



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: TE-P-0062-23	RFP, BID, QUOTE OR RENEWAL #: Invoice #376551	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$39,500.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$39,500.00
	CURRENT TERM TOTAL COST: \$39,500.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Kara Company Inc	VENDOR #: 11029	DEPT: IT - GIS Division	DEPT CONTACT NAME: Tom Ricker
VENDOR CONTACT: Jon Pesek	VENDOR CONTACT PHONE: 708-482-8888	DEPT CONTACT PHONE #: 630-407-5062	DEPT CONTACT EMAIL: tom.ricker@dupageco.org
VENDOR CONTACT EMAIL: jpesek@karaco.com	VENDOR WEBSITE: karaco.com	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Management of the DuPage County GPS CORS sites. This includes operating, monitoring and upgrading of software and firmware for 7 GPS CORS sites, for a total amount of \$39,500, sole source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Management is needed for the County's 7 GPS CORS sites including the operating, monitoring and upgrading of high precision geodetic control instruments.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. KARA has designed & upgraded our CORS network system and the software that works with each of the 7 stations. They monitor each station and are able to diagnose and correct a problem when one of the stations goes down. In almost every case they were able to bring the downed station up within hours because of their familiarity with the system.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. Yes. Tom Ricker, GIS Manager, has reviewed the local market and cannot find a local company that can maintain system functions and software, has network knowledge, and has the ability to be on-site to correct any problems with the seven individual stations.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. Tom Ricker spoke with other industry professionals to see if they can fulfill the County's needs. The current GPS units are LEICA, for which KARA is the local dealer, and they include the related Spider Software. In order to switch brands we would need to replace all of the units and related software.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Kara Company Inc	Vendor#: 11029	Dept: IT	Division:
Attn: Jon Pesek	Email:	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 5255 DanSher Road	City: Countryside	Address: 421 N. County Farm Rd .	City: Wheaton
State: IL	Zip: 60525	State: IL	Zip: 60187
Phone: 708-482-8888	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Kara Company Inc	Vendor#: 11029	Dept: IT	Division: GIS
Attn: Jon Pesek	Email: jpesek@karaco.com	Attn: Tom Ricker	Email: Tom.Ricker@dupageco.org
Address: 5255 DanSher Road	City: Countryside	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60525	State: IL	Zip: 60187
Phone: 708-482-8888	Fax: 708-482-7171	Phone: 630-407-5062	Fax: 630-407-5555
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 1, 2023	Contract End Date (PO25): Aug 31, 2024
Contract Administrator (PO25): Tom Ricker			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Annual maintenance and management of the seven (7) DuPage County GPS CORS Sites. This includes: -Single "point to point" solutions for each individual stations, available for all GPS Users using modern Real Time Kinematic GPS systems. -Detailed usage logs, generated for each user on the system. -Master Auxiliary Concept (MAX) network correction for DuPage County Government units. -Yearly software and firmware maintenance.	FY23	1100	2900	53807		39,500.00	39,500.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 39,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to Sarah Godzicki and Tom Ricker and copy both when emailing PO to vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement