



DU PAGE COUNTY

Technology Committee

Final Regular Meeting Agenda

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

Tuesday, April 4, 2023

11:30 AM

Room 3500A

1. CALL TO ORDER

2. ROLL CALL

3. CHAIRWOMAN'S REMARKS - CHAIR YOO

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [23-1379](#)

Technology Committee - Regular Meeting - Tuesday, March 14, 2023

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0053-23](#)

Recommendation for the approval of a contract purchase order to Titan Image Group, to furnish & deliver printed business envelopes, for DuPage County departments, for the period of April 11, 2023 through April 10, 2024, for a contract total amount not to exceed \$116,800. Subject to three (3) twelve (12) month renewals, per low bid #23-044-FIN.

6.B. [23-1380](#)

Recommendation for the approval of a contract purchase order to Siteimprove, Inc., for the annual license fee for web governance services, for Information Technology. This contract covers the period of May 1, 2023 through April 30, 2024, for a contract total amount of \$17,907.72. Exempt from bidding per 55 ILCS-1022 'Competitive Bids' (b) IT/Telecom purchases under \$35,000.00. Siteimprove is a trusted vendor with whom DuPage County has contracted for the past eight years.

6.C. [23-1381](#)

Recommendation for the approval of a contract purchase order to Business Software, Inc., for the annual maintenance of the BSI Tax Factory Payroll Tax Calculation and Compliance Software, for Information Technology. This contract covers the period of June 15, 2023 through June 14, 2024, for a total contract amount of \$17,028.19; exempt from bidding per 55 ILCS 5/5-1022 (d) - IT/Telecom purchases under \$35,000.00.

7. TRAVEL REQUESTS

7.A. [23-1382](#)

Approval is requested to have an IT staff member attend the Illinois Counties Information Management Association (ICIMA) 2023 Spring Conference in Chicago, Illinois from May 3, 2023 through May 5, 2023 for a cost of \$500.

- 8. IT PROJECT UPDATES**
- 9. OLD BUSINESS**
- 10. NEW BUSINESS**
- 11. ADJOURNMENT**



Minutes

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

File #: 23-1379

Agenda Date: 4/4/2023

Agenda #: 5.A.



DU PAGE COUNTY

Technology Committee

Summary

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

Tuesday, March 14, 2023

7:30 AM

Room 3500B

1. CALL TO ORDER

7:30 AM meeting was called to order by Chair Yoo at 7:30 AM.

2. ROLL CALL

Conor McCarthy was present as a representative for Bob Berlin, State's Attorney.
County Board Members Deacon-Garcia and Evans were also present.

PRESENT	Berlin, Cronin Cahill, Carrier, Eckhoff, Galassi, Gustin, Henry, Kaczmarek, Rutledge, White, and Yoo
ABSENT	Mendrick

MOTION TO ALLOW REMOTE PARTICIPATION

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Patty Gustin

3. CHAIRWOMAN'S REMARKS - CHAIR YOO

Chair Yoo informed that the Technology Committee meetings will be moved to the first and third Tuesdays of the month at 11:30 AM in conference room 3-500A, beginning Tuesday, April 4, 2023.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [23-1085](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, February 14, 2023

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Kathleen Carrier

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0052-23](#)

Recommendation for the approval of a contract purchase order to Insight Public Sector, for the purchase of laptops, desktops, monitors, and docking stations, for Information Technology, for the period of March 14, 2023 through March 14, 2024, for a contract total amount of \$133,650. Contract pursuant to the Intergovernmental Cooperation Act, OMNIA Partners IT Products and Services Contract #4400006644 cooperative purchasing agreement pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act".

Member Carrier asked if this procurement is for the replacement of existing equipment. CIO McPhearson explained it is, adding that the plan is to try and replace one fifth of IT equipment every year, refreshing every five years.

Member Rutledge commented that there were a lot of equipment purchases approved during the COVID-19 pandemic. She asked if we received everything that was ordered. Mr. McPhearson responded yes, we received everything. He noted that those purchases were for remote work while this procurement is to replace old, outdated equipment.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Sheila Rutledge
SECONDER:	Gwen Henry

6.B. [TE-CO-0006-23](#)

Amendment to County Contract 3866-0001 SERV, issued to Telcom Innovations Group, for the procurement of hardware, software, software maintenance, and labor to replace the County phone system and to provide enhanced support and premium software assurance, to increase the contract amount in the amount of \$21,475.50 to add software licensing and assurance in order to meet the increased headcount in the Public Defender and State's Attorney's Offices, resulting in a new contract total amount of \$1,239,448.30, an increase of 1.76%.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Patty Gustin
SECONDER:	Sheila Rutledge

7. **OLD BUSINESS**

No old business was discussed.

8. **NEW BUSINESS**

No new business was discussed.

9. EXECUTIVE SESSION

A motion was made by Member Gustin and seconded by Member Carrier to enter into Executive Session.

RESULT: APPROVED

Pursuant to Open Meetings Act 5 ILCS 120/2(C)(8) - Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

A motion was made by Member McCarthy and seconded by Member Rutledge to adjourn Executive Session.

10. 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-0053-23

Agenda Date: 4/4/2023

Agenda #: 6.A.

AWARDING RESOLUTION ISSUED TO
TITAN IMAGE GROUP, INC.
TO FURNISH AND DELIVER
PRINTED BUSINESS ENVELOPES
FOR VARIOUS COUNTY DEPARTMENTS
(CONTRACT TOTAL AMOUNT \$116,800.00)

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

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Titan Image Group, Inc., to furnish and deliver printed business envelopes, for the period of April 11, 2023 through April 10, 2024 , for various County departments .

NOW, THEREFORE BE IT RESOLVED, that said contract is to furnish and deliver printed business envelopes, for the period of April 11, 2023 through April 10, 2024 for various County departments, be, and it is hereby approved for issuance of a contract by the Procurement Division to Titan Image Group, Inc., 305 W. Briarcliff Drive, Unit 103B, Bolingbrook, IL 60440, for a contract total amount not to exceed \$116,800.00, per lowest responsible bid #23-044-FIN.

Enacted and approved this 11th day of April, 2023, 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#: 23-1297	RFP, BID, QUOTE OR RENEWAL #: 23-044-FIN	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$116,800.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 04/04/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$116,800.00
	CURRENT TERM TOTAL COST: \$116,800.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Titan Image Group	VENDOR #: 11753	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Jeff Krey	VENDOR CONTACT PHONE: 630-679-0400	DEPT CONTACT PHONE #: 630-407-5000	DEPT CONTACT EMAIL: shanita.thompson@dupageco.org
VENDOR CONTACT EMAIL: jeff@titanimage.com	VENDOR WEBSITE: titanimage.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.). Agreement to furnish and deliver printed business envelopes for various departments, per bid #23-044-FIN.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The previous purchase order expired and this one replaces it.			

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

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.
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: Titan Image Group	Vendor#: 11753	Dept: Information Technology	Division:
Attn: Jeff Krey	Email: jeff@titanimage.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 305 W. Briardliff Drive, Suite 105	City: Bolingbrook	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60440	State: IL	Zip: 60187
Phone: 630-679-0400	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Information Technology	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5023	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 11, 2023	Contract End Date (PO25): Apr 10, 2024
Contract Administrator (PO25): Shanita Thompson			

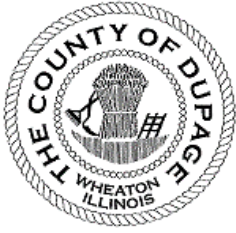
Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Printed Business Envelopes - County Board	FY23	1000	1001	53800		2,000.00	2,000.00
2	1	EA		Printed Business Envelopes - County Board	FY24	1000	1001	53800		2,000.00	2,000.00
3	1	EA		Printed Business Envelopes - Human Resources	FY23	1000	1120	53800		300.00	300.00
4	1	EA		Printed Business Envelopes - Human Resources	FY24	1000	1120	53800		300.00	300.00
5	1	EA		Printed Business Envelopes - Community Services	FY23	1000	1750	53800		1,500.00	1,500.00
6	1	EA		Printed Business Envelopes - Community Services	FY24	1000	1750	53800		1,500.00	1,500.00
7	1	EA		Printed Business Envelopes - Supervisor of Assessments	FY23	1000	1800	53800		5,000.00	5,000.00
8	1	EA		Printed Business Envelopes - Supervisor of Assessments	FY24	1000	1800	53800		5,000.00	5,000.00
9	1	EA		Printed Business Envelopes - County Clerk	FY23	1000	4200	53800		6,500.00	6,500.00
10	1	EA		Printed Business Envelopes - County Clerk	FY24	1000	4200	53800		6,500.00	6,500.00
11	1	EA		Printed Business Envelopes - County Clerk - Election	FY23	1000	4220	53800		4,000.00	4,000.00
12	1	EA		Printed Business Envelopes - County Clerk - Election	FY24	1000	4220	53800		4,000.00	4,000.00
13	1	EA		Printed Business Envelopes - Recorder	FY23	1000	4300	53800		2,000.00	2,000.00
14	1	EA		Printed Business Envelopes - Recorder	FY24	1000	4300	53800		2,000.00	2,000.00
15	1	EA		Printed Business Envelopes - Sheriff	FY23	1000	4400	53800		1,000.00	1,000.00
16	1	EA		Printed Business Envelopes - Sheriff	FY24	1000	4400	53800		1,000.00	1,000.00
17	1	EA		Printed Business Envelopes - Treasurer	FY23	1000	5000	53800		3,000.00	3,000.00
18	1	EA		Printed Business Envelopes - Treasurer	FY24	1000	5000	53800		3,000.00	3,000.00
19	1	EA		Printed Business Envelopes - Probation	FY23	1000	6100	53800		5,000.00	5,000.00
20	1	EA		Printed Business Envelopes - Probation	FY24	1000	6100	53800		6,000.00	6,000.00
21	1	EA		Printed Business Envelopes - Public Defender	FY23	1000	6300	53800		1,000.00	1,000.00
22	1	EA		Printed Business Envelopes - Public Defender	FY24	1000	6300	53800		1,000.00	1,000.00
23	1	EA		Printed Business Envelopes - State's Attorney	FY23	1000	6500	53800		9,000.00	9,000.00
24	1	EA		Printed Business Envelopes - State's Attorney	FY24	1000	6500	53800		9,000.00	9,000.00
25	1	EA		Printed Business Envelopes - Clerk of the Circuit Court	FY23	1000	6700	53800		7,000.00	7,000.00
26	1	EA		Printed Business Envelopes - Clerk of the Circuit Court	FY24	1000	6700	53800		4,500.00	4,500.00
27	1	EA		Printed Business Envelopes - Animal Services	FY23	1100	1300	53800		300.00	300.00
28	1	EA		Printed Business Envelopes - Animal Services	FY24	1100	1300	53800		300.00	300.00
29	1	EA		Printed Business Envelopes - Building & Zoning	FY23	1100	2810	53800		7,000.00	7,000.00
30	1	EA		Printed Business Envelopes - Building & Zoning	FY24	1100	2810	53800		7,000.00	7,000.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
31	1	EA		Printed Business Envelopes - Care Center	FY23	1200	2050	53800		200.00	200.00
32	1	EA		Printed Business Envelopes - Care Center	FY24	1200	2050	53800		300.00	300.00
33	1	EA		Printed Business Envelopes - Coroner	FY23	1300	4130	53800		500.00	500.00
34	1	EA		Printed Business Envelopes - Coroner	FY24	1300	4130	53800		500.00	500.00
35	1	EA		Printed Business Envelopes - DOT - Highway	FY23	1500	3500	53800		500.00	500.00
36	1	EA		Printed Business Envelopes - DOT - Highway	FY24	1500	3500	53800		500.00	500.00
37	1	EA		Printed Business Envelopes - Stormwater Management	FY23	1600	3000	53800		300.00	300.00
38	1	EA		Printed Business Envelopes - Stormwater Management	FY24	1600	3000	53800		300.00	300.00
39	1	EA		Printed Business Envelopes - Public Works	FY23	2000	2665	53800		1,500.00	1,500.00
40	1	EA		Printed Business Envelopes - Public Works	FY24	2000	2665	53800		1,500.00	1,500.00
41	1	EA		Printed Business Envelopes - Veteran's Assistance Commission	FY23	4500	5851	53800		500.00	500.00
42	1	EA		Printed Business Envelopes - Veteran's Assistance Commission	FY24	4500	5851	53800		500.00	500.00
43	1	EA		Printed Business Envelopes - Community Services - CDC	FY23	5000	1440	53800	CD23 Admin-538 00	100.00	100.00
44	1	EA		Printed Business Envelopes - Community Services - CDC	FY24	5000	1440	53800	CD24 Admin-538 00	100.00	100.00
45	1	EA		Printed Business Envelopes - State's Attorney - Child Support Unit	FY23	5000	6570	53800	2021-55-01 3-Y23	600.00	600.00
46	1	EA		Printed Business Envelopes - State's Attorney - Child Support Unit	FY24	5000	6570	53800	2021-55-01 3-Y24	1,200.00	1,200.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 116,800.00

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 & Shanita Thompson and email both when emailing 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



**THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT
BUSINESS ENVELOPES 23-044-FIN
BID TABULATION**

✓

NO.	ITEM	UOM	QTY	TITAN IMAGE GROUP	A-RELIABLE PRINTING
				PRICE	PRICE
1	#10 (4 1/8" x 9 1/2") WHITE Regular 2 Color Various Departments	M	1	\$ 105.20	\$ 257.00
2	#10 (4 1/8" x 9 1/2") WHITE Window 2 Color Various Departments	M	1	\$ 108.40	\$ 297.00
3	(10" x 13") 62 BROWN Kraft Catalog Circuit Clerk	M	1	\$ 336.55	\$ 450.00
4	#9 (3 7/8" x 8 7/8") Regular County Clerk	M	1	\$ 83.75	\$ 115.00
5	#10 (4 1/8" x 9 1/2") Regular 7 Text Lines County Clerk	M	1	\$ 105.20	\$ 257.00
6	#10 (4 1/8" x 9 1/2") Window 7 Text Lines County Clerk	M	1	\$ 108.40	\$ 297.00
7	#10 (4 1/8" x 9 1/2") Window Name Field 7 Text Lines County Clerk	M	1	\$ 108.40	\$ 297.00
8	(6" x 9") WHITE Catalog County Clerk	M	1	\$ 169.40	\$ 209.71
9	#10 (4 1/8" x 9 1/2") WHITE Regular Human Resources	M	1	\$ 105.20	\$ 257.00
10	#10 (4 1/8" x 9 1/2") WHITE Window Jury Commission	M	1	\$ 87.00	\$ 115.00
11	#10 (4 1/8" x 9 1/2") WHITE Regular Probation	M	1	\$ 83.75	\$ 115.00
12	#10 (4 1/8" x 9 1/2") White Window Probation	M	1	\$ 87.00	\$ 122.00
13	#10 (4 1/8" x 9 1/2") WHITE Regular 2 Color Psychological Services	M	1	\$ 105.20	\$ 257.00
14	#10 (4 1/8" x 9 1/2") WHITE Window 2 Color Psychological Services	M	1	\$ 108.40	\$ 297.00
15	#10 (4 1/8" x 9 1/2") WHITE Window Public Defender	M	1	\$ 87.00	\$ 115.00
16	(9" x 12") BROWN Craft Recorder	M	1	\$ 278.30	\$ 430.00
17	#9 (3 7/8" x 8 7/8") Window Security ROE	M	1	\$ 90.20	\$ 155.00
18	#10 (4 1/8" x 9 1/2") WHITE Regular ROE	M	1	\$ 83.75	\$ 115.00
19	(9" x 12") BROWN Craft ROE	M	1	\$ 278.30	\$ 430.00
20	#10 (4 1/8" x 9 1/2") Regular Bail Bond Sheriff	M	1	\$ 83.75	\$ 115.00
21	#10 (4 1/8" x 9 1/2") WHITE Regular Reflex Sheriff	M	1	\$ 83.75	\$ 130.00
22	(10" x 13") WHITE Catalog Evidence Sheriff	M	1	\$ 202.10	\$ 412.00

NO.	ITEM	UOM	QTY	PRICE	PRICE
23	(10" x 15") BROWN Kraft Booklet Sheriff	M	1	\$ 473.15	NO BID
24	(6" x 9") WHITE Catalog Evidence Sheriff	M	1	\$ 214.30	\$ 320.00
25	#10 (4 1/8" x 9 1/2") WHITE Window State's Attorney	M	1	\$ 87.00	\$ 122.00
26	#10 (4 1/8" x 9 1/2") WHITE Regular State's Attorney	M	1	\$ 180.20	\$ 257.00
27	#10 (4 1/8" x 9 1/2") WHITE Window State's Attorney	M	1	\$ 180.20	\$ 297.00
28	#9 (3 7/8" x 8 7/8") BLUE Wove Regular Treasurer	M	1	\$ 111.40	\$ 168.00
29	#9 (3 7/8" x 8 7/8") GOLD Regular Treasurer	M	1	\$ 111.40	\$ 168.00
30	#9 (3 7/8" x 8 7/8") GREEN Regular Treasurer	M	1	\$ 111.40	\$ 168.00
31	#9 (3 7/8" x 8 7/8") PINK Regular Treasurer	M	1	\$ 111.40	\$ 168.00
32	#9 (3 7/8" x 8 7/8") WHITE Regular Double Sided Treasurer	M	1	\$ 93.60	\$ 170.00
33	#10 (4 1/8" x 9 1/2") Poly Window 2-Sided Treasurer	M	1	\$ 96.80	NO BID
34	#10 (4 1/8" x 9 1/2") WHITE Wove Regular VAC	M	1	\$ 83.75	\$ 115.00
35	#10 (4 1/8" x 9 1/2") WHITE Regular Workforce Development	M	1	\$ 83.75	\$ 115.00
36	#10 (4 1/8" x 9 1/2") WHITE Regular Public Works	M	1	\$ 83.75	\$ 115.00
GRAND TOTAL				\$ 4,911.10	\$ 7,427.71

NOTES

1. TITAN IMAGE GROUP PRICING INCLUDES A \$75.00 CHARGE PER ORDER FOR ITEMS 26 AND 27.

Bid Opening 02/23/23 @ 4:00 PM	NE, VC
Invitations Sent	4
Total Vendors Requesting Documents	0
Total Bid Responses	12

PRICE

Pricing shall be returned for per thousand (1,000) quantities. No adjustment to listed quantity or unit of measure shall be accepted and result in bid submission deemed non-responsive. Examples provided in separate PDF.

NO	ITEM	UOM	QTY	PRICE
1	#10 (4 1/8" x 9 1/2") White Regular 2 Color Various Departments (Example 1)	M	1	\$ 105.20
2	#10 (4 1/8" x 9 1/2") White Window 2 Color Various Departments (Example 2)	M	1	\$ 108.40
3	(10" x 13") 62 Brown Kraft Catalog Circuit Clerk (Example 3)	M	1	\$ 336.55
4	#9 (3 7/8" x 8 7/8") Regular County Clerk (Example 4)	M	1	\$ 83.75
5	#10 (4 1/8" x 9 1/2") Regular 7 Text Lines County Clerk (Example 5)	M	1	\$ 105.20
6	#10 (4 1/8" x 9 1/2") Window 7 Text Lines County Clerk (Example 6)	M	1	\$ 108.40
7	#10 (4 1/8" x 9 1/2") Window Name Field 7 Text Lines County Clerk (Example 7)	M	1	\$ 108.40
8	(6" x 9") White Catalog County Clerk (Example 8)	M	1	\$ 169.40
9	#10 (4 1/8" x 9 1/2") White Regular Human Resources (Example 9)	M	1	\$ 105.20
10	#10 (4 1/8" x 9 1/2") White Window Jury Commission (Example 10)	M	1	\$ 87.00
11	#10 (4 1/8" x 9 1/2") White Regular Probation (Example 11)	M	1	\$ 83.75
12	#10 (4 1/8" x 9 1/2") White Window Probation (Example 12)	M	1	\$ 87.00
13	#10 (4 1/8" x 9 1/2") White Regular 2 Color Psychological Services (Example 13)	M	1	\$ 105.20

NO	ITEM	UOM	QTY	PRICE
14	#10 (4 1/8" x 9 1/2") White Window 2 Color Psychological Services (Example 14)	M	1	\$ 108.40
15	#10 (4 1/8" x 9 1/2") White Window Public Defender (Example 15)	M	1	\$ 87.00
16	(9" x 12") Brown Craft Recorder (Example 16)	M	1	\$ 278.30
17	#9 (3 7/8" x 8 7/8") Window Security ROE (Example 17)	M	1	\$ 90.20
18	#10 (4 1/8" x 9 1/2") White Regular ROE (Example 18)	M	1	\$ 83.75
19	(9" x 12") Brown Craft ROE (Example 19)	M	1	\$ 278.30
20	#10 (4 1/8" x 9 1/2") Regular Bail Bond Sheriff (Example 20)	M	1	\$ 83.75
21	#10 (4 1/8" x 9 1/2") White Regular Reflex Sheriff (Example 21)	M	1	\$ 83.75
22	(10" x 13") White Catalog Evidence Sheriff (Example 22)	M	22	\$ 202.10
23	(10" x 15") Brown Kraft Booklet Sheriff (Example 23)	M	1	\$ 473.15
24	(6" x 9") White Catalog Evidence Sheriff (Example 24)	M	1	\$ 214.30
25	#10 (4 1/8" x 9 1/2") White Window State's Attorney (Example 25)	M	1	\$ 87.00
26	#10 (4 1/8" x 9 1/2") White Regular State's Attorney (Example 26)	M	1	\$ 105.20 + 75 FOR METALLIC INK
27	#10 (4 1/8" x 9 1/2") White Window State's Attorney (Example 27)	M	1	\$ 105.20 + 75 FOR METALLIC INK
28	#9 (3 7/8" x 8 7/8") Blue Wove Regular Treasurer (Example 28)	M	1	\$ 111.40
29	#9 (3 7/8" x 8 7/8") Gold Regular Treasurer (Example 29)	M	1	\$ 111.40

NO	ITEM	UOM	QTY	PRICE
30	#9 (3 7/8" x 8 7/8") Green Regular Treasurer (Example 30)	M	1	\$ 111.40
31	#9 (3 7/8" x 8 7/8") Pink Regular Treasurer (Example 31)	M	1	\$ 111.40
32	#9 (3 7/8" x 8 7/8") White Regular Double Sided Treasurer (Example 32)	M	1	\$ 93.60
33	#10 (4 1/8" x 9 1/2") Poly Window 2-Sided Treasurer (Example 33)	M	1	\$ 96.80
34	#10 (4 1/8" x 9 1/2") White Wove Regular VAC (Example 34)	M	1	\$ 83.75
35	#10 (4 1/8" x 9 1/2") White Regular Workforce Development (Example 35)	M	1	\$ 83.75
36	#10 (4 1/8" x 9 1/2") White Regular Public Works (Example 36)	M	1	\$ 83.75
GRAND TOTAL				\$ 41761.10
GRAND TOTAL (In words) FOURTYTHOUSAND SEVEN HUNDRED SIXTY ONE DOLLARS AND TEN CENTS				

QUOTE SIGNATURE PAGE

BUSINESS ENVELOPES 23-044-FIN

Signature on File

X_

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VICE PRESIDENT

(Signature and Title)

2/20/23

(Date)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Business Name of Bidder	TITAN IMAGE GROUP	
Main Business Address	305 W. BURNCLIFF DR. SUITE #105	
	BOLINGBROOK, ILLINOIS 60040	
City, State, Zip Code	BOLINGBROOK, IL. 60040	
Telephone Number	630 - 679 - 0400	
Email Address	JEFF@TITANIMAGE.COM	
Bid Contact Person	JEFF KREN	Bid Contact Person

VENDOR ETHICS DISCLOSURE FORM



Required Vendor Ethics Disclosure Statement

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

Date: 2/20/23

Bid/Contract/PO #:

Company Name: <u>TRIAD IMAGE GROUP</u>	Company Contact: <u>JEFF KREN</u>
Contact Phone: <u>630 674-6400</u>	Contact Email: <u>JEFF@TRIADIMAGE.COM</u>

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

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

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

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.

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

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Emailing contact with county officers or employees in relation to the contract or bid

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

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

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

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

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

Signature on File

Authorized Signature

Printed Name

Title

Date

JEFFREY A. KREN
VICE PRESIDENT
2/20/23

Attach additional sheets if necessary. Sign each sheet and number each page. PAGE 1 OF 1 (total number of pages)



Technology Requisition under \$30,000

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

File #: 23-1380

Agenda Date: 4/4/2023

Agenda #: 6.B.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1246	RFP, BID, QUOTE OR RENEWAL #: Q-260119.2	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$17,907.72
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 04/04/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,907.72
	CURRENT TERM TOTAL COST: \$17,907.72	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: SiteImprove, Inc.	VENDOR #: 14039	DEPT: IT	DEPT CONTACT NAME: Debbie Deacy
VENDOR CONTACT: Luke Jerviss	VENDOR CONTACT PHONE: 612-259-9125	DEPT CONTACT PHONE #: 630-407-5009	DEPT CONTACT EMAIL: Debra.Deacy@dupageco.org
VENDOR CONTACT EMAIL: lgj@siteimprove.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 fee for Siteimprove web governance service, exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Siteimprove is used by the County to scan our website to check for things such as broken links, misspelled words, and accessibility issues. It is also used to alert IT staff to any downtime issues with the website.			

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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
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.	
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: Siteimprove, Inc.	Vendor#: 14039	Dept: IT	Division:
Attn: Luke Jerviss	Email: lgj@siteimprove.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 5600 West 83rd Street, Suite 400	City: Bloomington	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55437	State: IL	Zip: 60187
Phone: 612-259-9125	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Debra Deacy	Email: Debra.Deacy@dupageco.org
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5009	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 1, 2023	Contract End Date (PO25): Apr 30, 2024
Contract Administrator (PO25): Debra Deacy			

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 Fee for Quality Assurance, Accessibility, & SEO, up to 6,000 pages; response up to 13 check points; PDF Checker up to 10,000 PDFs	FY23	1000	1110	53020		17,907.72	17,907.72
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 17,907.72

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 & Debbie and copy both when emailing 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



Siteimprove, Inc
5600 West 83rd Street
Suite 400
Bloomington Minnesota 55437
United States

Order Form for DuPage County
Offer Valid Through: 4/21/2023
Proposed by: Karen Uhlemann
Quote Number: Q-260119.2

ORDER FORM

Address Information

Bill To:
DuPage County
Administration Building 421 N. County Farm Road
Wheaton IL 60187
United States

Ship To:
DuPage County
421 N County Farm Rd
Wheaton IL 60187-3978
United States

Contact Name:
Email Address:

Phone:

Term & Payment Details

Start Date*: 5/1/2023

Subscription Term: 12 Months
Renewal Price Increase: Applicable CPI
Payment Term: Net 60 days
Payment Method: Bank Transfer
Automatic Renewal: ☒

Renewal Term: 12 Months
Billing Frequency: Annual
Billing Method: Email
Invoice Date: 5/1/2023

Extension to 5286. Except as set forth in this Order Form, the Terms and Conditions in 5286 will remain unaffected.

Included Services

Subscription Services	Limit Type	Quantity*
Quality Assurance & Policy	Pages	6,000
Response (To be sunset by June 2023)	Response Check Points	13
SEO	Pages	6,000
Accessibility	Pages	6,000
PDF-check of documents	PDFs	10,000



Siteimprove, Inc
5600 West 83rd Street
Suite 400
Bloomington Minnesota 55437
United States

Order Form for DuPage County
Offer Valid Through: 4/21/2023
Proposed by: Karen Uhlemann
Quote Number: Q-260119.2

Subscription Services	Limit Type	Quantity*
Standard Support	N/A	1
Analytics	Yearly Page Views	10,000,000
Behavior Map	Maps	250

**When Subscription Services share the same Limit Type, the Quantity specified represents an aggregated amount, which is shared by these services.*

Annual Subscription Fee: USD 17,907.72

At least 30 days prior the start of a new Billing Frequency Period, Siteimprove will send an invoice for the proportionate Subscription Fee.



Siteimprove, Inc
5600 West 83rd Street
Suite 400
Bloomington Minnesota 55437
United States

Order Form for DuPage County
Offer Valid Through: 4/21/2023
Proposed by: Karen Uhlemann
Quote Number: Q-260119.2

Purchase Order Information

(Customer to complete)

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

- ☐ **No**
☐ **Yes**

Is PO renewal required for each invoicing term?

- ☐ **No**
☐ **Yes**

PO Number:

PO requests must be sent to:

Billing Information

(Customer to complete)

Billing Contact Name:

Billing E-mail:

Billing References:

E-invoicing Information:

Sales Tax Information

(Customer to complete)

You may be subject to sales tax (or equivalent) unless you can provide proof of exemption. Are you exempt from sales tax?

- ☐ **Yes, please attach exemption form.**
☐ **No.**



Siteimprove, Inc
5600 West 83rd Street
Suite 400
Bloomington Minnesota 55437
United States

Order Form for DuPage County
Offer Valid Through: 4/21/2023
Proposed by: Karen Uhlemann
Quote Number: Q-260119.2

Customer Signature

By signing below, DuPage County agrees to the subscription and payment terms of this Order Form.

On behalf of Customer:

Name:

Date:

Signature

The Order Form must be executed and/or returned to Siteimprove before the first applicable access date. If not, Siteimprove may, without changing price or term length, adjust the first applicable access date.



Required Vendor Ethics Disclosure Statement

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

Date: Mar 15, 2023

Bid/Contract/PO #: Q-260119.2

Company Name: Siteimprove, Inc.	Company Contact: Luke Jerviss
Contact Phone: (612) 259-9125	Contact Email: lgj@siteimprove.com

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

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

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

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

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

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

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

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

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

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

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

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

Authorized Signature Signature on File

Printed Name EE6B4ACDADCF46F... Caprice Turner

Title Principal Customer Success Executive

Date Mar 15, 2023

Attach additional sheets if necessary. Sign each sheet and number each page. Page _____ of _____ (total number of pages)



Technology Requisition under \$30,000

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

File #: 23-1381

Agenda Date: 4/4/2023

Agenda #: 6.C.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1173	RFP, BID, QUOTE OR RENEWAL #: LUC-24053	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$17,028.19
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 04/04/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,028.19
	CURRENT TERM TOTAL COST: \$17,028.19	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Business Software, Inc.	VENDOR #: 13565	DEPT: Information Technology	DEPT CONTACT NAME: Wendi Wagner
VENDOR CONTACT:	VENDOR CONTACT PHONE: 770-449-3200	DEPT CONTACT PHONE #: 630-407-5064	DEPT CONTACT EMAIL: wendi.wagner@dupageco.org
VENDOR CONTACT EMAIL: customer.services@bsi.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 agreement for the BSI Tax Factory Payroll Tax Calculation and Compliance Software, per 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Payroll tax calculation and compliance software is required for the payroll system. BSI will provide the needed support for the Infor/Lawson Payroll application.			

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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
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.
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: Business Software, Inc.	Vendor#: 13565	Dept: IT	Division:
Attn:	Email: customer.services@bsi.com	Attn: Sarah Godzicki	Email: sarah.godzicki@dupageco.org
Address: 155 Technology Parkway, Suite 100	City: Peachtree Corners	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: 30092	State: IL	Zip: 60187
Phone: 770-449-3200	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Wendi Wagner	Email: wendi.wagner@dupageco.org
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5064	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 15, 2023	Contract End Date (PO25): Jun 14, 2024
Contract Administrator (PO25): Wendi Wagner			

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 Tax Factory Premium Support	FY23	1000	1110	53807		17,028.19	17,028.19
FY is required, assure the correct FY is selected.										Requisition Total	\$ 17,028.19

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 & Wendi Wagner and copy both when emailing 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



INVOICE

Number	LUC - 24053
Date:	03-15-2023
Payment Terms:	Due by 06-14-2023
Federal ID NO	59-1935198

Bill To:

Wendi Wagner
County of Dupage
421 North County Farm Road
Wheaton IL, 60187

Remit To:

Business Software, Inc.
155 Technology Parkway
Suite 100
Peachtree Corners, GA 30092

CLIENT'S PURCHASE ORDER	# EMPLOYEES
	4,144

DESCRIPTION	AMOUNT
TaxFactory™ Premium Support Renewal Fee for Period 06-15-2023 to 06-14-2024 Fee for adding 154 employees	\$16,407.57 \$620.62
TOTAL DUE IN U.S. DOLLARS	\$17,028.19

SPECIAL INSTRUCTIONS:

For billing questions, call (770) 449-3200 and select Accounting, then select Accounts Receivable.

Customer shall not be entitled to Support after 06-14-2023 unless, by that date the Support Fee has been paid in full by Customer.

If Support terminates, all back Support Fees and a Reinstatement Fee must be paid to reinstate Support. The amount of the Reinstatement Fee is currently \$500.00 for the first reinstatement, \$750.00 for the second reinstatement and \$1,000.00 for each subsequent reinstatement.



Required Vendor Ethics Disclosure Statement

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

Date: 3/15/2023

Bid/Contract/PO #: _____

Company Name: <u>Business Software, Inc</u>	Company Contact: <u>Betty Rich</u>
Contact Phone: <u>(220) 449-3200 x 197</u>	Contact Email: <u>Rich-Betty@bsi.com</u>

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

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

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

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.

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

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

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

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

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

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

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

Authorized Signature

Signature on File

Printed Name

Merryl Rindick

Title

VP, Administration & Finance

Date

3/15/2023

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)



Authorization to Travel

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

File #: 23-1382

Agenda Date: 4/4/2023

Agenda #: 7.A.

OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

Valid for overnight and/or out-of-state travel
Revised 1-08-2019

REQUEST DATE:	4/4/2023		
NAME:	██████████	TITLE:	CIO
DEPARTMENT:	IT	ACCOUNT CODE:	1000-1110
PURPOSE OF TRIP: (explain fully the necessity of making the trip)			
To attend the Illinois Counties Information Management Association (ICIMA) Spring Conference.			
DESTINATION: Chicago, IL			
DATE OF DEPARTURE:	5/3/2023	DATE OF RETURN ARRIVAL:	5/5/2023
(Please include a detailed explanation if different from official business dates)			
Please indicate the estimated amount for each applicable expense.			
REGISTRATION:			\$500.00
TRANSPORTATION:			\$0.00
LODGING			\$0.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)			\$0.00
RENTAL CAR: (explain fully the necessity)			\$0.00
REFERENCE MATERIALS:			\$0.00
MEALS: (Per Diems)			\$0.00
TOTAL			\$500.00

REVIEWED BY AND DATE APPROVED:

ALM
ALM

Department Head: Signature on File
(Signature)

Date: 03/27/2023

Committee Name: Technology Committee
ALL OVERNIGHT TRAVEL

Date: 4/4/2023

County Board: _____
ONLY OUT-OF-STATE TRAVEL

Date: _____

Please note: If actual costs exceed the estimates, this form must be re-submitted for approval.

**ICIMA 2023 Spring Conference
May 3rd- 5th 2023
Hosted by Cook County**

Wednesday May 3rd

07:00pm ICIMA Members Welcome Dinner

Thursday May 4th

08:00 to 09:00 Registration & Breakfast, Cook County Offices
69 West Washington, Suite 2200
Chicago, IL 60602

09:00 to 11:00 Cook County Presentation & Tour

11:00 to 11:15 Break

11:15 to 12:00 Vendor Presentation

12:00 to 01:00 Networking Lunch

01:00 to 01:15 Break

01:15 to 03:15 ICIMA Membership Roundtable Exchange

03:15 to 03:30 Break

03:30 to 04:15 Vendor Presentation

04:15 to 04:45 Vendor / Sponsor Introductions

05:30 to 07:00 ICIMA Members & Sponsors Social Networking

07:00 ICIMA Members & Sponsors Dinner

Friday May 5th

08:30 to 09:45 ICIMA Members Breakfast

09:45 to 11:30 ICIMA Board Meeting & Fall Conference Planning Session

Accommodations

Cambria Hotel Chicago Loop – Theater District
32 W. Randolph St.
Chicago, IL 60601
312-763-3812
[Hotel Website](#)

Conference fee includes hotel stay and all meals.