



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#: 25-1442	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$40,877.61
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$40,877.61
	CURRENT TERM TOTAL COST: \$40,877.61	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: TouchSource, LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Ronda Barthel	VENDOR CONTACT PHONE: 320-212-1257	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: rondab@touchsource.com	VENDOR WEBSITE:	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.). Recommendation for the approval of a contract to TouchSource, LLC, to provide and deliver an outdoor touchscreen kiosk for the JTK Administration Building, for Facilities Management, for the period June 25, 2025 through June 24, 2030, for a total contract amount not to exceed \$40,877.61. Contract let pursuant to the Intergovernmental Cooperation Act (GSA Cooperative Contract #47QTCA23D0058; TouchSource, LLC Quote #Q-17922).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Facilities Management is looking to improve wayfinding across the County Campus, and establishing a kiosk near the heavily-used 421 South Parking Lot will assist public visitors in locating the County building or department that they are here to conduct business at. It will be located near the Accessible spaces, and help orient visitors after they leave their vehicles.			

## 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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

## SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This vendor participates in a national cooperative contract [GSA] that utilized a low-bid process to establish pricing for the kiosk unit.
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). 1. Provide a new interactive kiosk via this GSA contract to allow visitors to confirm and locate the services they are seeking on the County campus. 2. Staff recommends securing a contract with TouchSource, LLC to provide and deliver a new outdoor touchscreen Kiosk. 3. Other option is to go out for bid, which does not guarantee prices will be lower.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: TouchSource, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Ronda Barthel	Email: rondab@touchsource.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1370 Miners Drive #103	City: Lafayette	Address: 421 N. County Farm Road	City: Wheaton
State: CO	Zip: 80026	State: IL	Zip: 60187
Phone: 320-212-1257	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: TouchSource, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoff Matteson	Email: Geoffrey.Matteson@dupagecounty.gov
Address: 1370 Miners Drive #103	City: Lafayette	Address: 421 N. County Farm Road	City: Wheaton
State: CO	Zip: 80026	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-200-7973	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 25, 2025	Contract End Date (PO25): June 24, 2030

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	LO		Frontier Outdoor Single-Sided Touch Screen Kiosk	FY25	6000	1220	54010	2502900	33,385.06	33,385.06
2	1	LO		Frontier Outdoor Single-Sided Touch Screen Kiosk	FY26	6000	1220	54010	2502900	1.00	1.00
3	1	LO		5-Year Software Subscription Plan	FY25	1000	1100	53807		7,490.55	7,490.55
4	1	LO		5-Year Software Subscription Plan	FY26	1000	1100	53807		1.00	1.00
5	1	LO		5-Year Software Subscription Plan	FY27	1000	1100	53807			0.00
6	1	LO		5-Year Software Subscription Plan	FY28	1000	1100	53807			0.00
7	1	LO		5-Year Software Subscription Plan	FY29	1000	1100	53807			0.00
8	1	LO		5-Year Software Subscription Plan	FY30	1000	1100	53807			0.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 40,877.61

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide and deliver an outdoor touchscreen kiosk for the JTK Administration Building, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 06/17/25    County Board: 06/24/25    Job #25-02900
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.