



DU PAGE COUNTY

Technology Committee

Regular Meeting Agenda

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, September 16, 2025

11:00 AM

Room 3500B

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CHAIRWOMAN'S REMARKS - CHAIR COVERT**
- 4. PUBLIC COMMENT**
- 5. APPROVAL OF MINUTES**

5.A. [25-2226](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, September 2, 2025

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0012-25](#)

Recommendation for the approval of a contract purchase order issued to Insight Public Sector, for the purchase of KnowBe4 software for cybersecurity awareness training and phishing testing, for the Information Technology Department, for the period of October 30, 2025 through October 29, 2026, for a contract total amount not to exceed \$33,792. Contract pursuant to the Intergovernmental Cooperation Act (Omnia Partners Contract #23-6692-03).

6.B. [TE-P-0013-25](#)

Recommendation for the approval of a contract purchase order to Infor (US) Inc., for ERP software maintenance and support, for Information Technology, for the period of December 1, 2025 through November 30, 2026, for a contract total amount of \$250,380.75. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - this is proprietary software that must be maintained by the vendor, Infor (US) Inc.)

6.C. [TE-CO-0004-25](#)

Recommendation for the approval of an amendment to purchase order 7189-0001 SERV, issued to Toshiba Business Solutions, for multi-functional device equipment, supplies, software and service solutions, to increase the contract in the amount in the amount of \$153,713.67, resulting in an amended contract total amount not to exceed \$1,906,862.55.

7. INFORMATIONAL ITEMS**7.A. [25-2220](#)**

Public Works - Amendment to Contract 6303SERV, issued to Donohue and Associates, for on-call professional engineering for SCADA Support, for a change order to extend the contract to November 30, 2026, with no change in contract total.

7.B. [JPS-P-0036-25](#)

Recommendation for the approval of a contract purchase order to Insight Public Sector, Inc., for computers and other small IT equipment, for the Clerk of the Circuit Court, for the period of September 9, 2025 through September 8, 2026, for a total contract amount of \$88,206; per bid 25-098-CCC. (Clerk of the Circuit Court)

8. OLD BUSINESS**9. NEW BUSINESS****10. ADJOURNMENT**



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 25-2226

Agenda Date: 9/16/2025

Agenda #: 5.A.



DU PAGE COUNTY

Technology Committee

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, September 2, 2025

11:00 AM

Room 3500B

1. CALL TO ORDER

11:00 AM meeting was called to order by Chair Covert at 11:00 AM.

2. ROLL CALL

Conor McCarthy was present as a representative for Bob Berlin, State's Attorney.
Guillermo Franco was present as a representative for Liz Chaplin, County Recorder.
Paul Hinds was present as a representative for Gwen Henry, County Treasurer.
Chad Pierce was present as a representative for Jean Kaczmarek, County Clerk.

Member White entered the meeting at 11:02 a.m.

PRESENT	Berlin, Chaplin, Childress, Covert, Eckhoff, Galassi, Henry, Kaczmarek, Lukas, and Martinez
ABSENT	Yoo
LATE	White

3. CHAIRWOMAN'S REMARKS - CHAIR COVERT

Chair Covert welcomed newly appointed County Board member Melissa Martinez to the Technology Committee.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [25-2078](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, August 19, 2025

Attachments: [2025-08-19 Technology Minutes](#)

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Judith Lukas

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0011-25](#)

Recommendation for the approval of a contract purchase order to Gartner, Inc., for one

(1) subscription for Executive Programs Leadership Team Leader and one (1) subscription for Executive Programs Leadership Team Advisor Member, for Information Technology, for the period of October 1, 2025 through September 30, 2026, for a contract total amount of \$156,908. Contract pursuant to the Intergovernmental Cooperation Act (NASPO Contract #186840 Addendum).

Attachments: [Gartner - PRCC](#)
 [Gartner - Service Order #Q-00321401](#)
 [Gartner - NASPO Contract #186840 Addendum](#)
 [Gartner - VED](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Judith Lukas

7. INFORMATIONAL ITEMS

7.A. [SM-P-0020-25](#)

Recommendation for the approval of a contract to Azteca Systems, LLC, for Asset Management Software Licenses, for Stormwater Management (\$74,720.61), Public Works (\$74,720.61), and the Division of Transportation (\$12,994.89), for the period of October 1, 2025 through September 30, 2027, for a contract total not to exceed \$162,436.10. Sole Source Provider.

Attachments: [PRCC - Azteca \(Cityworks\) 2025](#)
 [Azteca Vendor Ethics Form - Redacted](#)
 [Azteca 2 year Contract](#)

RESULT:	ACCEPTED AND PLACED ON FILE
MOVER:	Michael Childress
SECONDER:	Judith Lukas

8. IT PROJECT UPDATES

CIO Anthony McPhearson presented an update on IT projects, as attached hereto. Discussion ensued.

[25-2130](#)

IT Project Updates

Attachments: [DuPage County Tech Committee Project Updates_09-02-25.pdf](#)

RESULT:	PRESENTED
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9. OLD BUSINESS

No old business was discussed.

10. NEW BUSINESS

No new business was discussed.

11. ADJOURNMENT

With no further business, the meeting was adjourned.



Technology Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: TE-P-0012-25

Agenda Date: 9/16/2025

Agenda #: 6.A.

AWARDING RESOLUTION ISSUED TO
INSIGHT PUBLIC SECTOR
FOR KNOWBE4 SOFTWARE
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL AMOUNT \$33,792.00)

WHEREAS, the County of DuPage by virtue of its power set forth in the Counties Code (55 ILCS 5/1-1001 *et seq.*) is authorized to enter into this Agreement; and

WHEREAS, pursuant to the Governmental Joint Purchasing Act (30 ILCS 525/2), the County is authorized to enter into a Joint Purchasing Agreement for KnowBe4 software; and

WHEREAS, pursuant to the Intergovernmental Agreement between the County of DuPage and Omnia Partners, the County of DuPage will contract with Insight Public Sector; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Insight Public Sector, for KnowBe4 software for cybersecurity awareness training and phishing testing, for the period of October 30, 2025 through October 29, 2026, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for KnowBe4 software for cybersecurity awareness training and phishing testing, for the period of October 30, 2025 through October 29, 2026, for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to Insight Public Sector, PO Box 731072, Dallas, TX 75373-1072, for a contract total amount not to exceed \$33,792.00, per contract pursuant to the Omnia Partners Contract #23-6692-03.

Enacted and approved this 23rd day of September, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2132	RFP, BID, QUOTE OR RENEWAL #: Quote #0228738905	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$33,792.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 09/16/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$33,792.00
	CURRENT TERM TOTAL COST: \$33,792.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Information Technology	DEPT CONTACT NAME: Michelle Amanti
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 480-366-7058	DEPT CONTACT PHONE #: 630-407-5020	DEPT CONTACT EMAIL: michelle.amanti@dupagecounty.gov
VENDOR CONTACT EMAIL: bob.erwin@insight.com	VENDOR WEBSITE: www.insight.com	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Procurement of KnowBe4 software for cybersecurity awareness training and phishing testing. Purchasing using OMNIA Partners contract #23-6692-03.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Cybersecurity awareness training is required by cyber insurance providers and is an important part of the County's cybersecurity plan.			

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. We are using OMNIA Partners contract (#23-6692-03)
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. Purchase through Insight using contract pricing. We have contracted with Insight for the past four years for KnowBe4 security training at the lowest available cost with positive results. 2. Do not make the purchase, causing lack of security training and awareness for DuPage County employees, possible increased insurance costs, and putting the County network at a high security risk. Staff recommends utilizing the contract pricing.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
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.
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.
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.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Insight Public Sector	Vendor#: 10809	Dept: IT	Division:
Attn: Bob Erwin	Email: bob.erwin@insight.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone: 480-366-7058	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Insight Public Sector	Vendor#: 10809	Dept: Information Technology	Division:
Attn:	Email: ach@insight.com	Attn: Michelle Amanti	Email: michelle.amanti@dupagecounty.gov
Address: PO Box 731072	City: Dallas	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75373-1072	State: IL	Zip: 60187
Phone: 480-333-3102	Fax:	Phone: 630-407-5020	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 30, 2025	Contract End Date (PO25): 10/29/2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	2400	EA		KNOWBE4 SECURITY AWARENESS TRAINING SUBSCRIPTION PLATINUM	FY25	1000	1110	53807		14.08	33,792.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 33,792.00

Comments	
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 & Michelle Amanti 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.

Account name: 10249616

DUPAGE COUNTY
421 N COUNTY FARM RD
WHEATON IL 60187-3978

SHIP-TO

DUPAGE COUNTY
421 N COUNTY FARM RD
WHEATON IL 60187-3978

We deliver according to the following terms:

Payment Terms : Net 90 days
Ship Via : Electronic Delivery
Terms of Delivery : FOB DESTINATION
Currency : USD

"In accordance with the Illinois Local Government Prompt Payment Act"

Quotation

Quotation Number : [0228738905](#)
Document Date : 23-AUG-2025
PO Number :
PO Release :
Sales Rep : Bob Erwin
Email : BOB.ERWIN@INSIGHT.COM
Phone : +14803667058
Sales Rep 2 : Christian Mars Gonzales
Email : CHRISTIANMARS.GONZALES@INSIGHT.COM
Phone : +12132693758

Material	Material Description	Quantity	Unit Price	Extended Price
KSATP-N-F12-G-DPC	KNOWBE4 SECURITY AWARENESS TRAINING SUBSCRIPTION PLATINUM Coverage Dates: 30-OCT-2025 - 29-OCT-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 16.99 Discount: 17.128% TERM(MONTHS): 12 10/30/2025 - 10/29/2026	2,400	14.08	33,792.00

Product Subtotal	33,792.00
TAX	0.00
Total	33,792.00

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Bob Erwin
+14803667058
BOB.ERWIN@INSIGHT.COM

Christian Mars Gonzales
+12132693758
CHRISTIANMARS.GONZALES@INSIGHT.COM

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you are purchasing under an Insight Public Sector, Inc. contract vehicle, in which case, that agreement will govern.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

<https://www.insight.com/terms-and-policies>

Cobb County
Contract # 23-6692-03
for
Technology Product Solutions and Related Services
with
Insight Public Sector

Effective: May 1, 2023

The following documents comprise the executed contract between the Cobb County, and Insight Pubic Sector effective May 1, 2023:

- I. Executed Master Agreement
- II. Supplier's Response to the RFP, incorporated by reference

Reference Number	
Reference Depart.	Purchasing Department

Master Agreement

Owner: Cobb County Board of Commissioners
100 Cherokee Street
Marietta, GA 30090

Contractor: Insight Public Sector, Inc.
2701 E. Insight Way
Chandler, AZ 85286

Description: **TECHNOLOGY PRODUCT SOLUTIONS AND RELATED SERVICES:** The undersigned parties understand and agree to comply with and be bound by the entire contents of **Sealed Bid #23-6692** ("the RFP") and the Contractor's Proposal submitted October 13, 2022, which is incorporated herein by reference.

OMNIA PARTNERS, PUBLIC SECTOR: Supplier agrees to extend Goods and/or Services to public agencies (state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit) ("Public Agencies") registered with OMNIA Partners, Public Sector ("Participating Public Agencies") under the terms of this agreement ("Master Agreement").

Governing Law: This Agreement shall be governed by the laws of the State of Georgia. As to any dispute hereunder, venue shall be in the Superior Court of Cobb County, Georgia.

Term: This Agreement shall begin on May 1, 2023, the Effective Date, for a period of thirty-six months, and shall automatically terminate and renew for two (2) additional twelve (12) month periods and shall terminate absolutely on April 30, 2028, unless earlier terminated as provided herein. Pursuant to O.C.G.A. § 36-60-13, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year in which it was executed and at the close of each succeeding calendar for which it may be renewed. The Parties reserve the right to renew, amend or extend the Agreement for additional terms. Either party may terminate this Agreement for convenience and/or due to lack of funding at the end of each annual term.

Price: Prices for services and equipment, if applicable, as stated in the Contractor's proposal

Billing: For purchases made by Cobb County Government, all original invoices shall be submitted directly to the Cobb County Finance Department. Invoices shall bill only for items received during the period covered by the invoice and shall clearly identify such items in accordance with invoicing guidelines in the Sealed Bid Proposal. For purchases made by participating public agencies, the Contractor shall comply with each agency's invoicing and billing requirements outlined on the applicable order.

{SIGNATURES ON NEXT PAGE}

IN WITNESS, WHEREOF, this Agreement has been executed by Owner and accepted by Contractor to be effective as of the date first above written.

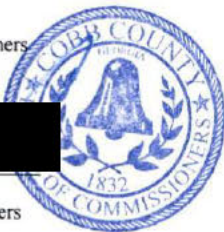


Cobb County... Expect the Best!

Cobb County Board of Commissioners
100 Cherokee Street
Marietta, GA 30090

[Redacted]
Lisa N. Cupid, Chairwoman
Cobb County Board of Commissioners

5/5/23
Date



APPROVED
PER MINUTES OF
COBB COUNTY
BOARD OF COMMISSIONERS

3/14/23

Insight Public Sector, Inc.
2701 E. Insight Way
Chandler, AZ 85286

[Redacted]
Authorized Signature

M. J. [Redacted]
Title
4/4/2023
Date

FEDERAL TAX ID NUMBER

[Redacted]

Approved as to form

[Redacted]

County Attorney's Office

April 25, 2023
Date



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	KnowBe4 Renewal
COMPANY NAME:	Insight Public Sector, Inc.
CONTACT PERSON:	Bob Erwin
CONTACT EMAIL:	TeamIL@insight.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

The full text of the County's Ethics Ordinance is available at:

[Ethics | DuPage Co. IL](#)

The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Erica Falchetti

Signature on File
Signature: _____

Title: Director, Public Sector

Date: 9/4/2025



Technology Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: TE-P-0013-25

Agenda Date: 9/16/2025

Agenda #: 6.B.

AWARDING RESOLUTION ISSUED TO
INFOR (US) INC.
FOR ERP SOFTWARE MAINTENANCE AND SUPPORT
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL NOT TO EXCEED \$250,380.75)

WHEREAS, a sole source quotation has been obtained in accordance with 55 ILCS 5/5-1022 and County Board policy; and

WHEREAS, the County is authorized to enter into a Sole Source Agreement pursuant to Section 2-350 of the DuPage County Procurement Ordinance; and

WHEREAS, based upon supporting documentation provided by the using Department, the Chief Procurement Officer has determined that it is not feasible to secure bids or that there is only one source for the required goods or services, and/or has determined that it is in the best interests of the County to consider only one supplier who has previous expertise relative to the subject procurement; and

WHEREAS, in accordance with the Chief Procurement Officer's determination, the Technology Committee recommends County Board approval for the issuance of a contract to Infor (US) Inc., for annual ERP software maintenance and support, for the period of December 1, 2025 through November 30, 2026, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for annual ERP software maintenance and support, for the period of December 1, 2025 through November 30, 2026 for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Infor (US) Inc., NW 7418, PO Box 1450, Minneapolis, MN 55485-7418, for a contract total amount not to exceed \$250,380.75. Pursuant to 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole provider - this is proprietary software that must be maintained by the vendor, Infor (US) Inc.)

Enacted and approved this 23rd day of September, 2025, at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2133	RFP, BID, QUOTE OR RENEWAL #: Invoice #P-572606-US0AB	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$250,380.75
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 09/16/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$250,380.75
	CURRENT TERM TOTAL COST: \$250,380.75	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Infor (US) Inc.	VENDOR #: 13553	DEPT: Information Technology	DEPT CONTACT NAME: Roy Clancy
VENDOR CONTACT: Shawwna Wagner	VENDOR CONTACT PHONE: 612-770-4443	DEPT CONTACT PHONE #: 630-407-5015	DEPT CONTACT EMAIL: roy.clancy@dupagecounty.gov
VENDOR CONTACT EMAIL: Shawwna.Wagner@infor.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Annual maintenance and support services for Infor ERP software for a total contract amount of \$250,380.75, exempt from bidding per DuPage County Purchasing Ordinance, Article 4-102(5) - Sole Source - this is proprietary software that must be maintained by the vendor, Infor (US) Inc.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Maintenance is required to ensure our ERP system functions properly.			

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

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. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
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 is proprietary software that must be maintained by the vendor
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. This is proprietary software that must be maintained by the vendor
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. This is proprietary software that must be maintained by the vendor

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Infor (US) Inc.	Vendor#: 13553	Dept: Information Technology	Division:
Attn: Shawwna Wagner	Email: Shawwna.Wagner@infor.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL.	Zip: 60187
Phone: 612-770-4443	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Infor (US) Inc.	Vendor#: 13553	Dept: Information Technology	Division:
Attn: NW 7418	Email:	Attn: Roy Clancy	Email: roy.clancy@dupagecounty.gov
Address: PO Box 1450	City: Minneapolis	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55485-7418	State: IL.	Zip: 60446
Phone: 678-319-8000	Fax:	Phone: 630-407-5015	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Nov 30, 2026

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 Software Maintenance and Support for Infor ERP Software	FY26	1000	1110	53807		250,380.75	250,380.75
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 250,380.75

Comments	
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 Roy Clancy and copy both when emailing PO to vendor. **Please make First Invoice Allowed Date 08/05/2025.**
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.



Invoice	Invoice Date	Due Date
P - 572606-US0AB	08/05/2025	10/31/2025

Invoice

Bill to: County of DuPage
421 N. County Farm Road
Wheaton, IL 60187-3978
USA
Attn: Roy Clancy

Deliver To: County of DuPage
421 North County Farm Road
Wheaton, IL 60187
USA
Attn: Server Location

Customer No.	Tax Reg. No.	Customer PO No.	Currency
100011670			USD Maintenance Renewal

Description	Location	Type	QTY	Users	Start Date	End Date
Infor Lawson Grant Management Package	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Infor Lawson Project Accounting	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Infor Lawson Financial Procurement Package	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Requisition Center	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Procurement Punchout	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Supplier Portal	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Strategic Sourcing	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Contract Management	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Infor Lawson ION Connector	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Infor Process Automation	Wheaton-SITE-1	PROD	1	12	12/01/2025	11/30/2026
Design Studio	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Crystal Reports (3 users)	Wheaton-SITE-1	PROD	1	3	12/01/2025	11/30/2026
Lawson Viewpoint Embedded	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Microsoft Office Add Ins	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Lawson Learning Accelerator Developer End Users	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026



Invoice	Invoice Date	Due Date
P - 572606-US0AB	08/05/2025	10/31/2025

Invoice

Description	Location	Type	QTY	Users	Start Date	End Date
Global Human Resources	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Human Resource Management for Talent Management	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
North American Payroll for Talent Management	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Employee & Manager for Talent Management	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Bsi Tax Factory	Wheaton-SITE-1	PROD	1	3500	12/01/2025	11/30/2026
Lawson System Foundation	Wheaton-SITE-1	PROD	1	12	12/01/2025	11/30/2026
Infor Workspace	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Landmark Technology Runtime	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Infor Learning Accelerator Producer	Wheaton-SITE-1	PROD	1	2	12/01/2025	11/30/2026
Infor Spreadsheet Designer	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Business Vault Enterprise Edition	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
BV Data Warehouse Designer	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
MF Visual COBOL for Windows Compiler	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
MF COBOL Server Application Runtime - Windows	Wheaton-SITE-1	PROD	1	300	12/01/2025	11/30/2026
Infor EPM Platform Professional	Wheaton-SITE-1	PROD	1	3	12/01/2025	11/30/2026
Infor EPM Platform Consumer	Wheaton-SITE-1	PROD	1	25	12/01/2025	11/30/2026
Infor Business Intelligence for Lawson	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Crystal Reports App Server for Lawson	Wheaton-SITE-1	PROD	1	1	12/01/2025	11/30/2026
Crystal Reports Designer for Lawson - No Charge	Wheaton-SITE-1	PROD	1	3	12/01/2025	11/30/2026
Infor OS - Local Runtime Technology	Wheaton-SITE-1	PROD	1	50	12/01/2025	11/30/2026
Infor System Console	Wheaton-SITE-2	PROD	1	3	12/01/2025	11/30/2026



Invoice	Invoice Date	Due Date
P - 572606-US0AB	08/05/2025	10/31/2025

Invoice

Description	Location	Type	QTY	Users	Start Date	End Date
MF Visual COBOL for Windows Compiler	Wheaton-SITE-1	TEST	1	1	12/01/2025	11/30/2026
MF COBOL Server Application Runtime - Windows	Wheaton-SITE-1	TEST	1	30	12/01/2025	11/30/2026
TAX(Type RE - IL)						
TAX(Type RE - IL)						

For renewal questions, please contact Shawwna Wagner, Subscription Services Manager
Phone: +14704815238
Email: Shawwna.Wagner@infor.com

Remit to:

Infor (US), LLC
NW 7418
PO Box 1450
Minneapolis, MN 55485-7418
USA
Cash.Applications@Infor.com
Wire to: Wells Fargo Bank
ABA# 121000248
Acct. # 4124017351

Please pay invoice by due date to avoid interruptions in support.

Net	Tax	Total:
250,380.75	0.00	250,380.75

Payment Terms: See Due Date.

Special Instructions: For questions, please contact Infor (US), LLC at 678-319-8000 or email Infor.Collections@Infor.com

Invoice Total: USD 250,380.75

13560 Morris Rd. Suite 4100 Alpharetta, GA 30004 USA
678-319-8000



641 Avenue of the Americas
New York, NY 10011
800-260-2640
www.infor.com

August 21, 2025

County of DuPage
Attn: Roy Clancy
421 North County Farm Road
Wheaton, IL 60187

Acct # 100011670

Dear Roy:

Infor has received your request for a justification to single source the support and maintenance of the Infor-owned software products that you have licensed from Infor.

Infor is the copyright owner for these software products, and as such, Infor is the only vendor that has the unrestricted ability to access and modify such Infor-owned software products in order to provide bug fixes, updates and upgrades to you as part of support and maintenance.

Please don't hesitate to contact Shawwna Wagner, the Sr. Subscription Manager for your account, at +1 470-481-5238 or shawwna.wagner@infor.com if you have additional questions on this matter.

Sincerely,

Signature on File

Edward Foley

Sr.Manager, Infor Subscription Services

21 August 2025 | 10:54:10 EDT



DuPage County
 Finance Department
 Procurement Division
 421 North County Farm Road
 Room 3-400
 Wheaton, Illinois 60187-3978

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Infor (US) LLC
CONTACT PERSON:	Shawwna Wagner
CONTACT EMAIL:	shawwna.wagner@infor.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

- ☒ Yes
- ☐ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL
Shawwna Wagner	470-481-5238	shawwna.wagner@infor.com

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

The full text of the County's Ethics Ordinance is available at:
http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:
https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Signature on File

Printed Name: Edward Foley

Signature: _____

Title: Sr.Manager, Infor Subscription Services

Date: 21 August 2025 | 12:22:53 EDT



Technology Change Order with Resolution

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: TE-CO-0004-25

Agenda Date: 9/16/2025

Agenda #: 6.C.

AMENDMENT TO COUNTY CONTRACT 7189-0001 SERV
ISSUED TO TOSHIBA BUSINESS SOLUTIONS
TO PROVIDE MULTI-FUNCTIONAL DIGITAL COPIERS AND PRINTERS
FOR VARIOUS DEPARTMENTS AND LOCATIONS
(INCREASE ENCUMBRANCE \$153,713.67)

WHEREAS, County Contract 7189-0001 SERV was issued by the Procurement Department on April 1, 2024; and

WHEREAS, the Technology Committee recommends changes as stated in the Change Order Notice to County Contract 7189-0001 SERV, issued to Toshiba Business Solutions, to provide multi-functional digital copiers and printers, to increase the contract in the amount of \$153,713.67, resulting in an amended contract total of \$1,906,862.55.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract 7189-0001 SERV, issued to Toshiba Business Solutions, to provide multi-functional digital copiers and printers, to increase the contract in the amount of \$153,713.67, resulting in an amended contract total of \$1,906,862.55.

Enacted and approved this 23rd day of September, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

TEC 9/16
FI + CB 9/23

Date: Sep 11, 2025

MinuteTraq (IQM2) ID #: 25-2235

Purchase Order #: 7189-1-SERV	Original Purchase Order Date: Apr 1, 2024	Change Order #: 21	Department: IT
Vendor Name: Toshiba		Vendor #: 44522	Dept Contact: Shanita Thompson
Background and/or Reason for Change Order Request:	Increase Line #21 by \$14,946.55 for a new line total of \$21,788.95. Increase Line #22 by \$4,988.33 for a new line total of \$9,448.40. Increase Line #23 by \$4,462.18 for a new line total of \$37,268.98. Increase Line #24 by \$42,523.96 for a new line total of \$52,940.03. Increase Line #85 by \$86,792.65 for a new line total of \$100,000.00.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- ☐ (A) Were not reasonably foreseeable at the time the contract was signed.
- ☒ (B) The change is germane to the original contract as signed.
- ☐ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$1,751,748.88
B	Net \$ change for previous Change Orders	\$1,400.00
C	Current contract amount (A + B)	\$1,753,148.88
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$153,713.67
E	New contract amount (C + D)	\$1,906,862.55
F	Percent of current contract value this Change Order represents (D / C)	8.77%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	8.85%

DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☐ Change budget code from: _____ to: _____
- ☐ Increase/Decrease quantity from: _____ to: _____
- ☐ Price shows: _____ should be: _____
- ☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

DECISION MEMO REQUIRED

- ☐ Increase (greater than 29 days) contract expiration from: _____ to: _____
- ☒ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below: _____

SJG	5037	Sep 11, 2025	Signature on File		5064	09/11/2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date	
REVIEWED BY (Initials Only)						
Buyer		Date	Procurement Officer		Date	
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date	



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: Sep 11, 2025

File ID #: _____

Purchase Order #: 7189-1-SERV

Requesting Department: IT	Department Contact: Shanita Thompson
Contact Email: Shanita.Thompson@dupagecounty.gov	Contact Phone: 630-407-5023
Vendor Name: Toshiba	Vendor #: 44522

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

Increase contract as follows:

Increase Line #21 by \$14,946.55 for a new line total of \$21,788.95.

Increase Line #22 by \$4,988.33 for a new line total of \$9,448.40.

Increase Line #23 by \$4,462.18 for a new line total of \$37,268.98.

Increase Line #24 by \$42,523.96 for a new line total of \$52,940.03.

Increase Line #85 by \$86,792.65 for a new line total of \$100,000.00.

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

An increase is necessary to be able to pay invoices through the remainder of the contract.

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

Bid # 24-019-IT

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

- 1) Do not approve and leave departments unable to pay invoices.
- 2) Approve change order so departments may pay invoices.

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.

\$14,946.55 - 1000-4200-54100 - FY2025

\$4,988.33 - 1000-4200-53800 - FY2025

\$4,462.18 - 1000-4220-54100 - FY2025

\$42,523.96 - 1000-4220-53800 - FY2025

\$86,792.65 - 1000-1110-53800 - FY2025

An updated Vendor Ethics Disclosure form has been requested.



Consent Item

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 25-2220

Agenda Date: 9/16/2025

Agenda #: 7.A.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
PW 9/16
CB 9/23

25-2144

Date: Sep 4, 2025

MinuteTraq (IQM2) ID #: N/A

Purchase Order #: 6303SERV	Original Purchase Order Date: Feb 14, 2023	Change Order #: 1	Department: Public Works
Vendor Name: Donohue & Associates, Inc.		Vendor #: 34931	Dept Contact: Drew Cormican
Background and/or Reason for Change Order Request:	Contract time extension to November 30, 2026. No change in contract total.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- ☒ (A) Were not reasonably foreseeable at the time the contract was signed.
- ☒ (B) The change is germane to the original contract as signed.
- ☒ (C) Is in the best interest for the County of DuPage and authorized by law.




INCREASE/DECREASE		
A	Starting contract value	\$95,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$95,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New contract amount (C + D)	\$95,000.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☐ Change budget code from: _____ to: _____
- ☐ Increase/Decrease quantity from: _____ to: _____
- ☐ Price shows: _____ should be: _____
- ☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Dec 31, 2025 to: Nov 30, 2026
- ☐ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____
- ☐ OTHER - explain below:

	9/4/25		9/5/25		
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer 		Date 9/9/2025
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date



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: Sep 4, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: DuPage County Public Works	Department Contact: Sean Reese
Contact Email: Sean.reese@dupagecounty.gov	Contact Phone: 630.985.7400
Vendor Name: Donohue & Associates, Inc.	Vendor #: 34931

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 extension to November 30, 2026 for on-call SCADA support.

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

A contract time extension to November 30, 2026 is necessary to complete outstanding projects that are currently being worked on throughout the Public Works Department. Donohue provides on-call SCADA and network support that assists operations and maintenance crews.

Strategic Impact

Quality of Life

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

On-call professional engineering services for SCADA support is crucially important to plant operations and maintenance. The 3 plants run heavily on SCADA related equipment and having on-call support ensures that the plants will run efficiently and effectively at all times.

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

A request for a statement of interest from qualified firms was posted. DCPW received 2 SOI's and completed a consultant evaluation to rank the firms. Through the process, it was determined that Donohue & Associates was the top firm based on their experience in SCADA implementation and support.

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

1. Approve contract time extension to November 30, 2026.
2. Do not approve the time extension. Not recommended due to task orders already being underway.
3. Do not approve the time extension and go back out for another QBS posting. Not recommended due to the firms experience with SCADA related projects.

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.

Time extension only. No change in contract total.



Donohue & Associates, Inc.
1755 Park Street, Suite 310 | Naperville, IL 60563
888.736.6648 | donohue-associates.com

August 26, 2025

Mr. Sean Reese
Operations Manager for Public Works
DuPage County Public Works
7900 Illinois Route 53
Woodridge, IL 60517

Re: File # PW-P-0057-23
On-Call Professional Engineering Services – SCADA
Schedule Extension

Dear Mr. Reese:

Donohue & Associates is requesting an extension of the expiration date of the original agreement dated February 14, 2023. The original expiration date is December 31, 2025. We are requesting a new expiration date of November 30, 2026, based on the contractor's schedule for completion of work for the Woodridge Greene Valley Boiler Replacement Project.

We appreciate the opportunity to assist the County with this project. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A large black rectangular box redacting the signature of Jay Bielanski.

Jay Bielanski, PE
Project Manager



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Donohue & Associates, Inc.
CONTACT PERSON:	Barbara A. Scheiber
CONTACT EMAIL:	bscheiber@donohue-associates.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

- ☐ Yes
☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

The full text of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/


The full text of the County's Procurement Ordinance is available at:

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Barbara A. Scheiber

Signature: 

Title: Sr. Vice President

Date: August 28, 2025

Additional informational on item 25-2220

SCADA System is used by Public Works & Stormwater Departments.

The SCADA system allows for the monitoring of water quality using sensors to measure flow, level, & concentration. With this information automated or manual controls adjustments can be made to pumps, motors, valves and alerts can be sent out at different settings to notify Operators 24/7.

Public Works

- 3 Wastewater treatment plants
- 6 Drinking water systems
- 8 Sanitary Lift Stations

Stormwater

- 5 operational facilities
- monitoring various other sites



Judicial/Public Safety Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: JPS-P-0036-25

Agenda Date: 9/2/2025

Agenda #: 7.B.

AWARDING RESOLUTION ISSUED TO
INSIGHT PUBLIC SECTOR, INC.
FOR SMALL IT EQUIPMENT
FOR THE CLERK OF THE CIRCUIT COURT
(CONTRACT TOTAL AMOUNT \$88,206.00)

WHEREAS, bids have been taken and evaluated in accordance with County Board policy; and

WHEREAS, the Judicial and Public Safety Committee recommends County Board approval for the issuance of a contract to Insight Public Sector, Inc., for small IT equipment, for the period of September 9, 2025 through September 8, 2026, for the Clerk of the Circuit Court.

NOW, THEREFORE BE IT RESOLVED, that said contract is for small IT Equipment, for the period of September 9, 2025 through September 8, 2026, for the Clerk of the Circuit Court, per Bid 25-098-CCC, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Insight Public Sector, Inc., 2701 E. Insight Way, Chandler, AZ 85286, for a contract total amount of \$88,206.00.

Enacted and approved this 9th day of September, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2077	RFP, BID, QUOTE OR RENEWAL #: 25-098-CCC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$88,206.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 09/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$88,206.00
	CURRENT TERM TOTAL COST: \$88,206.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Insight Public Sector, Inc.	VENDOR #: 10809	DEPT: Clerk of the Circuit Court	DEPT CONTACT NAME: Kevin Vaske
VENDOR CONTACT: Nicole Olivera	VENDOR CONTACT PHONE: 630-295-7300	DEPT CONTACT PHONE #: 630-407-8647	DEPT CONTACT EMAIL: Kevin.Vaske@18thjudicial.org
VENDOR CONTACT EMAIL: nicole.olivera@insight.com	VENDOR WEBSITE: insight.com	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Purchase laptops, desktops, monitors, printers, and small IT equipment. Equipment is being purchased per the lowest responsible bid.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replace end of life equipment			

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.
LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)

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

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.
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.
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.
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.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Insight Public Sector, Inc.	Vendor#: 10809	Dept: Clerk of the Circuit Court	Division: Accounting
Attn: Nicole Olivera	Email: Nicole.Olivera@insight.com	Attn: Julie Ellefsen	Email: Julie.Ellefsen@18thjudicial.org
Address: 2701 E. Insight Way	City: Chandler	Address: 505 N County Farm Road	City: Wheaton
State: AZ	Zip: 85286	State: IL	Zip: 60187
Phone: 630-295-7300	Fax:	Phone: 630-470-8590	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Insight Public Sector, Inc.	Vendor#: 10809	Dept: Clerk of the Circuit Court	Division: Administration
Attn: Jim Trevino	Email: ACH@insight.com	Attn: Kevin Vaske	Email: Kevin.Vaske@18thjudicial.org
Address: PO Box 731072	City: Dallas	Address: 505 N County Farm Road	City: Wheaton
State: TX	Zip: 75373	State: IL	Zip: 60187
Phone: 480-333-3102	Fax:	Phone: 630-407-8647	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 9, 2025	Contract End Date (PO25): Sep 8, 2026

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		Small IT Equipment	FY25	1400	6730	52100		88,206.00	88,206.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 88,206.00

Comments	
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 COUNTY OF DUPAGE
FINANCE - PROCUREMENT
COMPUTERS, MONITORS, LAPTOPS & ACCESSORIES 25-098-CCC
BID TABULATION



NO.	ITEM	UOM	QTY	Insight Public Sector, Inc.		Logicalis, Inc.		Tech Advanced Computers, Inc.		Tallgrass Systems Ltd.	
				PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1	Kiosk Stand	EA	2	\$ 427.00	\$ 854.00	\$ 435.37	\$ 870.74	\$ 480.00	\$ 960.00	\$ 441.00	\$ 882.00
2	Kiosk Stand Feet	EA	2	\$ 151.00	\$ 302.00	\$ 148.18	\$ 296.36	\$ 167.00	\$ 334.00	\$ 150.00	\$ 300.00
3	Kiosk Touch Screen	EA	2	\$ 898.00	\$ 1,796.00	\$ 1,402.61	\$ 2,805.22	\$ 1,420.00	\$ 2,840.00	\$ 1,390.00	\$ 2,780.00
4	Desktop PC	EA	80	\$ 814.00	\$ 65,120.00	\$ 1,119.67	\$ 89,573.60	\$ 1,130.00	\$ 90,400.00	\$ 1,164.00	\$ 93,120.00
5	Laptop	EA	5	\$ 1,282.00	\$ 6,410.00	\$ 1,334.42	\$ 6,672.10	\$ 1,580.00	\$ 7,900.00	\$ 1,721.00	\$ 8,605.00
6	Developer Desktop	EA	1	\$ 3,586.50	\$ 3,586.50	\$ 4,434.69	\$ 4,434.69	\$ 4,820.00	\$ 4,820.00	\$ 4,606.00	\$ 4,606.00
7	Printer	EA	15	\$ 330.00	\$ 4,950.00	\$ 326.39	\$ 4,895.85	\$ 235.00	\$ 3,525.00	\$ 372.00	\$ 5,580.00
8	Large Monitor	EA	1	\$ 1,580.00	\$ 1,580.00	\$ 2,385.96	\$ 2,385.96	\$ 2,200.00	\$ 2,200.00	\$ 2,478.00	\$ 2,478.00
9	Rolling TV Cart Stand	EA	1	\$ 589.00	\$ 589.00	\$ 669.34	\$ 669.34	\$ 700.00	\$ 700.00	\$ 673.00	\$ 673.00
10	USB-C Hub	EA	8	\$ 37.00	\$ 296.00	\$ 29.91	\$ 239.28	\$ 25.00	\$ 200.00	\$ 30.00	\$ 240.00
11	Webcam	EA	10	\$ 26.00	\$ 260.00	\$ 28.84	\$ 288.40	\$ 28.50	\$ 285.00	\$ 29.00	\$ 290.00
12	Headset	EA	20	\$ 21.00	\$ 420.00	\$ 22.96	\$ 459.20	\$ 24.00	\$ 480.00	\$ 25.00	\$ 500.00
13	Monitor Privacy Screen	EA	20	\$ 62.00	\$ 1,240.00	\$ 69.53	\$ 1,390.60	\$ 71.00	\$ 1,420.00	\$ 67.00	\$ 1,340.00
14	25-ft HDMI Cable	EA	5	\$ 21.25	\$ 106.25	\$ 21.09	\$ 105.45	\$ 23.00	\$ 115.00	\$ 12.00	\$ 60.00
15	3-ft HDMI Cable	EA	15	\$ 7.75	\$ 116.25	\$ 5.76	\$ 86.40	\$ 7.00	\$ 105.00	\$ 5.00	\$ 75.00
16	USB-C Female to USB-A Male Adapter	EA	10	\$ 9.25	\$ 92.50	\$ 6.96	\$ 69.60	\$ 9.00	\$ 90.00	\$ 9.00	\$ 90.00



NO.	ITEM	UOM	QTY	Insight Public Sector, Inc.		Logicalis, Inc.		Tech Advanced Computers, Inc.		Tallgrass Systems Ltd.	
				PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
17	USB-C Female to USB-A Female Adapter	EA	10	\$ 9.25	\$ 92.50	\$ 6.20	\$ 62.00	\$ 11.00	\$ 110.00	\$ 9.00	\$ 90.00
18	USB-C Male to USB-A Female Adapter	EA	10	\$ 9.25	\$ 92.50	\$ 8.76	\$ 87.60	\$ 7.00	\$ 70.00	\$ 10.00	\$ 100.00
19	USB-C Male to USB-A Male Adapter	EA	10	\$ 9.25	\$ 92.50	\$ 5.88	\$ 58.80	\$ 14.00	\$ 140.00	\$ 11.00	\$ 110.00
20	USB 64GB Thumb Drive	EA	20	\$ 10.50	\$ 210.00	\$ 10.39	\$ 207.80	\$ 10.00	\$ 200.00	\$ 14.00	\$ 280.00
GRAND TOTAL				\$ 88,206.00		\$ 115,658.99		\$ 116,894.00		\$ 122,199.00	

NO.	ITEM	UOM	QTY	Pace Systems, Inc.		Brightcentra, Inc.		Southern Computer Warehouse	
				PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1	Kiosk Stand	EA	2	\$ 430.56	\$ 861.12	\$ 412.00	\$ 824.00	\$ 540.88	\$ 1,081.76
2	Kiosk Stand Feet	EA	2	\$ 296.40	\$ 592.80	\$ 139.75	\$ 279.50	\$ 147.53	\$ 295.06
3	Kiosk Touch Screen	EA	2	\$ 1,387.13	\$ 2,774.26	\$ 1,325.00	\$ 2,650.00	\$ 900.75	\$ 1,801.50
4	Desktop PC	EA	80	\$ 1,339.15	\$ 107,132.00	\$ 1,075.00	\$ 86,000.00	NO BID	
5	Laptop	EA	5	\$ 1,978.37	\$ 9,891.85	\$ 1,520.00	\$ 7,600.00	\$ 1,643.59	\$ 8,217.95
6	Developer Desktop	EA	1	\$ 4,514.82	\$ 4,514.82	NO BID		NO BID	
7	Printer	EA	15	\$ 271.06	\$ 4,065.90	\$ 265.00	\$ 3,975.00	\$ 265.80	\$ 3,987.00
8	Large Monitor	EA	1	\$ 4,549.26	\$ 4,549.26	\$ 1,815.00	\$ 1,815.00	\$ 1,854.65	\$ 1,854.65
9	Rolling TV Cart Stand	EA	1	\$ 661.93	\$ 661.93	\$ 625.00	\$ 625.00	\$ 517.30	\$ 517.30
10	USB-C Hub	EA	8	\$ 53.64	\$ 429.12	\$ 19.50	\$ 156.00	NO BID	
11	Webcam	EA	10	\$ 166.93	\$ 1,669.30	\$ 24.50	\$ 245.00	\$ 25.03	\$ 250.30
12	Headset	EA	20	\$ 22.79	\$ 455.80	\$ 20.25	\$ 405.00	\$ 20.86	\$ 417.20
13	Monitor Privacy Screen	EA	20	\$ 68.75	\$ 1,375.00	\$ 60.00	\$ 1,200.00	\$ 61.50	\$ 1,230.00
14	25-ft HDMI Cable	EA	5	\$ 18.12	\$ 90.60	\$ 7.75	\$ 38.75	\$ 7.26	\$ 36.30
15	3-ft HDMI Cable	EA	15	\$ 3.68	\$ 55.20	\$ 1.10	\$ 16.50	\$ 0.98	\$ 14.70
16	USB-C Female to USB-A Male Adapter	EA	10	\$ 9.48	\$ 94.80	\$ 3.90	\$ 39.00	\$ 6.59	\$ 65.90
17	USB-C Female to USB-A Female Adapter	EA	10	\$ 9.36	\$ 93.60	\$ 7.90	\$ 79.00	\$ 48.00	\$ 480.00
18	USB-C Male to USB-A Female Adapter	EA	10	\$ 14.74	\$ 147.40	\$ 2.50	\$ 25.00	\$ 7.57	\$ 75.70
19	USB-C Male to USB-A Male Adapter	EA	10	\$ 8.74	\$ 87.40	\$ 2.50	\$ 25.00	\$ 7.22	\$ 72.20

				Pace Systems, Inc.		Brightcentra, Inc.		Southern Computer Warehouse	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
20	USB 64GB Thumb Drive	EA	20	\$ 10.28	\$ 205.60	\$ 7.90	\$ 158.00	\$ 10.76	\$ 215.20
					\$ 139,747.76		\$ 106,155.75		\$ 20,612.72

NOTES

1. Pace Systems, Inc.'s Bid Tabulation was adjusted to correct for submission errors:
 - a. NO. 13, when multiplied, (\$68.75 x 20 = \$1,375.00), resulted in an increase of \$1,303.50.
 - b. GRAND TOTAL was corrected from \$142,510.16 to \$139,747.76.
2. ODP Business Solutions, LLC has been deemed non-responsive due to not including required document(s).

Bid Opening 8/21/2025 @ 2:30 PM	SR, HK
Invitations Sent	143
Total Vendors Requesting Documents	18
Total Bid Responses	8

BID PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-098-CCC
COMPANY NAME:	Insight Public Sector
CONTACT PERSON:	Nicole Olivera
CONTACT EMAIL:	nicole.olivera@insight.com

Section II: Pricing

Bidder shall provide pricing for items as specified. All goods are to be shipped F.O.B. Destination.

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Kiosk Stand	EA	2	\$ 427.00	\$ 854.00
2	Kiosk Stand Feet	EA	2	\$ 151.00	\$ 302.00
3	Kiosk Touch Screen	EA	2	\$ 898.00	\$ 1796.00
4	Desktop PC	EA	80	\$ 814.00	\$ 65,120.00
5	Laptop – Lenovo ThinkPad T14s 2-in-1 G1	EA	5	\$ 1282.00	\$ 6410.00
6	Developer Desktop – Dell Precision 7865 or Dell Precision 7875	EA	1	\$ 3586.50	\$ 3586.50
7	Printer	EA	15	\$ 330.00	\$ 4950.00
8	Large Monitor	EA	1	\$ 1580.00	\$ 1580.00
9	Rolling TV Cart Stand	EA	1	\$ 589.00	\$ 589.00
10	USB-C Hub	EA	8	\$ 37.00	\$ 296.00
11	Webcam	EA	10	\$ 26.00	\$ 260.00
12	Headset	EA	20	\$ 21.00	\$ 420.00
13	Monitor Privacy Screen	EA	20	\$ 62.00	\$ 1240.00
14	25-ft HDMI Cable	EA	5	\$ 21.25	\$ 106.25

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
15	3-ft HDMI Cable	EA	15	\$ 7.75	\$ 116.25
16	USB-C Female to USB-A Male Adapter	EA	10	\$ 9.25	\$ 92.50
17	USB-C Female to USB-A Female Adapter	EA	10	\$ 9.25	\$ 92.50
18	USB-C Male to USB-A Female Adapter	EA	10	\$ 9.25	\$ 92.50
19	USB-C Male to USB-A Male Adapter	EA	10	\$ 9.25	\$ 92.50
20	USB 64GB Thumb Drive	EA	20	\$ 10.50	\$ 210.00
GRAND TOTAL					\$ 88,206.00
GRAND TOTAL (In words) Eighty eight thousand two hundred six					

Section III: Supplemental Information

Bidder shall specify the manufacturer and model numbers of the items bid for NO. 6 – Developer Desktop, NO. 8 – Large Monitor, NO. 11 – Webcam and NO. 20 – USB 64GB Thumb Drive below.

NO.	ITEM	MANUFACTURER	MODEL NO.
6	Developer Desktop	Dell	Precision 7875 spec sheet attached
8	Large Monitor	Samsung	DU9000
11	Webcam	Logitech	C270
20	USB 64GB Thumb Drive	SanDisk	SanDisk Ultra SDCZ48-064G-A46

Section IV: Certification

By signing below, the Bidder agrees to provide the required goods and/or services described in the Bid Specifications for the prices quoted on this Bid Pricing Form.

Printed Name: Nicole Olivera Signature: 

Title: Solutions Account Mgr. Date: 08/21/25



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	COMPUTERS, MONITORS, LAPTOPS & ACCESSORIES 25-098-CCC
COMPANY NAME:	Insight Public Sector, Inc.
CONTACT PERSON:	Nicole Olivera
CONTACT EMAIL:	Nicole.Olivera@insight.com

Section II: Procurement Ordinance Requirements

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, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

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

The full text of the County's Ethics Ordinance is available at:

[Ethics | DuPage Co. IL](#)


The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Nicole Olivera

Signature: 

Title: Solutions Account Mgr.

Date: 08/21/25



MANDATORY FORM

Section I: Contact Information

Complete the contact information below.

BID NUMBER:	COMPUTERS, MONITORS, LAPTOPS & ACCESSORIES 25-098-CCC
COMPANY NAME:	Insight Public Sector, Inc.
MAIN ADDRESS:	2701 E. Insight Way
CITY, STATE, ZIP CODE:	Chandler, AZ 85286
TELEPHONE NO.:	630.295.7300
BID CONTACT PERSON:	Nicole Olivera
CONTACT EMAIL:	Nicole.Olivera@insight.com

Section II: Contract Administration Information

Complete the contract administration information below.

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME:	Insight Public Sector, Inc.	NAME:	Insight Public Sector, Inc.
CONTACT:	Nicole Olivera	CONTACT:	Jim Trevino
ADDRESS:	2701 E Insight Way	ADDRESS:	PO Box 731072
CITY, ST., ZIP:	Chandler, Arizona 85286	CITY, ST., ZIP:	Dallas, TX 75373
PHONE NO.:	630.295.7300	PHONE NO.:	480-333-3102
EMAIL:	Nicole.Olivera@insight.com	EMAIL:	ACH@insight.com

Section III: Certification

The undersigned certifies that they are:

☐ The Owner or Sole
Proprietor

☐ A Member authorized to
sign on behalf of the
Partnership

☒ An Officer of the
Corporation

☐ A Member of the Joint
Venture

Herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

Scott Friedlander

(President or Partner)

Lisanne Steinheiser

(Vice-President or Partner)

Sharon O. Ennis

(Secretary or Partner)

Virginia Adams

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. _____, _____, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either Chapter 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that they have examined and carefully prepared this bid and have checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Bidder certifies that it has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that it will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

By signing below, the Bidder agrees to the terms of this Mandatory Form and certifies that the information on this form is true and correct to the best of its knowledge.

Printed Name: **Scott Friedlander**

Signature



Title: **President**

Date: **8/21/2025**







Mandatory Form_12.26.2024

Final Audit Report

2025-08-21

Created:	2025-08-21
By:	Hannah Bosarge (HANNAH.BOSARGE@INSIGHT.COM)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfvQzv7AXd-kdzhkNf4iuHM9bq2AqB50G

"Mandatory Form_12.26.2024" History

-  Document created by Hannah Bosarge (HANNAH.BOSARGE@INSIGHT.COM)
2025-08-21 - 7:24:59 PM GMT- IP address: 20.94.166.150
-  Document emailed to scott.friedlander@insight.com for signature
2025-08-21 - 7:25:13 PM GMT
-  Email viewed by scott.friedlander@insight.com
2025-08-21 - 7:25:21 PM GMT- IP address: 72.153.230.151
-  Signer scott.friedlander@insight.com entered name at signing as Scott Friedlander
2025-08-21 - 7:35:10 PM GMT- IP address: 73.134.29.166
-  Document e-signed by Scott Friedlander (scott.friedlander@insight.com)
Signature Date: 2025-08-21 - 7:35:12 PM GMT - Time Source: server- IP address: 73.134.29.166
-  Agreement completed.
2025-08-21 - 7:35:12 PM GMT