 33441, hereinafter referred to as "APS" or the "Contractor."

Background

The Clerk has deployed self-hosted servers to provide support for electronic citation collection. Its existing enterprise license agreement with APS authorizes relevant law enforcement agencies to access the Software (as defined below) for the purposes of writing citations within their jurisdiction. The Software is currently located on a self-hosted server of the Clerk which provides support for several forms that include: IL Uniform Traffic Citation (UTC), TSSS, Overweight, Tow, DUI, Conservation, NTA/NTC and Parking.

As a result of more agencies coming online and using the software, the work load demands are increasing on the Clerk's staff to support the Software. The increasing work load of the Clerk and the agencies currently supported by the Clerk has created the desire for this service agreement. The Clerk's Office is not structured to support law enforcement agency operations 24 x 365. Critical issues arise, for example, if the network goes down or equipment failures occur, causing the law enforcement agencies to become off line. The Clerk desires to have APS handle front line technical support for its agency clients upon the Clerk getting its clients to adopt and become operational with the Software and/or the Dedicated Maintenance Services. The Clerk shall provide APS with a Pre-Site Assessment (as defined below) for each Client who implements the Software and/or the Dedicated Maintenance Services.

Advanced Public Safety is owned by Trimble and is part of the Trimble Public Safety Division. To improve the service level for the Clerk and its clients, the Clerk desires to upgrade the Software solution to the Trimble cloud hosting service. Trimble has a "Cloud
Based" solution where the Software and resulting data and APS services processed can be hosted remotely by Trimble on Trimble or third party servers. The Clerk desires 24 x 7 availability of the software and APS agrees to provide front line technical support for the Clerk’s law enforcement agencies. This new service allows the Clerk to focus on the court business and engages APS to support the Clerk’s clients on behalf of the Clerk.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

1. Definitions

   a. "Authorized End User" shall mean any Customer employee, consultant, contractor, service provider or agent who is authorized by the Customer's system administrator to access and use the Software and/or the Dedicated Maintenance Services for Customer’s internal business purposes with a unique username and password.

   b. "Customer's Clients", "Clients" or "Agencies" means the law enforcement agency or agencies that the Clerk designates as an authorized user for electronic form(s) processing on the Software and/or the Dedicated Maintenance Services.

   c. "Customer Data" means Customer's proprietary information transmitted to stored within, processed using, or exported from the Software and/or the Dedicated Maintenance Services.

   d. "Pre-Site Assessment" is the site survey form, provided by APS for the Clerk’s completion, which APS requires for configuration of each of the Clerk’s Clients.

   e. "Services" includes Migration Services, Software Support and Technical Support, and Dedicated Maintenance Services as each are described in Section 2.

   f. "Software" means APS’ e-Citation Software Product and Additional APS Software Products described in Sections 2.B.1 and 2.B.2.

   g. "TSSS" means the Traffic Stop Statistical Study reporting required by Illinois Statute which describes information that must be collected on any form that can be used as probable cause on a traffic stop.

   h. Virtual Partner Engine (VPE). A product from APS that provides an interface between the law enforcement agencies’ mobile client and the Software. The VPE uses patented technology to process the LEADS returns and populate the various forms the Clerk or agencies require.

2. Services:

APS will provide the following Services under this Agreement, each component as more fully described below: (i) migration of the existing Customer Data from the Clerk’s self-hosted servers to an APS, Trimble or third party server ("Migration Services"); and (ii) Software Support and Technical Support for the Clerk’s usage of the Software on its self-hosted servers until completion of the Migration Services; and (iii) Dedicated Maintenance Services upon completion of
the Migration Services. Development services are not included in the Services to be provided under this Agreement.

These Services shall include the following components:

A. Migration Services:

APS will move the Clerk’s existing Customer Data from the DuPage County server(s) to the APS hosted server, which may be a third party service, as described in a separate, mutually agreed-upon Statement of Work to be incorporated by reference into this Agreement. The timelines for completion of the Migration Services in the Statement of Work are estimates only.

B. Software Support and Technical Support, as more fully described in Attachment A, for the following software products.

B.1 The APS e-Citation Software Product including the following modules:

- Virtual Partner Engine TM for supported mobile clients
- ReportBeamTM Engine
- QuickFormTM with ReportBeam to support the following forms:
  - Illinois Uniform Traffic Citation including TSSS
  - Illinois DUI/TSSS
  - Illinois Overweight Citation including TSSS
  - Illinois Conservation Citation Form
  - Illinois Tow Slip
  - Illinois NTA/TSSS
  - Illinois Parking
- Numbering control software supporting all forms specified in this Agreement.
- Interface to Illinois Unified Configuration Services (IUCS) or a product that is 100% compatible, which is defined as no loss of functionality contained in the IUCS.

B.2 The following Additional APS Software Products:

- QuickVoiceTM Technology for supported mobile computers
- QuickCommandTM
- APS patented technology for automatic import of data from LEADS
- APS patented technology for Voice Response on LEADS responses
- SmartExports as follows:
  1. XML or CSV data dump of all data elements contained in a form.
  2. TSSS - data export acceptable by the state without errors.
  3. Court Transmittal program for generation of the XML data file.
  4. FTP/web services to download transmittals
- SmartConnect - for thermal printing capability
- Web Services supporting configuration and list files
- Web Services supporting integration and transfer of data between the Clerk’s third-party court records management system and APS’ Report Beam

B.3 Assistance with the ODBC data connector or similar technology to enable the Clerk’s authorized staff to have access to the Customer Data.

B.4. **Additional Software Support Services.** APS may provide application training on existing and future Software, for which additional charges may apply. APS will provide an application/service for reporting problems with the Software and tracking resolution of problems.

B.5. Technical Support Services, as more fully described in Attachment A, including:

Provide ongoing technical support and mutually agreed-upon development (which development may be at additional cost) to refine and improve the process and Software supporting capture, generation and delivery of form(s) to Customer’s Clients.

Provide troubleshooting support to Customer’s Clients to the designated point of contact specified in the Pre-Site Assessment for the operation of the Software.

C. Dedicated Maintenance Services. Upon completion of the Migration Services, APS shall provide access to Customer to use APS’ Software as located and maintained on APS’ remote server service. Access to and use of the Software pursuant to the Dedicated Maintenance Services is subject to the License Grant and Usage Restrictions described in Section 2.5. The terms of APS’ maintenance service for such Dedicated Maintenance Services is described in Section 4 of Attachment A.

D. The parties will conduct quarterly reviews as agreed by both parties, including a status review of any outstanding items.

2.5 License Grant: Usage Restrictions

Subject to the terms and conditions of this Agreement and payment of the applicable fees, APS grants Customer and each Authorized End User a limited, non-exclusive, non-transferable, revocable license, without the right to sublicense, to access and use the Software made available to Customer through the Dedicated Maintenance Services from the completion of the Migration Services through the Term of this Agreement for Customer’s internal business use only. Except for the limited right to access and use such Software granted herein, no other right, title or interest in the intellectual property rights or technology of APS is granted and all such rights are expressly reserved by APS.
Customer and its Authorized Users shall not: (i) transmit, store or run software viruses or other harmful computer code to or from the Software; (ii) interfere with or disrupt the integrity of the Software or the data contained therein; or (iii) upload, post, reproduce or distribute any information, software or other material protected by copyright or any other intellectual property right (including the right of publicity and/or privacy) without first obtaining the permission of the owner of such rights or as permitted by law.

Customer may not copy, modify, make derivative works of, rent, lease, sell, distribute or transfer the Software, in whole or in part, except as otherwise expressly authorized under this Agreement. No Service Bureau Work (as defined below), multiple-user license or time-sharing arrangement is permitted. Customer agrees to use all commercially reasonable efforts to prevent its unauthorized use and disclosure. Customer shall not disassemble, reverse engineer or decompile the Software or any part thereof or permit others to do so. “Service Bureau Work” shall be deemed to include, without limitation, use of the Software to process or to generate output data for the benefit of, or for purposes of rendering services to any third party over the Internet or other communications network.

Access to and use of the Software is restricted to Customer’s Authorized End Users only. Customer shall be responsible to ensure all Authorized End Users maintain the security of any password, username, or other form of authentication involved in obtaining access to the Software. Usernames and passwords must be uniquely assigned to a specific individual and may not be shared by multiple individuals at any one time or transferred. Customer is solely responsible for (i) monitoring and controlling the activity of each Authorized User, (ii) ensuring each Authorized User’s compliance with the Agreement, (iii) ensuring that there is no unauthorized access to the Software and notifying APS promptly of any such access of which Customer becomes aware, (iv) the reliability, accuracy, quality, integrity and legality of all Customer Data and the means by which Customer acquires the Customer Data, and (v) ensuring that the use of the Software is in compliance with all applicable laws and regulations. Customer shall be solely responsible and liable for the acts and omissions of each Authorized User on the System.

3. Work Environment

All technical staff of APS is currently located in Florida or Kamloops, British Columbia, Canada at Contractor’s sites. APS reserves the right to engage technical staff at other locations in its discretion. The Clerk shall not provide support facilities or equipment necessary for APS personnel to perform under this Agreement, except as described in this Agreement.

All payments under this Agreement are subject to the following provisions:

a. APS agrees to invoice monthly for the Services provided beginning on the Effective Date. If necessary, the Customer shall notify the Contractor of a good faith dispute regarding an invoice within three business days of its receipt of the invoice.

Payment will be made to the Contractor’s designated mailing address or via direct deposit or other method as convenient to Clerk and Contractor. The payment of taxes for any money received under this Agreement shall be the Contractor’s sole responsibility and should be reported under the Contractor’s Federal and State tax identification number(s).

b. The Clerk shall pay invoices issued in accordance with paragraph (a) in accordance with the provisions of the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et. seq. Interest on overdue payments related to invoices not in dispute shall be calculated and assessed against the Clerk in the manner set forth in the Act.

c. The aggregate annual base fee for the Services to be provided under this Agreement shall be: $450,000 which includes the Services as described in Section 2 for up to 37,500 citations/forms per quarter. APS will invoice the base fee in the amount of $37,500 monthly.

d. The total citations/forms processed in excess of 37,500 citations/forms (base service) in each quarter will be invoiced within 30 days after the end of the quarter. The compensation for citations/forms processed in excess of the base service under this agreement is $3.00 per citation/form processed by the service.

Citations that will incur the $3.00 charge include: Illinois Uniform Traffic Citation, Overweight Citation and DUI Citation, and any Citation included in 705 ILCS 105/27.3e, of the Illinois Compiled Statutes.

5. Term

THIS AGREEMENT SHALL BECOME EFFECTIVE UPON THE LATER OF THE SIGNATURE DATE OF THE CLERK OR THE DATE THE PURCHASE ORDER IS APPROVED BY THE DUPAGE COUNTY BOARD ("EFFECTIVE DATE").

This Agreement shall be effective for five (5) years from the Effective Date ("Term").
The Agreement will automatically renew for additional one (1) year periods unless either party gives notice to the other party at least one (1) year prior to the expiration or termination of the then-current term.

6. Termination

Upon termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. Upon termination or expiration of this Agreement, Customer shall have sixty (60) days to request a copy of the Customer Data in a mutually agreeable, commercially standard form. Customer shall pay APS for providing such Customer Data on a time and materials basis at APS' then-current rates.

APS may terminate this Agreement with sixty (60) days’ written notice for non-payment of undisputed invoices or for cause for any other material breach by the Clerk of this Agreement which non-payment or other material breach is not cured within such sixty (60) day period.

6.5 Termination for Non-Appropriation

If the County of DuPage, hereinafter “the County” fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal year of this Agreement succeeding the first fiscal year, this Agreement shall be cancelled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available, provided however that the Clerk provides notice to APS at least one (1) year prior to the intended date of termination; and provided further that this will not affect either party’s rights under any other termination clause in this Agreement. The effect of termination of the Agreement under this Section 6.5 will be to discharge both parties from future performance of the Agreement (subject to the one (1) year notice requirement), but not from their rights and obligations existing at the effective date of termination. APS shall be entitled to payment for any and all unpaid charges for the products and services delivered to the Clerk prior to the effective date of termination.

7. Status of Contractor

The Contractor, and its agents and employees, are independent contractors performing professional services for the Clerk and are not employees of the County of DuPage or of the Clerk of the Eighteenth Judicial Circuit Court. The Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, or any other benefits afforded to employees of the Clerk or DuPage County as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are personally reportable by it for income tax purposes as business income.
8. Assignment

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Clerk, except that APS may assign this Agreement to an affiliate or in connection with a merger, reorganization, acquisition or other transfer of all or substantially all of APS’ assets or voting securities.

9. Subcontracting

The Contractor may subcontract all or any portion of the services to be performed under this Agreement with reasonable written notice to the Clerk, provided that Contractor shall be responsible for the performance of its subcontractors hereunder.

10. Records of Audit

During the term of this Agreement and for two years thereafter, the Contractor shall maintain detailed records pertaining to the invoicing of services rendered. These records shall be subject to inspection by the Clerk upon reasonable notice and during APS’ usual business hours. The Clerk shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Clerk to recover illegal payments as finally determined by a court of competent jurisdiction.

11. Release

The Contractor releases upon final payment of the amount due under this Agreement the Clerk, its officers and employees, the County from all liabilities, claims and obligations whatsoever arising from or under this Agreement, except for a breach of Sections 12 or 13.

12. Confidentiality

Each party agrees that all code, inventions, know-how, business, technical and financial information it obtains ("Receiving Party") from the disclosing party ("Disclosing Party") constitute the confidential property of the Disclosing Party ("Confidential Information"), provided that it is identified as confidential at the time of disclosure or should be reasonably known by the Receiving Party to be Confidential Information due to the nature of the information disclosed and the circumstances surrounding the disclosure. The software, documentation or technical information provided by APS (or its agents) shall be deemed Confidential Information of APS without any marking or further designation. Except as expressly authorized herein, the Receiving Party will hold in confidence and not use or disclose any Confidential Information. The Receiving Party’s nondisclosure obligation shall not apply to information which the Receiving Party can document: (i) was rightfully in its possession or known to it prior to receipt of the Confidential
13. Intellectual Property

All materials and intellectual property developed or acquired by the Contractor under this Agreement shall become the sole property of the Contractor. Anything produced solely for the Clerk, in whole or in part, by the Contractor under this Agreement shall be owned by the Contractor, including all copyrights. The source code to any custom-developed software under this Agreement, except where prohibited due to previous licensing or 3rd party agreements, shall become the property of the Contractor.

All right, title and interest in and to the Software and the intellectual property rights therein shall remain in APS. The Software is licensed not sold to Customer pursuant to this Agreement. As between APS and Customer, Customer shall retain ownership of the Customer Data. APS may access, use, reproduce, create derivative works from, perform and display the Customer Data to perform its obligations under this Agreement.

14. Conflict of Interest

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement.

15. Amendment

This Agreement shall not be altered, changed or amended except by an instrument in writing executed by the parties hereto.

16. Limited Warranty

APS will perform the Services in a professional and workmanlike manner. APS will, as its sole liability for failure to provide Services meeting this warranty, re-perform the non-conforming Services at no additional cost to Customer if notified of the non-conformity within thirty (30) days of delivery of the applicable Service, or if APS
determines such remedies to be impracticable within a reasonable period of time, terminate this Agreement and refund the portion of fees attributable to such non-conforming Services. EXCEPT FOR THE FOREGOING WARRANTY, ALL SERVICES, SOFTWARE AND DELIVERABLES ARE PROVIDED “AS IS” AND APS EXPRESSLY DISCLAIMS ANY AND ALL OTHER WARRANTIES OF ANY KIND OR NATURE, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

17. Scope of Agreement

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No prior agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement. For clarity, the parties acknowledge that the Software located on the Clerk’s self-hosted servers is subject to pre-existing software license agreements between the parties which shall remain in full force and effect pursuant to their terms.

18. Indemnification

The Contractor shall hold the County, the Clerk and their agencies, officers and employees (“Indemnified Parties”) harmless and shall indemnify the Indemnified Parties against any and all claims, suits, actions, liabilities and costs of any kind (“Claims”), including reasonable attorney’s fees, resulting from US or foreign copyright or patent infringement, personal injury or damage to property arising from the acts or omissions of the Contractor, its agents, officers, employees or subcontractors. Contractor shall not be liable for any injury or damage as a result of any negligent act or omission committed by the County, Clerk, their officers, agents or employees.

Neither by indemnification nor insurance do the Indemnified Parties waive any defenses or immunities which may be available to them, including those conferred by the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq, nor shall APS’s obligations under this Paragraph 18 be limited by reason of the enumeration of any insurance coverage or bond herein provided.

APS shall pay any final judgments awarded or settlements entered into, provided that: (i) APS is notified of such Claim promptly and in writing; and (ii) the Clerk and County shall not unreasonably refuse to cooperate with APS in its defense and settlement.
Pursuant to Illinois law, the state's attorney is the sole legal representative of the Indemnified Parties and shall control litigation on their behalf. No attorney may represent the same without the state's attorney first appointing such attorney as an assistant state's attorney for the limited purpose of such representation. The state's attorney will not unreasonably decline to appoint an attorney recommended by APS to defend the Indemnified Parties nor shall he or she unreasonably interfere with APS's control of the defense and settlement of any Claim arising under this Paragraph 18. Nothing in this Paragraph shall prevent the state's attorney from defending the Indemnified Parties through the use of his own agents, attorneys, and experts at the expense of the Indemnified Parties.

19. Applicable Law

The substantive and procedural laws of the State of Illinois shall govern this agreement in all respects and without regard to conflict of law principles. The exclusive venue for any court action in connection with this Agreement shall be the United States District Court for the Northern District of Illinois.

20. Limitation of Liability

APS SHALL NOT BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE OR INCIDENTAL DAMAGES OR LOSSES CAUSED BY ANY OF THE SERVICES PROVIDED HEREUNDER EVEN IF APS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE. THE CONTRACTOR'S LIABILITY TO THE CLERK FOR ANY CAUSE WHATSOEVER SHALL BE LIMITED TO THE PURCHASE PRICE OR FEES PAID TO THE CONTRACTOR FOR SERVICES THAT ARE THE SUBJECT OF THE CLERK'S CLAIM. THE FOREGOING LIMITATIONS DO NOT APPLY TO PARAGRAPH 18 OF THIS AGREEMENT OR TO DAMAGES RESULTING FROM PERSONAL INJURY CAUSED BY THE CONTRACTOR'S NEGLIGENCE.


Any waiver by either party of any breach of this Agreement, whether express or implied, will not constitute a waiver of any other or subsequent breach. No provision of the Agreement will be waived by any act, omission or knowledge of a party or its agents or employees except by an instrument in writing expressly waiving such provision and signed by a duly authorized officer of the waiving party. If any provision of this Agreement is adjudged by any court of competent jurisdiction to be unenforceable or invalid, that provision shall be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. Neither party shall be liable to the other for any delay of failure to perform any
obligation under this Agreement (except for a failure to pay fees) if the delay or failure is due to events which are beyond the reasonable control of such party, including but not limited to any strike, blockade, war, act of terrorism, riot, natural disaster, failure or diminishment of power or of telecommunications or data networks or services, or refusal of approval or a license by a government agency.

22. Notices.

All notices and requests in connection with this Agreement are deemed given as of the day they are received either by messenger, delivery service, or in the United States of America mails, postage prepaid, certified or registered, return receipt requested. Any such notices to Customer or APS should be sent to the addresses set forth below (or to such other address as a party may designate in writing to the other party pursuant to this notice provision):

<table>
<thead>
<tr>
<th>APS’ Address:</th>
<th>Copy to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Public Safety, Inc.</td>
<td>Trimble Navigation Limited</td>
</tr>
<tr>
<td>Attention:</td>
<td>Attention: General Counsel – Legal Notice</td>
</tr>
<tr>
<td>500 Fairway Drive, Suite 204</td>
<td>935 Stewart Drive</td>
</tr>
<tr>
<td>Deerfield Beach, FL 33441</td>
<td>Sunnyvale, CA 94085</td>
</tr>
<tr>
<td>USA</td>
<td>USA</td>
</tr>
</tbody>
</table>

22. The previous contract between the parties hereto related to ReportBeam, the Professional Services Contract for e-Citation Technology Support, Contract No. APS-2011-1 signed by the Clerk on September 17, 2010 ("Previous Contract") is hereby terminated as of the date of the Effective Date of this Agreement unless the parties mutually agree in writing to maintain such previous contract in force, provided however that any prepaid balance under the Previous Contract shall not be refunded to the Clerk but may be credited to purchases of additional forms or reports to be defined in a separate agreement. The parties hereby waive any applicable notice provisions in, including the notice required by Section 6 of the Previous Contract.

23. Both parties mutually agree that from time to time APS may upgrade the software or change product names within the product line. The Clerk agrees to such upgrades and changes, as long as functionality is not removed.

24. APS agrees that the Clerk or its designee will have access to the SQL tables contained in the Software for the purpose of querying, reading, and analyzing the Customer Data as needed by the Clerk.

Signature Page Follows
IN WITNESS WHEREOF, the parties agree to the terms and conditions of this Agreement.

<table>
<thead>
<tr>
<th>Clerk of the Eighteenth Judicial Circuit Court of DuPage County, Illinois</th>
<th>Advanced Public Safety, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature on File</td>
<td>Signature on File</td>
</tr>
<tr>
<td>Name: Christopher Vachtzou AR</td>
<td>Name: William Martin</td>
</tr>
<tr>
<td>Title: Clerk of the Court</td>
<td>Title: General Manager</td>
</tr>
<tr>
<td>Date: 1/20/2013</td>
<td>Date: 1/16/2013</td>
</tr>
</tbody>
</table>
Attachment A
Support Services

1. Definitions

Except as otherwise defined in this Attachment A, capitalized terms herein shall have the meanings set forth in the Agreement.

1.1 “Documentation” means the user’s guide, product manual and/or operating instructions (if any and whether in printed or electronic format) supplied to the Customer by APS for aiding use of the Software. Documentation is deemed to include any APS-provided revisions thereof.

1.2 “Fix(es)” means an error correction or other update created to fix a previous Software version that does not substantially conform to its performance specifications in the Documentation.

1.3 “Minor Update(s)” occur(s) when minor enhancements are made to current features in the Software. A non-exhaustive list of examples of the types of enhancements that APS may consider to be Minor Updates is included in Schedule 2 attached hereto.

1.4 “Major Upgrade(s)” occur(s) when significant new features or enhancements are added to the Software, or when a new product containing new features replaces the further development of a current product line.

1.5 “Software” means (for purposes of this Attachment A) the Software modules as defined in the Agreement together with any associated Documentation (in any medium), Fixes, Minor Updates or Major Upgrades furnished to Customer under this Attachment A.

2. Software Support Services

2.1 Standard Support. APS will provide telephonic and email Software Support Services and, subject to Section 2.2 below, will use commercially reasonable efforts to correct or recommend a workaround solution for Software errors in accordance with the priority levels, times of service and escalation procedures set forth in Schedule 1 attached hereto. Such support is provided for the current release of the Software and any other release of the Software for up to one (1) year following APS’s announcement of discontinuance of such Software release.

2.2 Corrective Maintenance. APS will use commercially reasonable efforts to provide Fixes and or workarounds to correct errors in the Software discovered by the Customer conditioned on the following:

2.2.1 The error is promptly reported and sufficiently described in writing by the Customer in order for APS to reproduce it;

2.2.2 The error did not result from a modification of the Software done by someone other than APS (or without APS’s approval);

2.2.3 The error is not due to a failure of equipment, hardware, material or software (drivers, operating systems, networks, etc.) not supplied or supported by APS, and the error occurs through no fault of the Customer;

2.2.4 The Software is used in the form in which it was supplied and/or updated and/or upgraded by APS;

2.2.5 The Software is and has been at all times installed and used in a proper manner and in accordance with the instructions and Documentation supplied by APS.

2.3 Fixes, Updates and Upgrades. APS may from time to time develop Fixes, Minor Updates and Major Upgrades for release to its customers generally. During the Term, Customer will be entitled to receive Fixes and Minor Updates at no additional charge, subject to APS’s established procedures for delivery to its customers. Major Upgrades will be made available to Customer for an additional fee. APS will provide reasonable assistance to help Customer install and operate such
enhancements, provided that if APS agrees, in its sole discretion, to provide such assistance at Customer's facility, such assistance shall be subject to supplemental charges as described in Section 2.5 below. APS reserves the right to determine, in its sole discretion, what constitutes a Fix, Minor Update or Major Upgrade.

2.4 Excluded Services. The Software Support Services provided by APS under this Agreement exclude training, software programming services (other than those characterized as Minor Updates), hardware or related supplies, upgrades or changes to third party software, or upgrades or changes to Software due to changes or upgrades in Customer or third party software that interfaces with Software. A non-exhaustive list of examples of Excluded Services is included in Schedule 2 attached hereto.

2.5 On-site Technical Support. On-site technical support is excluded from the Software Support Services provided by APS under this Agreement. APS may, however, in its sole discretion, make on-site technical support available to Customer at APS's then current rates for such on-site technical support, plus travel and other reasonable expenses. On-site technical support will be furnished at mutually agreed times.

3. Customer Obligations - Software Support Services

3.1 Customer Contact. Customer shall designate and notify APS of Customer's principal contact and one alternate back-up contact who are tasked with operation and maintenance of the Software for Customer ("Customer Contact(s)"). To the maximum extent practicable, Customer's communications with APS will be through such designated Customer Contacts, and APS will have no obligation to provide Support Services to any other persons unless specifically agreed upon in writing.

3.2 Customer Cooperation. During the Term Customer agrees to:

3.2.1 promptly make available to APS without charge complete and accurate data, assistance and cooperation from Customer's personnel as well as access to Customer's facilities, systems and equipment (including but not limited to server and mobile devices) as reasonable and necessary to enable APS to carry out its Software Support Service obligations;

3.2.2 notify APS in writing immediately on becoming aware of a fault in the Software which might materially affect the operation of the Software;

3.2.3 use the Software in accordance with the Documentation and terms of this Agreement;

3.2.4 keep full security copies of all data processed by the Software in accordance with best computing practice;

3.2.5 ensure that all of the Clerk's personnel, employees, consultants and contractors of Customer who use the Software or the Software Support Services are properly trained in respect of such use;

3.2.6 ensure that a suitable modem link (e.g., a VPN) as specified by APS is installed and operated by the Customer on the equipment on which the Software is to be located at its own expense, for the purpose of providing APS with remote access to the designated system to assist performance of the Software Support Services; and

3.2.7 use only the current release version of the Software as may be provided by APS from time to time.

Customer acknowledges and agrees that APS shall not be liable for any deficiency in performing the Software Support Services if the deficiency results from Customer's failure to provide the foregoing cooperation.

3.3 Installation of Fixes, Updates and Upgrades. Customer agrees to install or request APS install all Fixes, Minor Updates and Major Upgrades in accordance with the instructions and in the order of receipt from APS.
3.4 No Modification of Software. Customer agrees not to modify, enhance or otherwise alter the Software unless and only to the extent specifically authorized in the Software user guide or manual furnished by APS or to the extent that the prior written consent of APS is obtained.

4. Technical Support Services and Dedicated Maintenance Services

4.1 Dedicated Maintenance Services. Upon completion of the migration of the Customer Data from the Clerk’s self-hosted servers to an APS, Trimble or third party server, APS agrees to maintain the hardware and infrastructure necessary to host the Software pursuant to the Dedicated Maintenance Services Support and System Performance Guidelines attached hereto as Schedule 3. Such Software, hardware and infrastructure will be hosted at a third party hosting facility under the control of third party service providers (“Hosting Facility”) and the technical support services APS provides hereunder is subject to the terms of service of such third party providers.

4.2 Customer Acknowledgements

(a) General. In connection with the Technical Support Services and Dedicated Maintenance Service, Customer acknowledges:

(i) APS is not responsible for the terms, conditions, obligations, or performance of or arising under agreements between Customer and any wireless network in connection with the Service;

(ii) APS assumes no responsibility for improper storage of Customer data or information or delivery of messages;

(iii) APS assumes no responsibility for the quality or accuracy of, or the inability to receive, access or use third-party software applications not provided by APS to which data or information is transmitted or received;

(iv) Wireless networks and coverage, and Internet access that are necessary for use and operation of the hardware, infrastructure and/or Dedicated Maintenance Service may be interrupted, terminated or restricted or the quality of the transmission may be diminished at any time. Actual coverage and operation of the Dedicated Maintenance Service may depend on system availability and capacity, system and equipment upgrades, repairs, maintenance, modifications and relocation, Customer’s equipment, signal strength, structural conditions, governmental regulations, suspected fraudulent activities, acts of God and other conditions beyond APS’ reasonable control.

(b) Privacy. Customer acknowledges that use of the Dedicated Maintenance Service may have user or constituent privacy implications. Whether, and to what extent, a user’s privacy rights are implicated may be affected by such things as: the use to which the Dedicated Maintenance Service is put; the information that is gathered by the Service; the dissemination of information that is gathered; the actions that are taken based upon the information gathered; the user’s or constituent’s knowledge and or consent to such monitoring; the policies and procedures that have been implemented and communicated by the administrator; and current federal and state laws, regulations and constitutional rights applicable to the user or constituent. Use of the Dedicated Maintenance Service may result in the receipt, storage or transmission of data that contains personally identifiable information of Customer, its users or constituents.

4.3 Coverage, Hosted Data Storage and Data Transmission. The Technical Support Services and Dedicated Maintenance Service and APS’s continuing obligation to provide them are dependent on the availability and coverage of wireless networks, computer networks, the hosting facility, and the Internet, which are owned and operated by third parties. APS will not be responsible for the unavailability, termination or performance degradation of or limits in wireless networks, wireless coverage, the hosting facility, or the Internet. APS may, in its sole reasonable discretion change the third party network or hosting facility used to access and use the Software and services.
Schedule 1
Error Priority Levels, Support Times, Escalation

I. TELEPHONE SUPPORT

APS will provide telephone assistance to Customer. Telephone Support hours are from 8:30 a.m. to 7 p.m. Eastern Time (ET), excluding weekends (Saturday and Sunday) and APS holidays. The telephone support number is 1-954-354-3000, option 3.

APS holidays are as follows:
- New Year's Day
- President's Day
- Memorial Day
- Pre-Independence Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

II. ELECTRONIC MAIL SUPPORT

APS will provide electronic mail assistance to Customer. Electronic mail support hours are from 8:30 a.m. to 7 p.m. Eastern Time (ET), excluding weekends (Saturday and Sunday) and APS holidays. The email support address is support@aps.us.

III. PRIORITY LEVELS OF ERRORS

In the performance of Software Support Services, APS applies priority ratings to problems reported by Customer in the following manner:

A) Priority I Errors

- **Description:** Program errors that prevent some function or process from substantially meeting the functional specifications described in the Software Documentation, which materially affect the overall performance of the Software function or process, and for which no work-around solution is known.

- **APS Response:** APS will initiate the following procedures: (1) assign APS staff to correct the error; (2) provide Customer with periodic reports on the status of corrections; (3) commence work to provide Customer with a work-around, if a work-around can be determined, until final solution is available; (4) provide final solution to Customer as soon as it is available.

B) Priority II Errors

- **Description:** Program errors that prevent some function or process from substantially meeting the functional specifications described in the Software Documentation, but which has a reasonable work-around solution.

- **APS Response:** APS will provide a work-around solution to the Customer as soon as possible and shall exercise commercially reasonable efforts to include the fix for the error in the next Software maintenance release.

C) Priority III Errors
• **Description:** Program errors that prevent some portion of a function from substantially meeting its functional specification described in the Software Documentation, but that do not materially affect the overall performance of the Software function.

• **APS Response:** APS may include the fix for the error in the next major release of the Software.

**IV. ESCALATION PROCEDURES**

The previous sections define the process for addressing errors that may arise with the Software. Sufficient Customer Contact information should be provided to APS so that either party can contact the other as needed if a problem arises.

In an urgent situation in which the Customer reasonably requires an escalation of the aforesaid Software Support Services support for Priority I or Priority II Error correction, Customer may contact the following APS personnel:

**Priority I and II Errors Only**

<table>
<thead>
<tr>
<th>Time of communication</th>
<th>APS Escalation Contact</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Business hours</td>
<td>Technical Support Department</td>
<td>Phone: 954-354-3000, option 3 Email: <a href="mailto:support@aps.us">support@aps.us</a></td>
</tr>
<tr>
<td>Non-business hours</td>
<td>Technical Support Department</td>
<td>Phone: 954-354-3000, option 3 Email: <a href="mailto:support@aps.us">support@aps.us</a></td>
</tr>
</tbody>
</table>
Schedule 2

Non-Exhaustive List of Examples of Minor Updates

1. Update dropdown list values with no change in the list schema.
2. Update default values provided no software programming is required.
3. Modifications to support parsing query returns from Customer’s Mobile Data Client (MDC) for a state driver’s license, vehicle registration, or to add a new alert.
4. Modifications to support a new version of the Customer’s existing MDC or a new MDC being implemented by Customer, if said MDC is already supported in the software.
5. Modifications to support scanning or swiping of a new state driver’s license or vehicle registration.
6. Add, Change, Remove fields on the forms software interface, printed form and/or data export, required by applicable State law only but not including modifications to the software logic.
7. Modifications to the printed form to update the footer or other static text such as addresses, or other change required by applicable State law only.
8. Modifications to the export destination path.

Non-Exhaustive List of Examples of Excluded Services

1. Dropdown list schema change.
2. Modifications to support an MDC that is not already supported in the software.
3. Modification to support a non-driver’s license query return or scan such as a beat registration.
4. Add, Change, Remove fields on the forms software interface, printed form or data export not required by applicable State law.
5. Modifications to the software logic.
6. Cosmetic changes to the printed form such as adding thick dividing lines, etc.
7. Adding signatures, logos, etc.
8. Modifications to the data export such as:
   a. Conversion to new data format or schema
   b. Addition or change to any data transformation logic
9. Modifications to support different or additional hardware.
10. Technical services to execute a move and/or re-installation of APS Software due to Customer’s need to move to different hardware, or other Customer-driven reasons.
Schedule 3

Dedicated Maintenance Services Support and System Performance Guidelines

For the purpose of this Schedule 3 only, "Service" shall be defined as the Dedicated Maintenance Services.

1. Support. APS will provide its standard support services via telephone and electronic mail to Customer for Dedicated Maintenance Services. Support hours are from 8:30 a.m. to 7 p.m. Eastern Time (ET), excluding weekends (Saturday and Sunday) and APS holidays. The telephone support number is 1-954-351-3000, option 3. The email support address is support@aps.com.

APS holidays are as follows:
- New Year’s Day
- President’s Day
- Memorial Day
- Pre-Independence Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve

Support hereunder does not include the following or related services to Customer: implementation services, configuration services, integration services, custom software development, modifications to the Service, training or assistance with administrative functions.

2. System Performance Guidelines

2.1 System Performance. The Service shall be available, (defined below), 99.99% of the month, 24 hours a day, 7 days a week, provided however, that APS may schedule periodic maintenance of the system. For purposes of this Service Availability Commitment, the Service shall be deemed available during periods of “Service Availability”, which shall be deemed to exist when the Service can be accessed by Authorized End Users via the Internet or other applicable wireless technologies and APS is able to receive, store and transmit data to and from the Service (the “Availability Criteria”).

2.2 Service Availability. Performance. If, in any given calendar month, Service Availability is less than the Service Availability Commitment as calculated pursuant to the Availability Criteria, Customer may provide APS written notice of such Service Availability failure. APS and Customer shall cooperate (at no cost to Customer) to cure the Service Availability failure as quickly as possible from Customer’s delivery of such written notice. Notwithstanding anything herein to the contrary, the Service shall not be considered “unavailable” if APS’ failure to meet any of the Availability Criteria above is due to the following: (a) failure of utilities, services, equipment or systems not within APS’ reasonable control, including the Hosting Facility; (b) scheduled downtime or planned maintenance with advance written notice to Customer; (c) any act or omission of Customer; (d) Customer’s applications, facilities, or equipment; or (e) other causes beyond the reasonable control of APS, including without limitation, failure of a wireless network or the Internet, default of a common carrier, or other force majeure event.

2.3 Scheduled Downtime. From time to time, APS may schedule downtime periods in which maintenance to the Service is performed (“Scheduled Downtime”), thereby working to ensure further reliability and quality of Service. In the event of planned upgrades and maintenance, APS will provide Customer with at least five (5) days prior written notice of any such planned outage. APS will send planned and non-planned notifications to the Customer designated email address. Such notice shall set forth the planned completion time for the maintenance performed during the Scheduled Downtime. APS shall use its good faith efforts to schedule and perform Scheduled Downtime on off-peak usage days and
3. Service Credits

Customer’s sole and exclusive remedy for APS’ failure to meet the Service Availability Commitment shall be to request a billing credit on its next invoice or if no further payments are due then a refund in an amount equal to one (1) hour toward the Monthly Service Fee for each full hour the Service was unavailable but in no event shall the billing credit for a month exceed the Monthly Service Fee. Customer must request a billing credit within ten (10) business days of the date the Service was unavailable.
AMENDMENT
TO
ELECTRONIC FORMS SERVICES CONTRACT

This Amendment (this "Amendment") amends the Electronic Forms Services Contract between Clerk of the Circuit Court of the Eighteenth Judicial Circuit, ("Customer") and Aptean Company ("Aptean"), dated June 30, 2013 (along with any amendments and other addenda executed from time to time, collectively, the "Agreement"). In case of any conflict between the Agreement and this Amendment, the terms and conditions of this Amendment shall control. Except as otherwise modified herein, all terms and conditions of the Agreement shall remain in full force and effect. All capitalized terms used herein, and not otherwise defined herein, shall have their respective defined meanings as set forth in the Agreement.

WHEREAS, the parties desire that certain terms and conditions of the Agreement be modified as agreed by the parties.

NOW, THEREFORE, the parties agree that the following modifications are hereby made to the Agreement, and incorporated therein, as if the Agreement originally included the following modifications:

1. Section 5 of the Agreement is hereby modified by extending the term of this Agreement at the current fee structure for an additional year.

This Amendment constitutes the entire agreement between Customer and Aptean regarding the subject matter herein addressed, and fully supersedes any and all prior agreements or understandings, written or verbal, between Customer and Aptean.

IN WITNESS WHEREOF, the parties have executed this Amendment effective as of the last date entered in the signature blocks below (the "Effective Date").

Clerk of the Circuit Court of the
Eighteenth Judicial Circuit
Signature on File
Name
Title
Date

Advanced Public Safety
Signature on File
Name
Title
Date

Katherine Dunn

9/29/2017
INTRODUCTION
This document describes the history of the Advanced Public Safety, Inc. (APS) electronic citation system used in DuPage County, touches on other e-citation vendors, and examines future alternatives.

HISTORY
APS
Beginning in 2007, after examining the capabilities of numerous vendors, the Circuit Clerk’s Office contracted with Advanced Public Safety, Inc. (APS) for an enterprise license to provide DuPage County agencies with a county-wide electronic citations solution.

From 2007-2018, over $5 million has been invested for software development, cloud-hosting services, and support services for the APS electronic citation solution. Funding for this system comes from the Circuit Clerk’s E-Citation and Document Storage funds. Thirty-three (33) DuPage County policing agencies utilize the DuPage County electronic citation platform. The APS application (VP2) and Zebra citation printers are installed in over 1000 squad cars throughout the county. Electronic citations currently account for 76% of all citations filed in the 18th Judicial Circuit, allowing for a significant reduction in staffing required to process incoming tickets.

In order to create a robust and integrated “car-to-court” electronic citation platform, the Circuit Clerk’s office has deployed the following applications:

- IUCS (Illinois Uniform Configuration Service) – For defining and standardizing state offenses, local statutes and municipal ordinances, providing accurate officer court schedules, court locations, and managing caseloads in the traffic court calls.
- LEADER – Electronic citation review and agency court transmittal system, supporting both electronic forms and manual data entry of handwritten forms. Interfaces into DUCS to electronically transfer citation data and automatically create the court records.
- Applications that export the E-citation data into police department records management systems including Motorola NetRMS, New World Systems, OSSI, and DuPage ETSB’s new WebRMS platform, which is replacing NetRMS in 2019.
- An interface to automatically send all forms to the Statewide Citation Repository, which collects information on all law enforcement contacts within Illinois.

Current Status
After 10+ years of development and support from both APS and Circuit Clerk personnel, the highly integrated DuPage/APS e-citation environment is stable and ensures the accurate automated data entry into the court record. Hardware/software installations and upgrades are commonly performed with minimal impact. The environment is hosted in the cloud, and supported 24x7x365.
The following electronic forms have been/are being implemented to Illinois Supreme Court, IDOT and agency standards:

- Uniform Traffic Citation (UTC)
- UTC Written Warning
- Overweight (revisions currently in progress)
- Civil Law Violation (development currently in progress)
- Uniform Conservation Citation (UCC) (in design phase)
- Traffic Stop Statistical Study (TSSS) (aka Verbal Warning)
- Pedestrian Stop Statistical Study (PSSS) (development currently in progress)
- Notice to Appear/Non-Traffic Complaint (NTA/NTC)
- Witness Form
- Parking Ticket Form
- Tow Form

Current Contract

Currently, DuPage is contracted with APS through November 30, 2018 for a baseline amount of $450,000 annually. The original 5-year contract was extended for one additional year in 2017. Note this contract includes an “excessive citation volume” clause, in case more than 37,500 citations per quarter were written. The excess volume amounts have never been reached, but would have been charged at $3.00 per citation.

Other Illinois E-Citation Vendors

IT-Stability - In 2017, IT-Stability deployed electronic citation software in Hanover Park, Illinois. Their product supports UTC, NTA, Parking, Warnings, and TSSS forms, and does have integration to IUCS and LEADER. They also support the Cook County citation format. Their products are expanding into DeKalb County, and very recently into Will County.

TraCS – The new State Police e-citation system deployed in DuPage County in July 2018, and is being used statewide. This software was purchased from a vendor in Iowa. They support UTCs, Warnings, and Civil Law forms, and they are being electronically transmitted to the court via the LEADER interface. Overweight forms are tentatively scheduled in the near future. Local violations and ordinance violations are not supported in TraCS and there are no plans for enhancement. It is not known if the State Police would be in a position to bid on an RFP for their platform.

Quicket – Quicket Solutions is a young company that has a UTC form in production with the Lemont Police Department. The Clerk’s staff had an informational meeting with Quicket in 2016, and their solution was prohibitively expensive at that time. We believe this software is only in production with Lemont PD. They are not integrated with either IUCS or LEADER.

DigiTicket – DigiTicket writes UTC, Warning and TSSS forms, and was purchased by Madison and Bond County. Certain individual police agencies in the state have purchased the product independently, and are not running on a county-wide enterprise license. DigiTicket is based in Oklahoma and has a presence in more southern states. They are not integrated with either IUCS or LEADER.
Tyler Brazos – Cook County purchased the Tyler court case management system with the Tyler Brazos electronic citation option. This is a 5-year implementation, and the electronic citation portion has not yet begun. Brazos may be in limited production in Kane County. Tyler purchased Brazos in 2015, and this is a new product offering for them. They are not integrated with either IUCS or LEADER.

Alternatives Moving Forward

There are three alternatives for the future:

1. Stay with APS as a county-wide solution.
   - We have had discussions with APS regarding pricing for a new contract at $3.50 per ‘court-filed’ citation generated using their system (UTC, NTA, Overweight, CL, Conservation). There is no cost for forms that are not submitted to the court (e.g. - tow forms), or any case where the defendant is not found guilty.
   - Using recent years’ ticket volume, the cost of the new contract would be approximately $315,000 annually, for a savings of approximately $135,000 per year compared to our current contract.

2. Issue an RFP for vendors to become the new DuPage county-wide electronic citation vendor.
   - Any new vendor would need to implement or enhance functionality to support all Illinois e-citation forms, plus interfaces with LEADS, IUCS, LEADER, and data exports for agency records.
     - We obtained quotations from Tyler Technologies for Brazos, which was approximately $850,000 development costs, plus $225,000 annually. Brazos positions themselves as a close competitor to APS.
     - IT Stability implementation costs may be less since they already support interfaces to IUCS and LEADER for Hanover Park. Any additional form development (e.g. conservation, overweight) would incur additional costs, plus enhancements needed to meet our current application’s functional requirements, such as the data exports to police agency records systems.
   - Any new vendor implementation would involve squad car software installation, printer maintenance and police officer training for 1000+ officers. This would be a significant burden on some agencies, in both officer time and IT resources.

3. Cease support for a countywide enterprise license for electronic citations.
   - Due to budget constraints at the municipal level, only a few large agencies in DuPage County might be able to acquire an electronic citation system on their own.
   - The clerk’s office would return to manual data entry of citations and the subsequent quality assurance accuracy review, which would require the hiring of an estimated six (6) new staff members. The error rate for manual data entry would increase.
   - Citation records would take up to two (2) business days before becoming available in DUCS, slowing down access for adjunct departments like probation or the State’s Attorney’s Office.
   - Agencies would no longer maintain their officers, local violations or municipal ordinances in IUCS; the responsibility for those tasks would again fall to the clerk’s office.
   - This would severely hamper the clerk’s ability to make the electronic record in the traffic division the official court record, and restrict our ability to move towards a paperless
environment. In comparison, the electronic record in the civil division has been the official court record since 2014.
  o The Clerk’s office is in no position to cease support for this initiative at this time.

Recommendations

Due to time constraints, a contract with APS is needed for FY 2019. Another vendor solution cannot be implemented by 12/1/2018.

In addition, it is our opinion that DuPage County’s best option is to continue the contract with APS over the short-to-medium term because:

1. The APS system is running on a modern technology platform, is fully integrated with both the Clerk’s environment and law enforcement’s records management systems, is stable and functioning well.
2. Police officers are trained and comfortable issuing citations in the APS environment.
3. The proposed cost of the APS contract has decreased.
4. It is unlikely a new vendor implementation would be cost effective:
   o Initial implementation cost could be very large (Brazos $850K)
   o Squad car software installation, officer training and re-development of agency interfaces would be costly to agencies and the Clerk.
5. While the alternative vendor offerings have improved significantly over the last few years, there is no vendor that offers the entire suite of forms and functionality that APS currently offers in DuPage County. The solution in DuPage County continues to be the premier example of an integrated car-to-court electronic citation platform in the state of Illinois.
Requisition under 25k dollars

2018-272
PROCUREMENT REVIEW CHECKLIST
REQUISITION

This form must accompany all County Purchase Requisitions.

NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>PROBATION</th>
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<td>$6,000.00</td>
<td>12/1/18 - 11/30/19</td>
<td></td>
<td>PROBATION</td>
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</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

- Bernadette Mason: Completed 10/25/2018 11:53 AM
- Sharon Donald: Completed 10/25/2018 2:34 PM
- John Schow: Completed 10/25/2018 4:47 PM
- Kathy Ostrowski: Completed 11/07/2018 7:49 AM
- Donald Carlsen: Completed 11/07/2018 9:17 AM
- Wendi Wagner: Completed 11/07/2018 10:06 AM
- James McGuire: Completed 11/08/2018 6:01 AM
- Paul Rafac: Completed 11/09/2018 8:04 AM
- Tom Cuculich: Completed 11/09/2018 8:51 AM
- Kathy Ostrowski: Completed 11/13/2018 8:16 AM
- Judicial/Public Safety Committee: Completed 11/20/2018 8:15 AM
- Technology Committee: Pending 11/27/2018 9:00 AM
**Purchase Requisition**  
**Procurement Services Division**

**Send Purchase Order To:**
- **Vendor:** Cellco Partnership dba Verizon Wireless  
  - Vendor #: 10597
- **Attn:** Anthony Durpetti  
  - Email: Anthony.Durpetti@verizonwireless.com
- **Address:** One Verizon Way  
- **City:** Schaumburg  
  - **State:** IL  
  - **Zip:** 60173
- **Phone:** 630-800-0768

**Send Invoices To:**
- **Dept:** Information Technology  
  - **Division:**
- **Attn:** Anthony Durpetti  
  - **Email:** Anthony.Durpetti@verizonwireless.com
- **Address:** One Verizon Way  
- **City:** Schaumburg  
  - **State:** IL  
  - **Zip:** 60173
- **Phone:** 630-800-0768

**Send Payments To:**
- **Vendor:** Cellco Partnership dba Verizon Wireless  
  - **Vendor #:** 10597
- **Attn:** Anthony Durpetti  
  - **Email:** Anthony.Durpetti@verizonwireless.com
- **Address:** One Verizon Way  
- **City:** Schaumburg  
  - **State:** IL  
  - **Zip:** 60173
- **Phone:** 630-800-0768

**Ship To:**
- **Dept:** Probation & Court Services  
  - **Division:** DST/Transport
- **Attn:** Sharon Donald  
  - **Email:** sharon.donald@dupageco.org
- **Address:** 421 N. County Farm Road  
- **City:** Wheaton  
  - **State:** IL  
  - **Zip:** 60187
- **Phone:** 630-407-8413  
  - **Fax:** 630-407-2502

**Payment Terms**  
- F.O.B.  
  - **Destination:** PO 20 Delivery Date  
  - **Requisitioner:** December 1, 2018  
  - **Sharon Donald**

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</table>

**Requisition Total** $6,000.00

**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):

Per State of Illinois Master Contract CMS793372P

**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: Probation &amp; Court Services / DST Transport</th>
<th>Department Contact: Sharon Donald</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:Sharon.Donald@dupageco.org">Sharon.Donald@dupageco.org</a></td>
<td>Contact Phone: 630-407-8413</td>
</tr>
<tr>
<td>Vendor Name: Cellco Partnership dba Verizon Wireless</td>
<td>Vendor #: 10597</td>
</tr>
</tbody>
</table>

**Date:** Oct 24, 2018

**MinuteTraq (IQM2) ID #: 13772**

**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.

Approve contract with Verizon Wireless to provide wireless services including basic cellular, smartphones, wireless data and push to talk features per State of Illinois Master Contract # CMS793372P in the amount of $6,000.00.

---

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

This contract provides cell phones to Probation Officers out in the field and serves as a safety resource.

---

**Strategic Impact**

<table>
<thead>
<tr>
<th>Quality of Life</th>
</tr>
</thead>
</table>

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

Providing wireless communication is essential for staff to communicate with each other and provide access to their juvenile detainees while out in the field.

---

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

This contract is with the State of Illinois Master Contract #CMS793372P.

---

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

Staff recommends securing a contract to purchase cellular phone services through the Illinois Master Contract for Verizon Wireless.

---

**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.

Funds have been identified in FY2019 budget 1400-6130-53260 to encumber in the amount of $6,000.
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

| Vendor: | Celco Partnership dba Verizon Wireless |
| Vendor #: | 10597 |
| Dept: | Probation & Court Services / DST Transport |
| Contact: | Sharon Donald |
| Phone: | 630-407-8413 |
| Contract Term: | 12/1/2018-11/30/2019 |
| Contract Total: | $6,000.00 |
| Assigned Committee: | Judicial/Public Safety & Technology |

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

Provide wireless services including basic cellular, smartphones, wireless data and push to talk features. Replace, upgrade and obtain new wireless equipment and accessories.

**Reason for Procurement:**

To provide wireless service and equipment for the DST Transport unit for FY 2019.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): FY 2019 1400-6130-53260

**DECISION MEMO NOT REQUIRED**

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # (QUOTE < $25,000, BID > $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid #
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- [ ] 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)
- [ ] Under Government Joint Purchasing Act (30ILCS525) select one below
  - State of Illinois - Master Contracts # CMS793372P

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

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**REVIEWED BY (Initials Only)**

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<td>(Decision Memos Over $25,000)</td>
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<table>
<thead>
<tr>
<th>Chairman's Office</th>
<th>11-3-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER**

Rev 1.8 9/11/17

Packet Pg. 137
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.

Signature on File

Authorized Signature

Printed Name

Todd Loccisano

Title

Executive Director - Contract Mgmt

Date

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

2018-274
Requisition under 25k dollars
2018-274

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>November 2, 2018</td>
<td>$5,858.00</td>
<td>12/22/18 - 12/21/19</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>11/02/2018 11:37 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/05/2018 4:01 PM</td>
</tr>
<tr>
<td>Wendi Wagner</td>
<td>Completed</td>
<td>11/05/2018 4:12 PM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>11/06/2018 7:06 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>11/07/2018 3:27 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>11/08/2018 5:40 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/13/2018 8:32 AM</td>
</tr>
<tr>
<td>Judicial/Public Safety Committee</td>
<td>Completed</td>
<td>11/20/2018 8:15 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>11/27/2018 9:00 AM</td>
</tr>
</tbody>
</table>
Purchase Requisition
Procurement Services Division

Date: Oct 30, 2018

MinuteTraq (IQM2) ID #: 13805
Department Req #: 
RFP, Bid or Quote #: 

Send Purchase Order To: Vendor: Logicalis
Vendor #: 12232
Attn: Al Robles
Email: Al.robles@us.logicalis.com
Address: 3500 Lacey Road
City: Downers Grove
State: IL
Zip: 60515
Phone: 630-737-1039
Payment Terms: F.O.B.
PO 20 Delivery Date: Dec 22, 2018
Requisitioner: Contract Administrator
Use for PO25 only

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

Send Payments To: Vendor: Logicalis
Vendor #: 12232
Attn: Al Robles
Email: Al.robles@us.logicalis.com
Address: 3500 Lacey Road
City: Downers Grove
State: IL
Zip: 60515
Phone: 630-737-1039
Fax: 

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

Per 50 ILCS 505/1 Destination

<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>VMWare Software Renewal</td>
<td>19</td>
<td>1400</td>
<td>6720</td>
<td>53807</td>
<td></td>
<td></td>
<td>5,858.00</td>
<td>5,858.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Requisition Total $ 5,858.00

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

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

please send PO to Julie Ellefsen email above and to Mary Heaton (mary.heaton618thjudicial.org)

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

Packet Pg. 141
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: 12/22/18-12/21/19</th>
<th>Contract Total: $5,858.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Circuit Court Clerk</td>
<td>Contact: Kevin Vaske</td>
<td>Phone: 630-407-8647</td>
<td>Assigned Committee: IPS</td>
</tr>
</tbody>
</table>

Description of Procurement/Scope of Work/Background: VMware Software Renewal

Reason for Procurement: Renewal of annual VMware software license

FUNDING SOURCE

☐ Procurement budgeted for (FY and budget code(s)): 19-1400-6720-53807
☐ Budget Transfer (Date) ____________ Add'l Information ____________

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (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: mlh  Oct 30, 2018  Recommended for Approval: K/V  Date: 10/31/18  Approval, if required: D/VH  Date: 11-6-18

Reviewed By: (Initialed Only)  Date: 11-6-18  Procurement Officer:  Date: 11-7-18

Buyer:  Date: 11-6-18  Procurement Officer:  Date: 11-7-18

Chief Financial Officer:  Date: 11-8-18  Chairman's Office:  Date:  (Decision Memos Over $25,000)
## 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>1</td>
<td>VMware</td>
<td>31009840</td>
<td>12/22/2018</td>
<td>12/21/2019</td>
<td>$5,858.00</td>
<td>Mary Louise Heaton</td>
</tr>
</tbody>
</table>

**TOTAL SUPPORT COST**

$5,858.00

**VMware Support Renewal**

If perpetuity Licenses are quoted with a date prior to today's date, we are unable to change start dates without manufacturer approval. That would leave customers with a gap in maintenance. Maintenance is renewed from the date the prior agreement expired. This insures that the software version releases or updates to existing software are entitled to the customer to leave them fully covered if updates or releases in software versions are needed from the gap coverage timeframe.

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.

A Purchase Order or signature below is required to initiate this order:

** PLEASE INCLUDE QUOTE NUMBER ON PURCHASE ORDER **

Authorized Signature ____________________________________________ Date: 10/31/2018

Logicalis Terms Net 30

**RENEWAL QUOTE**

"PLEASE INCLUDE QUOTE NUMBER ON PURCHASE ORDER"

<table>
<thead>
<tr>
<th>Quote ID</th>
<th>Support Contract ID</th>
<th>Quote Date</th>
<th>Quote Exp</th>
<th>Set Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>307157</td>
<td>21006540</td>
<td>10/25/2016</td>
<td>12/21/2016</td>
<td>$5,008.00</td>
</tr>
</tbody>
</table>

**Services Representative**

Janette Heaton
8845 S. 1st Ave., Suite 102, Tempe, AZ 85284
Phone: 480-390-7158
Fax: 248-232-5597
janette.horton@us.logicalis.com

**Account Representative**

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

Quotes are valid for 30 days, unless noted differently in the quote expiration field above.

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<table>
<thead>
<tr>
<th>Item Support Part #</th>
<th>QTY</th>
<th>Item Part Number</th>
<th>Serial Number</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Unit Price</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC86-STD-P-555S-C-R</td>
<td>1</td>
<td>VC86-STD-P-555S-C</td>
<td>15470145</td>
<td>PRODUCTION SUPPORT/SUBSCRIPTION VMWARE VCENTER SERVER 8 STANDARD FOR VSPHERE 6 (PER INSTANCE) FOR 1 YEAR -</td>
<td>12/22/2018</td>
<td>12/21/2019</td>
<td>$1,544.00</td>
<td>505 N County Farm Rd</td>
<td>WHEATON</td>
<td>IL</td>
<td>60187-3907</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VS6-ENT-P-556S-C-R</td>
<td>6</td>
<td>VS6-ENT-P-556S-C</td>
<td>178471080</td>
<td>PRODUCTION SUPPORT/SUBSCRIPTION VMWARE VSPHERE 5 ENTERPRISE FOR 1 PROCESSOR FOR 1 YEAR -</td>
<td>12/22/2018</td>
<td>12/21/2019</td>
<td>$1,664.00</td>
<td>505 N County Farm Rd</td>
<td>WHEATON</td>
<td>IL</td>
<td>60187-3907</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If product numbers are updated with a date prior to today's date, we are unable to charge exact dates unless manufacture approved.

This leaves the department with a gap in maintenance. Maintenance is renewed from the date the prior agreement expired.

This ensures that the software version releases or updates to existing software are entitled to the customer to leave them fully covered.

If updates or releases in software versions are needed from the gap coverage timeframe.
The United States of America
State of Illinois
County of DuPage

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.

1400-6720-53807

Requisition #: 13809

Logicalis
Al Robles
3500 Lacey Rd
Downers Grove, IL 60515

VMWARE SOFTWARE RENEWAL $ 5,858.00

APPROVED:

Signature on File

Hon. Daniel P. Guerin
Chief Judge

Date 10-30-16

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

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

Company Name: LOGICALIS
Contact Phone: 331-777-3637
Company Contact: AL ROBLES
Contact Email: AL.ROBLES@LOGICALIS.COM

Date: 9-28-18

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>

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<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: AL ROBLES
Title: ACCOUNT EXECUTIVE
Date: 9/28/16

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

2018-278
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5, 2018</td>
<td>NOVEMBER 30, 2018 - NOVEMBER 30, 2019</td>
<td>$6,000.00</td>
<td>DUPAGE CARE CENTER</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

*No Decision Memo Required*  Per Cooperative Agreement

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Graczyk</td>
<td>Completed</td>
<td>11/05/2018 12:00 PM</td>
</tr>
<tr>
<td>Janelle Chadwick</td>
<td>Completed</td>
<td>11/06/2018 12:25 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/06/2018 2:51 PM</td>
</tr>
<tr>
<td>Wendi Wagner</td>
<td>Completed</td>
<td>11/06/2018 3:52 PM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>11/06/2018 4:01 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>11/08/2018 1:51 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>11/08/2018 6:02 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>11/14/2018 2:54 PM</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>Completed</td>
<td>11/20/2018 10:15 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>11/27/2018 9:00 AM</td>
</tr>
</tbody>
</table>
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

---

**Vendor:** AT&T  
**Vendor #:** 10008-P13  
**Contract Term:** 11/30/18 - 11/30/19  
**Contract Total:** $6,000.00  
**Dept:** DuPage Care Center  
**Contact:** Christine Kliebhan  
**Phone:** 630-784-4208  
**Assigned Committee:** Health and Human Services

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

AT&T will provide the necessary services to support DuPage County requirements for analog circuits along with continued requirement for analog business lines for the DuPage Care Center for the period November.

**Reason for Procurement:**

IT Telecommunications must support the continued requirement for analog circuits. Additionally, there are numerous analog business lines used to support dial-up applications in service at the DuPage Care Center.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): 1200-2000-53250  
- [ ] Budget Transfer (Date)  
- [ ] Add'l Information

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] Per Coop (DPC4-107) select one below
  - U.S. Communities # _____________________________  
  - State of IL contract CMS793372P
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # 17-002-LG (technology) (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # 17-002-LG ________________
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # _____________________________

---

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>cdk</td>
<td>Oct 29, 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

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

**Procurement Services Division**

**Date:** Oct 29, 2018

**MinuteTraq (IQM2) ID #:** 13862

**Department Req #:** 7

**RFP, Bid or Quote #:**

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: AT&amp;T</th>
<th>Vendor #: 10008-P13</th>
<th>Dept: DuPage Care Center</th>
<th>Division: Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Robert Burt</td>
<td>Email: <a href="mailto:rb1735@att.com">rb1735@att.com</a></td>
<td>Attn: Christine Kliebhan</td>
<td>Email: <a href="mailto:christine.kliebhan@dupageco.org">christine.kliebhan@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 2000 W. AT&amp;T Center Drive</td>
<td></td>
<td>Address: 400 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Hoffman Estates</td>
<td>State: IL</td>
<td>Zip: 60192</td>
<td></td>
</tr>
<tr>
<td>Phone: 312-208-3337</td>
<td>Fax: 847-248-4490</td>
<td>Phone: 630-784-2028</td>
<td>Fax: 630-784-4212</td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Vendor: AT&amp;T</th>
<th>Vendor #: 10008-P13</th>
<th>Dept: DuPage Care Center</th>
<th>Division: Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Christine Kliebhan</td>
<td>Email: <a href="mailto:christine.kliebhan@dupageco.org">christine.kliebhan@dupageco.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: PO Box 5080</td>
<td></td>
<td>Address: 400 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Carol Stream</td>
<td>State: IL</td>
<td>Zip: 60197-5080</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td>Phone: 630-784-4215</td>
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**Send Payments To:**

<table>
<thead>
<tr>
<th>Vendor: AT&amp;T</th>
<th>Vendor #: 10008-P13</th>
<th>Dept: DuPage Care Center</th>
<th>Division: Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Scott Ballard</td>
<td>Email: <a href="mailto:scott.ballard@dupageco.org">scott.ballard@dupageco.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: PO Box 5080</td>
<td></td>
<td>Address: 400 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Carol Stream</td>
<td>State: IL</td>
<td>Zip: 60197-5080</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td>Phone: 630-784-4215</td>
<td></td>
</tr>
</tbody>
</table>

**Ship To:**

<table>
<thead>
<tr>
<th>Dept: DuPage Care Center</th>
<th>Division: Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Scott Ballard</td>
<td>Email: <a href="mailto:scott.ballard@dupageco.org">scott.ballard@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 400 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**Payment Terms:**

PER 50 ILCS 505/1

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Christine Kliebhan</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>Christine Kliebhan</td>
<td>November 30, 2018</td>
<td>November 30, 2019</td>
</tr>
</tbody>
</table>

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**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acctg Unit** | **Acct #** | **Sub-Acct and/or Activity #** | **Unit Price** | **Extension** |
<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>EA</td>
<td>AT&amp;T Analog Business Lines</td>
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<td>2000</td>
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<td></td>
<td></td>
<td></td>
<td>6,000.00</td>
<td>6,000</td>
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<tr>
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</tr>
</tbody>
</table>

**Requisition Total:** $6,000

---

**Header Comments:**

To provide necessary services to support DuPage County requirements for analog circuits and analog business lines used to support dial-up applications at the DuPage Care Center for the period November 30, 2018 through November 30, 2019, per most qualified offer per Proposal #17-002-LG. (State of IL contract CMS793372P)

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

**User Department Internal Notes:**

November 20, 2018 HHS
Decision Memo

Procurement Services Division

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

Date: Oct 29, 2018
MinuteTraq (IQM2) ID #: 13862
Department Requisition #: 7095

Requesting Department: DuPage Care Center
Contact Email: christine.kliebhan@dupageco.org
Vendor Name: AT&T

Department Contact: Christine Kliebhan
Contact Phone: 630-784-4208
Vendor #: 10008-P13

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

Approve a contract with AT&T to provide analog circuit/business lines for the DuPage Care Center.

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

Analog Business lines are in service to support various dial-up applications here at the DuPage Care Center. These services are included in the Master discount Agreement (MDA) entered into with AT&T.

Strategic Impact

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

Customer Service

The services with AT&T will maintain customer service for the DuPage Care Center for the period November 30, 2018 through November 30, 2019.

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

RFP-P17-002-LG was issued by IT telecom. AT&T was the selected vendor of choice.

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

DuPage Care Center recommends the approval of this renewal with AT&T to provide analog business lines for the DuPage Care Center

Do not renew contract with AT&T, however, the DuPage Care Center still needs to maintain services for day to day business communications.

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.

1200-2000-53250 $6,000.00
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: AT&T Mobility
Contact Phone: 312-208-3337

Company Contact: Rob Burt
Contact Email: rb1735@att.com

Bid/Contract/PO #: Airwatch MDM

Date: Apr 11, 2018

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, kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>DuPage County Board Chairman Dan Cronin</td>
<td>AT&amp;T Employee PAC</td>
<td>Check (#3712)</td>
<td>$500.00</td>
<td>Oct 19, 2017</td>
</tr>
<tr>
<td>DuPage County Board Chairman Dan Cronin</td>
<td>AT&amp;T Employee PAC</td>
<td>Check (#3798)</td>
<td>$1,000.00</td>
<td>Mar 16, 2018</td>
</tr>
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</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>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 reviewed, have read, and understand these requirements.

Authorized Signature

[Signature on File]

Printed Name: Robert S. Burt
Title: Client Solutions Executive II
Date: Apr 12, 2018

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

2018-285
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**
This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td>October 17, 2018</td>
</tr>
<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
<td>$8,000.00</td>
</tr>
<tr>
<td><strong>CONTRACT TERM</strong></td>
<td>12/1/2018 - 11/30/2019</td>
</tr>
<tr>
<td><strong>REQUESTING DEPT.</strong></td>
<td>ANIMAL SERVICES COMMITTEE</td>
</tr>
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<table>
<thead>
<tr>
<th>SOLICITATION METHOD FOR SOURCE SELECTION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Amanda Talsma</td>
<td>Completed</td>
</tr>
<tr>
<td>Laura Flamion</td>
<td>Completed</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
</tr>
<tr>
<td>Wendi Wagner</td>
<td>Completed</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
</tr>
<tr>
<td>Tom Cuculich</td>
<td>Completed</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
</tr>
<tr>
<td>Animal Services Committee</td>
<td>Completed</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
</tr>
</tbody>
</table>
**Purchase Requisition**

**Procurement Services Division**

**Date:**

**MinuteTraq (IQM2) ID #:** 13714

**Department Req #:**

**RFP, Bid or Quote #:**

---

**Send Purchase Order To:**

Vendor: Cellco Partnership dba Verizon Wireless  
Vendor #: 10597  
Attn: Anthony Durpetti  
Email: Anthony.Durpetti@verizonwireless.com  
Address: One Verizon Way  
City: Schaumburg  
State: IL  
Zip: 60173  
Phone: 630-800-0768

**Send Invoices To:**

Dept: Animal Services  
Division:  
Attn: Amanda Talsma  
Email: Amanda.Talsma@dupageco.org  
Address: 120 N. County Farm Rd.  
City: Wheaton  
State: IL  
Zip: 60187  
Phone: 630-407-2800  
Fax: 630-407-2800

**Send Payments To:**

Vendor: Cellco Partnership dba Verizon Wireless  
Vendor #: 10597  
Attn:  
Email:  
Address: PO Box 25505  
City: Lehigh Valley  
State: PA  
Zip: 18002-5502  
Phone:  
Fax:  

**Ship To:**

Dept: Information Technology  
Division:  
Attn: Amanda Talsma  
Email: Amanda.Talsma@dupageco.org  
Address: 120 N. County Farm Rd.  
City: Wheaton  
State: IL  
Zip: 60187  
Phone: 630-407-2800  
Fax: 630-407-2800

---

**Payment Terms**

PO 20 Delivery Date  
Requisitioner  
Use for PO25 only

**Use for**  
Contract Administrator  
Contract Start Date  
Contract End Date  
Use for PO25 only

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<table>
<thead>
<tr>
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<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>
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</thead>
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<td>Cellular and Data Services</td>
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</tr>
<tr>
<td>2</td>
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<td>EA</td>
<td>Cellular and Wireless Equipment</td>
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</tr>
</tbody>
</table>

**Requisition Total:** $8,000

---

**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):

Per State of Illinois Master Contract CMS793372P

**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.

Requesting Department: Animal Services
Department Contact: Amanda Talsma

Contact Email: Amanda.Talsma@dupageco.org
Contact Phone: 630-407-2800

Vendor Name: Cellco Partnership dba Verizon Wireless
Vendor #: 10597

Date: Oct 17, 2018
MinuteTraq (IQM2) ID #: 13714
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.

Approve a procurement for wireless services including basic cellular voice, smartphones, and wireless data for Animal Services staff with Verizon Wireless using the State of Illinois Master Contract.

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

Providing this service aids the employees in accomplishing their responsibilities and be accessible for County business.

Strategic Impact

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

Allowing employees to have contact with citizens/other County staff when not in the office.

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

The County's current provider of wireless services is Verizon Wireless. The State of Illinois has bid and awarded Verizon Wireless a master contract for this service. Given that the County has well over 1000 cellular devices with Verizon Wireless, infrastructure in place to boost the Verizon signals, and that the pricing for this service has been pre-bid by the State of Illinois, we believe that continuing to utilize this cellular provider is the best decision for the County.

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

One option is to switch to another carrier. This would entail replacing all cellular devices in the County as well as replacing or adding cellular signal boosters throughout the County. Both of these would require a large capital expenditure.

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.

FY 2019
1100-1300-53807, and 1100-1300-52100, Process Lev 120
Total PO: $8,000

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

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

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

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

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

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

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

Authorized Signature

Printed Name
Todd Loccisano

Title
Executive Director - Contract Mgmt

Date

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

2018-288
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Contract Term</th>
<th>Contract Total Amount</th>
<th>Requesting Dept.</th>
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</thead>
<tbody>
<tr>
<td>November 15, 2018</td>
<td>N/A</td>
<td>$9,878.00</td>
<td>Sheriff's Office</td>
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</table>

<table>
<thead>
<tr>
<th>Solicitation Method for Source Selection</th>
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</thead>
<tbody>
<tr>
<td>Bernadette Mason</td>
</tr>
<tr>
<td>Colleen Zbilski</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
</tr>
<tr>
<td>Donald Carlsen</td>
</tr>
<tr>
<td>Wendi Wagner</td>
</tr>
<tr>
<td>Jennifer A. Sinn</td>
</tr>
<tr>
<td>James McGuire</td>
</tr>
<tr>
<td>Paul Rafac</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
</tr>
<tr>
<td>Judicial/Public Safety Committee</td>
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<tr>
<td>Technology Committee</td>
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</table>
# Purchase Requisition

**Procurement Services Division**

## Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: PACE Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Mike Buttitta</td>
</tr>
<tr>
<td>Email: <a href="mailto:MButtitta@pace-systems.com">MButtitta@pace-systems.com</a></td>
</tr>
<tr>
<td>Address: 2040 Corporate Lane</td>
</tr>
<tr>
<td>City: Naperville</td>
</tr>
<tr>
<td>State: IL</td>
</tr>
<tr>
<td>Zip: 60563-9691</td>
</tr>
<tr>
<td>Phone: 630-395-2200</td>
</tr>
</tbody>
</table>

## Send Invoices To:

| Dept: DuPage County Sheriff's Office |
| Division: Budget |
| Attn: Colleen Zbilski |
| Email: colleen.zbilski@dupagesheriff.org |
| Address: 501 N County Farm Rd |
| City: Naperville |
| State: IL |
| Zip: 60563-9691 |
| Phone: 630-407-2122 |

## Send Payments To:

<table>
<thead>
<tr>
<th>Vendor: PACE Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Accounts Receivable</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Address: 2040 Corporate Lane</td>
</tr>
<tr>
<td>City: Naperville</td>
</tr>
<tr>
<td>State: IL</td>
</tr>
<tr>
<td>Zip: 60563-9691</td>
</tr>
<tr>
<td>Phone: 630-395-2200</td>
</tr>
</tbody>
</table>

## Send Ship To:

| Dept: DuPage County Sheriff's Office |
| Division: IT |
| Attn: Aaron Jacobs |
| Email: aaron.jacobs@dupagesheriff.org |
| Address: 501 N County Farm Rd |
| City: Wheaton |
| State: IL |
| Zip: 60187 |
| Phone: 630-407-2072 |

## 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):

---

### Item Detail (Product #)

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>EA</td>
<td>J9536A</td>
<td>HPE Expansion Module</td>
<td>18</td>
<td>1000</td>
<td>54100</td>
<td>4400</td>
<td>2,648.00</td>
<td>5,296.00</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>EA</td>
<td>J9829A#ABA</td>
<td>HPE Power Supply</td>
<td>18</td>
<td>1000</td>
<td>54100</td>
<td>4400</td>
<td>844.00</td>
<td>844.00</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>EA</td>
<td>J9773A</td>
<td>HPE Aruba 2530-24G-PoE+ Switch</td>
<td>18</td>
<td>1000</td>
<td>54100</td>
<td>4400</td>
<td>1,248.00</td>
<td>2,496.00</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td>EA</td>
<td>J4858D</td>
<td>HPE Transceiver Module</td>
<td>18</td>
<td>1000</td>
<td>54100</td>
<td>4400</td>
<td>207.00</td>
<td>1,242.00</td>
</tr>
</tbody>
</table>

Requisition Total: $ 9,878.00
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>PACE Systems</th>
<th>Contract Term:</th>
<th>Contract Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor #:</td>
<td></td>
<td></td>
<td>$9,878.00</td>
</tr>
<tr>
<td>Dept:</td>
<td>DuPage County Sheriff's Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
<td>Aaron Jacobs</td>
<td>Phone: 630-407-2072</td>
<td></td>
</tr>
<tr>
<td>Assigned Committee:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Purchase two Aruba Expansion Modules (J9536A), One Aruba Power Supply (J9829A#ABA), two Aruba 2530 switches (J9773A), and six transceivers (J4858D)

**Reason for Procurement**

In order to complete the jail camera installation.

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): 1000-ttCo.g14l oo
- Budget Transfer (Date): Nov 14, 2018

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE #, BID # or RFP # ____________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid and/or PO# ____________ Intergovernmental Agreement
- EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
- 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)**

- 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)**

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval Date</th>
<th>IT Approval, if required Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Jacobs</td>
<td>Nov 14, 2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

Buyer: Date 11-15-18

Procurement Officer Date 11-15-18

Chief Financial Officer Date 11-15-18

Chairman's Office Date

(Decision Memos Over $25,000)

---

**FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER**

---

Decision Memo

Procurement Services Division

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

Requesting Department: DuPage County Sheriff
Contact Email: aaron.jacobs@dupagesheriff.org
Vendor Name: CDWG

Department Contact: Aaron Jacobs
Contact Phone: 630-407-2072
Vendor #: 

---

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

We are requesting to purchase switch modules, a power supply, two switches and transceivers for our jail camera project.

---

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

This equipment is needed to complete our camera installation in the jail.

---

Strategic Impact

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

Intentionally Left Blank

---

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

On 11/5/2018 we requested quotes from four vendors. PACE Systems and PCM submitted replies. CDWG and TechSavvy did not reply. PACE Systems came in the lowest at $9,878.00.

---

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

There are no alternatives. This is required for completion of the camera project.

---

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.

9878.00

---
# Required Vendor Ethics Disclosure Statement

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

<table>
<thead>
<tr>
<th>Company Name: Pace Systems</th>
<th>Company Contact: Mike Buttitta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 630-395-2192</td>
<td>Contact Email: <a href="mailto:mbuttitta@pace-systems.com">mbuttitta@pace-systems.com</a></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

Authorized Signature

Printed Name: Mike Buttitta
Title: National Account Manager
Date: Nov. 15, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page ________ of __________ (total number of pages)
## Pace Systems, Inc.

2040 Corporate Lane  
Naperville, Illinois 60563-9691  
United States  
http://www.pace-systems.com  
(P) 630-395-2200  
(F) 630-395-2230

---

### Quotation (Open)

<table>
<thead>
<tr>
<th>Date</th>
<th>Oct 29, 2018 11:14 PM CDT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration</td>
<td>N/A Quote</td>
</tr>
<tr>
<td>Modified Date</td>
<td>Nov 05, 2018 02:26 PM CST</td>
</tr>
<tr>
<td>Doc #</td>
<td>552033 - rev 1 of 1</td>
</tr>
<tr>
<td>Description</td>
<td>None</td>
</tr>
<tr>
<td>SalesRep</td>
<td>Buttitta, Mike</td>
</tr>
<tr>
<td></td>
<td>(P) 630-395-2192</td>
</tr>
<tr>
<td></td>
<td>(F) 630-604-3291</td>
</tr>
</tbody>
</table>

---

### Customer Contact

DUPAGE COUNTY HEALTH DEPT  
ATTN: ACCOUNTS PAYABLE  
111 NORTH COUNTY FARM RD  
WHEATON, IL 60187  
United States  
(P) 630/682-7400  
(F) 630/462-9261

### Bill To

DUPAGE COUNTY HEALTH DEPT  
OFFICE, A/P  
ATTN: PO#  
111 NORTH COUNTY FARM ROAD  
WHEATON, IL 60187  
United States  
(P) (630) 682-7919  
(F) (630) 462-9249  
PDelmast@dupagehealth.org

### Special Instructions:

None

---

### Terms:

Net 30 Days

### Chair Account #:

UPS Ground

---

### Description

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Part #</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HPE Expansion module - Gigabit Ethernet (PoE+) x 20 + 10 Gigabit SFP+ x 2 + 2 x SFP+ - for HPE 8206, 8212; HPE Aruba 5406, 5412</td>
<td>J9536A</td>
<td>2</td>
<td>$2,648.00</td>
<td>$5,296.00</td>
</tr>
<tr>
<td>2</td>
<td>HPE Power supply (plug-in module) - 1100 Watt - United States - for Aruba 5406R, 5406R zl2, 5412R, 5412R zl2</td>
<td>J9829A#ABA</td>
<td>1</td>
<td>$844.00</td>
<td>$844.00</td>
</tr>
<tr>
<td>3</td>
<td>HPE Aruba 2530-24G-PoE+ Switch - managed - 24 x 10/100/1000 (PoE+) + 4 x Gigabit SFP - desktop, rack-mountable, wall-mountable - PoE+</td>
<td>J9773A</td>
<td>2</td>
<td>$1,248.00</td>
<td>$2,496.00</td>
</tr>
<tr>
<td>4</td>
<td>HPE Aruba SFP (mini-GBIC) transceiver module - GigE - 1000Base-SX - LC multi-mode - up to 1640 ft - for OfficeConnect 141C 24; HPE Aruba 2930M 24, 2930M 40, 8320, MACsec Advanced Module</td>
<td>J4858D</td>
<td>6</td>
<td>$207.00</td>
<td>$1,242.00</td>
</tr>
</tbody>
</table>

Subtotal: $9,878.00  
Tax (0.000%): $0.00  
Shipping: $0.00  
Total: $9,878.00

---

Dear Aaron Jacobs,

Good news. The quote you requested is ready. Please log in to your Business Direct account to review it now.

<table>
<thead>
<tr>
<th>Quote Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quote Number: 54056826659</td>
</tr>
<tr>
<td>Quote Label: Aruba</td>
</tr>
<tr>
<td>Status: Pending Approval from Buyer</td>
</tr>
<tr>
<td>Date Submitted: 11/06/2018</td>
</tr>
<tr>
<td>Quote is valid until: 12/06/2018*</td>
</tr>
<tr>
<td>Company Name: DUPAGE COUNTY SHERIFF'S OFFICE</td>
</tr>
<tr>
<td>Customer #: 166611966</td>
</tr>
<tr>
<td>Requested by: Aaron Jacobs</td>
</tr>
</tbody>
</table>

**Billing Address**
DUPAGE COUNTY SHERIFF'S OFFICE  
501 N. COUNTY FARM RD., ACCOUNTS PAYABLE  
WHEATON, IL 60187  
Phone Number: 030- 407-2072

**Shipping Address**
DuPage County Sheriffs Office  
Aaron Jacobs  
501 N County Farm Rd.  
Wheaton, IL 60187  
Phone Number: 630- 407-6163

**Shipping Method**
DS Ground

<table>
<thead>
<tr>
<th>Product Description</th>
<th>PCM Part #</th>
<th>Mfr Part #</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mfr: Hewlett Packard Enterprise Expansion module - Gigabit Ethernet (PoE+) x 20 + 10 Gigabit SFP+ x 2 + 2 x SFP+ - for 8206, 5212; Aruba 5406, 5412</td>
<td>8242180</td>
<td>J9536A</td>
<td>2</td>
<td>$2,762.56</td>
<td>$5,525.12</td>
</tr>
<tr>
<td>Comment to this item: No comment added</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Information: SY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Mfr: Hewlett Packard Enterprise Power supply (plug-in module) - 1100 Watt - for Aruba 5406R, 5406R z12, 5412R, 5412R z12 | 13191963 | J8829A#ABA | 2 | $797.87 | $1,595.74 |
| Comment to this item: No comment added |
| Contract Information: SY |

| Mfr: Hewlett Packard Enterprise Aruba 2530-24G-PoE+ - Switch - managed - 24 x 10/100/1000 (PoE+) + 4 x Gigabit SFP - desktop, rack-mountable, wall-mountable - PoE+ (195 W) | 9430629 | J9773A#ABA | 2 | $1,205.83 | $2,411.66 |
| Comment to this item: No comment added |
| Contract Information: DH |
Mr. Hewlett Packard Enterprise
Aruba - SFP (mini-Gbic) transceiver module - GigE - 1000Base-SX - LC multi-mode - up to 1640 ft - for OfficeConnect 1410 24; Aruba 2930M 24, 2930M 40, 8320, MACsec Advanced Module

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>40905295</td>
<td></td>
<td>6</td>
<td>$206.79</td>
<td>$1,240.74</td>
</tr>
</tbody>
</table>

\* Promotional pricing is limited to the duration of the specific promotion, and is subject to change.

Daniel Harla: **** I will re-quote if/when I get better pricing from my team, all in stock, ****

Comment to this item: No comment added

Contract Information: DH

Mfr: Services (by PCM Logistics)
Contact Product Manager prior to use of SKU to see if a dropship is possible on the product your customer needs.
Use DS ship method only for any orders.

Comment to this item: No comment added

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
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<tr>
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<td>DROPSHIP</td>
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<td>$0.00</td>
</tr>
</tbody>
</table>

Group Subtotal: $10,813.26
Estimated Sales Tax: $0.00
Shipping (DS Ground): $0.00
Total: $10,813.26

- If you have any questions regarding your order, contact your Account Representative, Daniel Harla at (630)848-4582 Ext or eMail at Daniel.Harla@pcm.com.

Thanks again for shopping at PCM Business Direct.

1940 E. Mariposa Ave, El Segundo, CA 90245 - 800-700-1000
©2018 PCM Sales, Inc.
Requisition under 25k dollars

2018-290
# Procurement Review Checklist

**Requisition under 25k dollars**

### 2018-290

This form must accompany all County Purchase Requisitions.

## New Purchase Order Request

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Contract Total Amount</th>
<th>Contract Term</th>
<th>Requesting Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 23, 2018</td>
<td>$21,000.00</td>
<td>12/1/18 - 11/30/19</td>
<td>Stormwater Management Committee</td>
</tr>
</tbody>
</table>

## Solicitation Method for Source Selection

**No Decision Memo Required**  Per Cooperative Agreement

- Jan Janowicz  Completed  10/23/2018 10:49 AM
- Tony Charlton  Completed  10/23/2018 1:37 PM
- Kathy Ostrowski  Completed  10/25/2018 1:08 PM
- Donald Carlsen  Completed  10/25/2018 1:21 PM
- Wendi Wagner  Completed  10/25/2018 1:38 PM
- James McGuire  Completed  10/30/2018 4:08 PM
- Paul Rafac  Completed  10/30/2018 4:53 PM
- Tom Cuculich  Completed  11/15/2018 2:48 PM
- Kathy Ostrowski  Completed  11/15/2018 3:27 PM
- Stormwater Management Committee  Completed  11/20/2018 7:30 AM
- Technology Committee  Pending  11/27/2018 9:00 AM
## Procurement Review Checklist

### Procurement Services Division

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

<table>
<thead>
<tr>
<th>Vendor: Celco Partnership dba Verizon Wireless</th>
<th>Contract: 12/01/2018 to Term: 11/30/2019</th>
<th>Contract Total: $21,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Stormwater Management</td>
<td>Contact: Alicia Favela-Perez</td>
<td>Assigned Committee: Stormwater Management</td>
</tr>
<tr>
<td>Phone: 630-407-6698</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Provide wireless services including basic cellular voice, smartphones, wireless data and push to talk. Replace, upgrade and obtain new wireless equipment and accessories.

### Reason for Procurement

To provide wireless service and equipment to all General Fund County departments.

### FUNDING SOURCE

- [ ] Procurement budgeted for (FY and budget code(s)): FY19 - 1600-3000-53260
- [ ] Add'l Information

### DECISION MEMO NOT REQUIRED

- [ ] LOWEST RESPONSIBLE QUOTE # or BID #
- [ ] RENEWAL, Enter Bid #
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5)
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] Under Government Joint Purchasing Act (30ILCS525) select one below
- [ ] State of Illinois - Master Contracts # CMS793372P
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP #
- [ ] RENEWAL of RFP #
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID #

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

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
</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>10-30-18</td>
<td>10-30-18</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10-30-18</td>
<td>11-9-18</td>
<td></td>
</tr>
</tbody>
</table>

---

**Attachment:** Verizon - Checklist (2018-290 : Celco Partnership dba Verizon Wireless)
Decision Memo  
Procurement Services Division  
This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

Date: Oct 18, 2018  
MinuteTraq (IQM2) ID #: 13739  
Department Requisition #: 16001826

Requesting Department: Information Technology  
Department Contact: Wendi Wagner  
Contact Email: wendi.wagner@dupageco.org  
Contact Phone: 630-407-5064  
Vendor Name: Cellco Partnership dba Verizon Wireless  
Vendor #: 10597

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

Approve a procurement for wireless services including basic cellular voice, smartphones, wireless data and push to talk for the County with Verizon Wireless using the State of Illinois Master Contract.

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

The County currently has over 1000 cellular devices for use for County business. Providing this service aids the employees in accomplishing their responsibilities.

Strategic Impact - Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Allowing employees to have contact with customers when not in their offices.

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

The County's current provider of wireless services is Verizon Wireless. The State of Illinois has bid and awarded Verizon Wireless a master contract for this service. Given that the County has well over 1000 cellular devices with Verizon Wireless, infrastructure in place to boost the Verizon signals, and that the pricing for this service has been pre-bid by the State of Illinois, we believe that continuing to utilize this cellular provider is the best decision for the County.

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

One option is to switch to another carrier. This would entail replacing all cellular devices in the County as well as replacing or adding cellular signal boosters throughout the County. Both of these would require a large capital expenditure.

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.

Funds are available FY19 - 21,000  1600-3000-53260
## Purchase Requisition

### Send Purchase Order To:
- **Vendor:** Cellco Partnership dba Verizon Wireless
- **Vendor #:** 10597
- **Attn:** Anthony Durpetti
- **Email:** Anthony.Durpetti@verizonwireless.com
- **Address:** One Verizon Way
- **City:** Schaumburg
- **State:** IL
- **Zip:** 60173
- **Phone:** 630-800-0768

### Send Invoices To:
- **Dept:** Information Technology
- **Attn:** Sarah Godzicki
- **Email:** sarah.godzicki@dupageco.org
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-5000

### Send Payments To:
- **Vendor:** Cellco Partnership dba Verizon Wireless
- **Vendor #:** 10597
- **Attn:**
- **Email:**
- **Address:** PO Box 25505
- **City:** Lehigh Valley
- **State:** PA
- **Zip:** 18002-5502
- **Phone:**

### Ship To:
- **Dept:** Information Technology
- **Attn:** Wendi Wagner
- **Email:** wendi.wagner@dupageco.org
- **Address:** 421 N. County Farm Road
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-5000

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

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
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<tr>
<td>1</td>
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<td>3000</td>
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### Requisition Total
- **$ 21,000.00**

### Header Comments (these comments will appear on the PO20 and PO25 Purchase Order):
- Per State of Illinois Master Contract CMS793372P

### 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):

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**Packet Pg. 172**
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>
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<tr>
<th>Recipient</th>
<th>Donor</th>
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<tbody>
<tr>
<td>Description (e.g. cash, type of item, in-kind services, etc.)</td>
<td>Amount/Value</td>
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</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**

| 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 | Telephone | Email |

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, read, and understand these requirements.

Authorized Signature

Signature on File

Printed Name

Todd Luccisano

Title

Executive Director - Contract Mgmt

Date

11/5/18

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