

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST:		
25-2711	Omnia Contract 2024056-01		\$525,000.00		
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:		
JUDICIAL AND PUBLIC SAFETY	11/18/2025		\$525,000.00		
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:		
	\$525,000.00	ONE YEAR	INITIAL TERM		
Vendor Information		Department Information			
VENDOR:	VENDOR #:	DEPT:	DEPT CONTACT NAME:		
CDW 10667		IT	Jason Snow		
VENDOR CONTACT: VENDOR CONTACT PHONE:		DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:		
Meagan McKone	866-245-8102	630-407-2072	jason.snow@dupagesheriff.org		
VENDOR CONTACT EMAIL:	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.). The Sheriff's Office IT department requests a blanket PO to purchase laptops, desktops, monitors, docking stations, toner, and other computer accessories as needed. Omnia Contract 2024056-01.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

The procurement department has asked the Sheriff's Office to open a blanket purchase order for CDWG to cover our annual purchases.

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 COOPERATIVE (DPC2-352), GOVER	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.  NMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING			

SECTION 3: DECISION MEMO				
SOURCE SELECTION	Describe method used to select source.  CDW contracts with Omnia Partners providing us with lowest pricing.			
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).  Provide the Sheriff's Office the option to purchase IT supplies at the lowest price available.  Do nothing, which would result us in doing single PO's			

	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: Purcha	se Requisition Informat	ion				
Send Purc	hase Order To:	Send	Send Invoices To:				
Vendor: CDW	Vendor#: 10667	Dept: Sheriff's Office	Division: Budget				
Attn: Meagan McKone	Email: meaganm@cdwg.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org				
Address: 75 Remittance Drive Suite 1515	City: Chicago	Address: 501 N County Farm Rd	City: Wheaton				
State: IL	Zip: 60675-1515	State:	Zip: 60187				
Phone: (866) 245-8102	Fax:	Phone: 630-407-2122	Fax:				
Send Po	ayments To:		Ship to:				
Vendor: CDW	Vendor#: 10667	Dept: Sheriff's Office	Division:				
Attn: Meagan McKone	Email: meaganm@cdwg.com	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org				
Address: 75 Remittance Drive Suite 1515	City: Chicago	Address: 501 N County Farm Rd	City: Wheaton				
State:	Zip: 60675-1515	State:	Zip: 60187				
Phone: Fax: (866) 245-8102		Phone: 630-407-2072	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					

					Purcha	se Requis	ition Lin	e Details			
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Monitors, laptops, docking stations, toner, any other computer accessories	FY26	1000	4404	52000		20,000.00	20,000.00
2	1	EA		Monitors, laptops, docking stations, toner, any other computer accessories	FY26	1000	4404	52100		350,000.00	350,000.00
3	1	EA		Monitors, laptops, docking stations, toner, any other computer accessories	FY26	1000	4404	52200		50,000.00	50,000.00
4	1	EA		Maintenance agreements, technical support, etc	FY26	1000	4404	53806		50,000.00	50,000.00
5	1	EA		IT agreements, subscriptions, etc	FY26	1000	4404	53807		55,000.00	55,000.00
FY is required, ensure the correct FY is selected. Requisition Total					\$ 525,000.00						

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.			