



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: FI-P-0031-25	RFP, BID, QUOTE OR RENEWAL #: 25-118-FIN	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$147,645.40
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/25/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$147,645.40
	CURRENT TERM TOTAL COST: \$147,645.40	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Midland Paper	VENDOR #: 10673	DEPT: Finance - Mailroom Division	DEPT CONTACT NAME: Nicole Long
VENDOR CONTACT: Doug Damasars	VENDOR CONTACT PHONE: 847-777-2710	DEPT CONTACT PHONE #: 630-407-6140	DEPT CONTACT EMAIL: Nicole.Long@dupagecounty.gov
VENDOR CONTACT EMAIL: doug.damascus@midlandpaper.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.). To furnish and deliver copy and bond paper to the Mailroom for distribution to all County departments.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Ordering in bulk has allowed the County to receive the best available pricing.			

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: Midland Paper	Vendor#: 10673	Dept: DuPage County Finance	Division:
Attn: Doug Damascus	Email: doug.damascus@midlandpaper.com	Attn: Nicole Long	Email: Nicole.Long@dupagecounty.gov
Address: 101 E Palatine Road	City: Wheeling	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60090	State: IL	Zip: 60187
Phone: 847-777-2710	Fax: 847-403-6875	Phone: 630-407-6140	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Midland Paper	Vendor#: 10673	Dept: DuPage County - Mailroom Division	Division:
Attn:	Email:	Attn:	Email:
Address: 1140 Payspere Circle	City: Chicago	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60674	State: IL	Zip: 60187
Phone: 847-777-2710	Fax: 847-403-6875	Phone: 630-407-6205	Fax:
Shipping		Contract Dates	
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	4320	EA		Xerocopy Paper, 8.5" x 11" 20# 92 Brightness 5,000 Sheets	FY26	1000	1150	52200		33.97	146,750.40
2	10	EA		Xerocopy Paper, 8.5" x 14" 20# 92 Brightness 5,000 Sheets	FY26	1000	1150	52200		50.20	502.00
3	10	EA		Xerocopy Paper, 11" x 17" 20# 92 Brightness 5,000 Sheets	FY26	1000	1150	52200		39.30	393.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 147,645.40

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Contract is from 12/01/25 - 11/30/26
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Leave unencumbered
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.