



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-0026-25	RFP, BID, QUOTE OR RENEWAL #: RFP #24-029-FIN	INITIAL TERM WITH RENEWALS: 3 YRS + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$227,894.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/25/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$455,788.00
	CURRENT TERM TOTAL COST: \$95,905.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: ALOHA PRINT GROUP	VENDOR #: 43804	DEPT: FINANCE	DEPT CONTACT NAME: JIM MORRISSY
VENDOR CONTACT: VIRGINA (GINGER) PEAK	VENDOR CONTACT PHONE: 312-542-1300	DEPT CONTACT PHONE #: 630-407-6116	DEPT CONTACT EMAIL: JIM.MORRISSY@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: GINGER@ALOHAPRINTGROUP.COM	VENDOR WEBSITE:	DEPT REQ #: 24-029-FIN	
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.). Vendor to provide on-demand printing services for booklets, brochures, business cards, etc. All printed material shall be shipped F.O.B. Destination.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County needs on-demand printing services for quick turn around of various printed materials of high quality.			

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.
RENEWAL OF RFP	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP# 24-029-FIN
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. Go out for another RFP and risk the price increase. 2. Print in-house with the purchase of large and expense equipment. 3. Maintain the current vendor and the previous agreed upon terms.

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: ALOHA PRINT GROUP	Vendor#: 43804	Dept: FINANCE	Division:
Attn: VIRGINA PEAK	Email:	Attn: VARIOUS DEPARTMENTS	Email:
Address: 141 W. JACKSON BLVD., S-A100A	City: CHICAGO	Address: VARIOUS	City:
State: IL	Zip: 60604	State:	Zip:
Phone: 312-542-1300	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME	Vendor#:	Dept: SEE REQUESTOR	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	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	1	EA		ANS-PRINTING SERVICES	FY26	1100	1300	53800		1,000.00	1,000.00
2	1	EA		BZP-PRINTING SERVICES	FY26	1100	2810	53800		5,000.00	5,000.00
3	1	EA		CB-PRINTING SERVICES	FY26	1000	1001	53800		500.00	500.00
4	1	EA		CCC-PRINTING SERVICES	FY26	1000	6700	53800		30,000.00	30,000.00
5	1	EA		CS-PRINTING SERVICES	FY26	1000	1740	53800		1,000.00	1,000.00
6	1	EA		CS-PRINTING SERVICES	FY26	1400	5920	53800		500.00	500.00
7	1	EA		CS-PRINTING SERVICES	FY26	5000	1400	53800	23-461028	1,200.00	1,200.00
8	1	EA		CS-PRINTING SERVICES	FY26	5000	1420	53800	25-224028	3,500.00	3,500.00
9	1	EA		CS-PRINTING SERVICES	FY26	5000	1440	53800		100.00	100.00
10	1	EA		CS-PRINTING SERVICES	FY26	5000	1495	53800	26-254028	3,500.00	3,500.00
11	1	EA		CS-PRINTING SERVICES	FY26	5000	1650	53800	26-231028	655.00	655.00
12	1	EA		CS-PRINTING SERVICES	FY26	5000	1720	53800		4,500.00	4,500.00
13	1	EA		DCC-PRINTING SERVICES	FY26	1200	2000	53800		50.00	50.00
14	1	EA		DCC-PRINTING SERVICES	FY26	1200	2010	53800		50.00	50.00
15	1	EA		DCC-PRINTING SERVICES	FY26	1200	2025	53800		50.00	50.00
16	1	EA		DCC-PRINTING SERVICES	FY26	1200	2030	53800		50.00	50.00
17	1	EA		DCC-PRINTING SERVICES	FY26	1200	2035	53800		50.00	50.00
18	1	EA		DCC-PRINTING SERVICES	FY26	1200	2050	53800		50.00	50.00
19	1	EA		DCC-PRINTING SERVICES	FY26	1200	2060	53800		50.00	50.00
20	1	EA		DCC-PRINTING SERVICES	FY26	1200	2065	53800		50.00	50.00
21	1	EA		DCC-PRINTING SERVICES	FY26	1200	2070	53800		50.00	50.00
22	1	EA		DCC-PRINTING SERVICES	FY26	1200	2075	53800		50.00	50.00
23	1	EA		DCC-PRINTING SERVICES	FY26	1200	2080	53800		50.00	50.00
24	1	EA		DCC-PRINTING SERVICES	FY26	1200	2085	53800		50.00	50.00
25	1	EA		DCC-PRINTING SERVICES	FY26	1200	2090	53800		50.00	50.00
26	1	EA		DCC-PRINTING SERVICES	FY26	1200	2095	53800		50.00	50.00
27	1	EA		DOT-PRINTING SERVICES	FY26	1500	3500	53800		4,000.00	4,000.00
28	1	EA		FAM CENT-PRINTING SERVICES	FY26	1400	5920	53800		500.00	500.00
29	1	EA		FIN-PRINTING SERVICES	FY26	1000	1150	53800		1,200.00	1,200.00
30	1	EA		FM-PRINTING SERVICES	FY26	1000	1100	53800		50.00	50.00
31	1	EA		FM-PRINTING SERVICES	FY26	1000	1103	53800		50.00	50.00
32	1	EA		OHSEM-PRINTING SERVICES	FY26	1000	1900	53800		1,000.00	1,000.00
33	1	EA		OHSEM-PRINTING SERVICES	FY26	1000	1900	53800		1,000.00	1,000.00
34	1	EA		OHSEM-PRINTING SERVICES	FY26	1000	1130	53800		150.00	150.00
35	1	EA		PDF-PRINTING SERVICES	FY26	1000	6300	53800		2,500.00	2,500.00
36	1	EA		PW-PRINTING SERVICES	FY26	2000	2665	53800		2,500.00	2,500.00
37	1	EA		SHF-PRINTING SERVICES	FY26	1000	4400	53800		3,000.00	3,000.00
38	1	EA		SHF-PRINTING SERVICES	FY26	1000	4410	53800		5,000.00	5,000.00
39	1	EA		SUP OF ASSESS-PRINTING SERVICES	FY26	1000	1800	53800		12,000.00	12,000.00
40	1	EA		VAC-PRINTING SERVICES	FY26	4500	5851	53800		500.00	500.00
41	1	EA		WIOA-PRINTING SERVICES	FY26	5000	2840	53800	25-681006	300.00	300.00
42	1	EA		CONTINGENCY	FY26	1000	1150	53828		10,000.00	10,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 95,905.00

Comments	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>This contract purchase order is to provide on-demand printing services per RFP# 24-029-fin.</p>
SPECIAL INSTRUCTIONS	<p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p>
INTERNAL NOTES	<p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p>