



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-0808	RFP, BID, QUOTE OR RENEWAL #: 24-019-IT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,500,000.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 03/05/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,500,000.00
	CURRENT TERM TOTAL COST: \$1,500,000.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc	VENDOR #: 14171	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Frank Colucci	VENDOR CONTACT PHONE: 800-866-4361	DEPT CONTACT PHONE #: 630-407-5023	DEPT CONTACT EMAIL: Shanita.Thompson@dupagecounty.gov
VENDOR CONTACT EMAIL: frank.colucci@tbs.toshiba.com	VENDOR WEBSITE: toshiba.com	DEPT REQ #:	
<i>Overview</i>			
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 Multi-Functional Digital (“MFD”) Copiers and Printers to various Departments and Locations in accordance with the Request for Proposal Specifications for a five (5) year term from April 1, 2024, through March 31, 2029, not to exceed \$1,500,000.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Multifunctional devices (MFDs) combine several functions—such as copying, printing, scanning, and faxing—into a single machine. Organizations can reduce costs associated with purchasing and maintaining separate devices. This consolidation not only saves money on initial procurement but also streamlines ongoing maintenance and supplies management.			

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.
RFP (REQUEST FOR PROPOSAL)	

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. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. Competitively sourced via RFP # 24-019-IT.
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.) Approve RFP and allow for county-wide contract per competitively sourced RFP # 24-019-IT. 2.) Do nothing and let current contract expire.

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: Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc	Vendor#: 14171	Dept: Information Technology	Division:
Attn: Frank Colucci	Email: frank.colucci@tbs.toshiba.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupagecounty.gov
Address: 25530 Commercentre Drive	City: Lake Forest	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 92630	State: IL	Zip: 60187
Phone: 800-866-4361	Fax: 949-462-2557	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Information Technology	Division:
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupagecounty.gov
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 1, 2024	Contract End Date (PO25): Mar 31, 2029
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		Leasing of Multi-Functional Copiers & Printers, per bid #24-019-IT - FY24	FY24	1000	1110	53410		200,000.00	200,000.00
2	1	EA		Leasing of Multi-Functional Copiers & Printers, per bid #24-019-IT - FY25	FY25	1000	1110	53410		300,000.00	300,000.00
3	1	EA		Leasing of Multi-Functional Copiers & Printers, per bid #24-019-IT - FY26	FY26	1000	1110	53410		300,000.00	300,000.00
4	1	EA		Leasing of Multi-Functional Copiers & Printers, per bid #24-019-IT - FY27	FY27	1000	1110	53410		300,000.00	300,000.00
5	1	EA		Leasing of Multi-Functional Copiers & Printers, per bid #24-019-IT - FY28	FY28	1000	1110	53410		300,000.00	300,000.00
6	1	EA		Leasing of Multi-Functional Copiers & Printers, per bid #24-019-IT - FY29	FY29	1000	1110	53410		100,000.00	100,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 1,500,000.00

<i>Comments</i>	
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 correspondences to Sarah Godzicki and Shanita Thompson.
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