

**OFFICE OF THE PURCHASING AGENT****COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
 CHICAGO, ILLINOIS 60602-1375
 (312) 603-5370

THIS PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, SHIPPING PAPERS AND
 DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO
 834949

ASC Systems LLC
 420 Fox Trail Dr
 Batavia IL 60510

DATE
 5/1/2012
 F.O.B. POINT

PURCHASE ORDER NO.
181207 - 000- OP
 REQUISITION NO.
 00101604 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Treasurer - Chicago Downtown Branch
 Cook County Building
 118 N. Clark Street RM 112
 Chicago IL 60602-1304

DELIVERY INSTRUCTIONS

Andy Waclaw, Treasurer's Office 118 N
 Clark St, Room 212

DEPT NO	
5341897	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	EPM Time and Attendance Upgrad One year Phone/Remote Support ASC Systems LLC, is the Sole Source Provider for the Time and Attendance System in the Treasurer's Office. This is to upgrade the system to the current version which includes one year support beginning June 1, 2012 through May 31, 2013. This current version will run on Windows 7 and will utilize our current clocks and wiring, including the modem to communicate.	1.00 EA	4,495.0000	4,495.00	5341897.540180
***** Total Order *****				4,495.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

PURCHASING AGENT

Date:

Maria de la Cruz Carr
 5/8/12 BR

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

1812071

bk 90 New

Requisition # **OR 101604** Contract # **12-90-083**

Open Date

Ship To: 8001073 Treasurer - Chicago Branch

Delivery Instructions: Cook County Building

Supplier: 834949

ASC Systems LLC

Buyer Number 372902 DE PINO, JAMES A
Bid/Sole Src Code 5341897
Business Unit

118 N. Clark Street RM

118 N Clark St, Room 212

420 Fox Trail Dr
Batavia IL 60510

Internal Req Number 25340027
Board Apr Date & Item 1/27/2012
Requisition Date 1/27/2012
Date Needed 1/27/2012

Chicago IL 60602-1304

One Time Purchase Yes No Covers Need for _____ months. Specific Period of time _____ thru _____

Prior Contract No. _____

Expiration Date _____

Emergency No. _____

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1,000	962 EPM Time and Attendance Upgrad	<	>	1.00	EA	4,495.0000	5341897.540180

ASC Systems LLC, is the Sole Source Provider for the Time and Attendance System in the Treasurer's Office.

This is to upgrade the system to the current version which includes one year support. This current version will run on Windows 7 and will utilize our current clocks and wiring, including the modem to communicate.

Total of Items Ordered 4,495.00

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept., no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

FOR PURCHASING USE ONLY

BOOKKEEPING

15:43 PM 30 JAN 2012

RECEIVED OFFICE OF THE PURCHASING AGENT

Joseph J. Smith
REQUISITIONER

BUREAU or DEPARTMENT HEAD

ACCT # _____

DATE _____

BY _____



Maria Pappas
Cook County Treasurer

January 30, 2012

Ms. Maria de Lourdes Coss
Cook County Purchasing AGENT
118 North Clark Street, Room 1018
Chicago, Illinois 60602

Re: Requisition# OR 101604 Internal Requisition 25340027

Dear Ms. Coss

The Treasurer's Office is requesting to enter into an agreement with ASC Systems LLC, under Requisition OR 101604 our Internal Requisition 25340027 to upgrade our Time and Attendance System to the current version offered by ASC Systems LLC.

Attached please the following documents for review.

Proposal from ASC Systems LLC
Statement of Work
Sole Source Justification
Sole Source Letter from vendor.

ASC Systems LLC is the Sole Source provider for the Time and Attendance System which contains proprietary software that has numerous custom modifications and features made to accommodate Cook County's specific attendance and payroll requirements.

Thank you for your attention to this request.

Sincerely,


Joseph M. Fratto
Chief Deputy Treasurer



**Cook County
Office of the Chief Procurement Officer**

Sole Source Justification

General Information	Date: 5-7-2012
Unit/Department: Treasurer	Phone No. 312-603-4765
Contact Name: Andy Waclaw	Email: awaclaw@cookcountytreasurer.com

Vendor Information	Requisition No. OR 101604
Name: ASC Systems LLC	Purchase Order No.
Address: 420 Fox Trial Drive Batavia, IL 60510	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.

Upgrade of the CCTO time and attendance system to a newer version which includes one year support. The new version will run on Windows 7 and will utilize the current clocks and wiring including the modem to communicate. The upgrade will take place at the Treasurer's Office.
Duration: 12 months

Type. Please select one of the options and explain below.

Single Source
 Proprietary/Copyright Restrictions
 Equipment Compatibility
 Patented Product
 Exclusive or Unique Capability
 Other, please explain

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

The current system includes proprietary software that has numerous custom modifications and features made to accommodate Cook County's specific attendance and payroll requirements. The system also includes a custom interface to Cook County's JDE/FMIS system. The electronic time clock units also contain proprietary software and custom features to interface with ASC Time and attendance system.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

The CCTO has an initial investment in this system. ASC also includes a custom interface to Cook County's JDE/FMIS system. The cost to implement new software would be extensive and cost more in the long run.

Department Recommendation	
Requestor: Andy Waclaw	Date: 5-7-12
Department Head: Joseph Fratto	Date: 5-7-12

Chief Procurement Officer Approval	
Signature:	Date:

ASC Systems, LLC

Data collection technologies

ASC Systems, LLC

420 Fox Trail Drive
Batavia, IL 60510
Phone: 630-999-6300
Fax: 630-761-1342
gjshuger@att.net

PROPOSAL

To: Emanuel Hatzisavas
Cook County Treasurer's Office
118 North Clark Street, Room 212
Chicago, IL 60602

For: Upgrade EPM Time-and-Attendance System to the current version, includes
one (1) year of phone/remote support.

Price: \$4,495.00

ASC Systems, LLC

Data collection technologies

Statement of Work for EPM System Upgrade

January 9, 2012

1 Background

The Cook County Treasurer's Office has requested a support agreement for their EPM Time-and-Attendance System. In order to be eligible for support, the system must be upgraded to the most current release level.

2 Scope

This upgrade includes the installation of the latest versions of the EPM and EPMPOLL programs, as well as conversion of production data files as needed. After the upgrade is completed, testing will be performed to ensure that the system can communicate with its swipe terminals and perform the normal functions used for processing swipe data. This work is expected to be accomplished in a single day whose date will be mutually agreeable.

3 Company Commitments

C.C. Treasurer's Office will provide access to the computer(s) on which the EPM system is installed and run, and will ensure the availability of personnel with experience in running the EPM system and with knowledge of its operational infrastructure (network, telecomm, etc.) to assist with the project.