



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>	
MINUTETRAQ ID#: TE-P-0012-26	RFP, BID, QUOTE OR RENEWAL #: 33165	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$39,500.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 07/07/2026	PROMPT FOR RENEWAL:	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	VENDOR #: 11029	DEPT: IT/GIS	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@dupagecounty.gov
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. Cost \$39,500 and will be sole sourced.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished			

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. This vendor 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 7 stations go down. In almost all the case they were able to bring the down station up within hours because their familiarity with the software, networks and overall 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 I have reviewed the local market and cannot find a local company that can maintain all functions our system, in software, network knowledge and have the ability to be onsite to correct any problems with the each 7 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. Talked to Professionals in the industry to see if other can meet our full needs. KARA is the local LEICA dealer. The GPS units are Leica units with the related Spider Software 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#:	Dept: IT	Division: GIS
Attn: Jon Pesek	Email: jpesek@karaco.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
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: 630.407.5000	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Kara Company Inc	Vendor#:	Dept: IT	Division: GIS
Attn: Jon Pesek	Email: jpesek@karaco.com	Attn: Tom Ricker	Email: tom.ricker@dupagecounty.gov
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): Oct 1, 2026	Contract End Date (PO25): Sep 30, 2027
Contract Administrator (PO25):			

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		REFERENCE STATION NETWORK HOSTING	FY26	1100	2900	53806		39,500.00	39,500.00
<i>FY is required, assure the correct FY is selected.</i>										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.
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