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-0032-25 | RFP, BID, QUOTE OR RENEWAL #: 25-119-FIN | INITIAL TERM WITH RENEWALS: | INITIAL TERM TOTAL COST: $47,700.00 |
| COMMITTEE: FINANCE | TARGET COMMITTEE DATE: 11/25/2025 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: $47,700.00 |
| | CURRENT TERM TOTAL COST: $47,700.00 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| *Vendor Information* | | *Department Information* | |
| VENDOR: Printing Supplies USA, LLC | VENDOR #: 38035 | DEPT: Finance - Mailroom Division | DEPT CONTACT NAME: Nicole Long |
| VENDOR CONTACT: Luke Xu | VENDOR CONTACT PHONE: (609) 799-3800 | DEPT CONTACT PHONE #: (630) 407-6140 | DEPT CONTACT EMAIL: Nicole.Long@dupagecounty.gov |
| VENDOR CONTACT EMAIL: luke@printingsuppliesusa.com | VENDOR WEBSITE: www.printingsuppliesusa.com | 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 supply various re-manufactured and OEM toner cartridges to various County Departments with the best pricing available.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
To get the best pricing for re-manufactured and OEM toners for County Departments.

## 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

| *Send Purchase Order To:* | | *Send Invoices To:* | |
|---|---|---|---|
| Vendor:<br>Printing Supplies USA, LLC | Vendor#:<br>38035 | Dept:<br>DuPage County Finance | Division: |
| Attn:<br>Luke Xu | Email:<br>luke@printingsuppliesusa.com | Attn:<br>Nicole Long | Email:<br>Nicole.Long@dupagecounty.gov |
| Address:<br>10 Schalks Crossing Road, Suite 501A-301 | City:<br>Plainsboro | Address:<br>421 N County Farm Road | City:<br>Wheaton |
| State:<br>NJ | Zip:<br>08536 | State:<br>IL | Zip:<br>60187 |
| Phone:<br>(609) 799-3800 | Fax:<br>(609) 228-7579 | Phone:<br>(630) 407-6140 | Fax: |
| *Send Payments To:* | | *Ship to:* | |
| Vendor:<br>Printing Supplies USA, LLC | Vendor#: | Dept:<br>DuPage County - Mailroom Division | Division: |
| Attn: | Email:<br>customercare@printingsuppliesusa.com | Attn: | Email: |
| Address:<br>10 Schalks Crossing Road, Suite 501A-301 | City:<br>Plainsboro | Address:<br>421 N County Farm Road | City:<br>Wheaton |
| State:<br>NJ | Zip:<br>08536 | State:<br>IL | Zip:<br>60187 |
| Phone:<br>(609) 799-3800 | Fax:<br>(609) 228-7579 | Phone:<br>(630) 407-6140 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination | Contract Start Date (PO25):<br>Dec 1, 2025 | Contract End Date (PO25):<br>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 | | Auditor - Toner | FY26 | 1000 | 4000 | 52200 | | 750.00 | 750.00 |
| 2 | 1 | EA | | DCC - Admin - Toner | FY26 | 1200 | 2000 | 52200 | | 750.00 | 750.00 |
| 3 | 1 | EA | | DCC - Fin DVC - Toner | FY26 | 1200 | 2010 | 52200 | | 250.00 | 250.00 |
| 4 | 1 | EA | | DCC - Dining - Toner | FY26 | 1200 | 2025 | 52200 | | 500.00 | 500.00 |
| 5 | 1 | EA | | DCC - Laundry - Toner | FY26 | 1200 | 2030 | 52200 | | 100.00 | 100.00 |
| 6 | 1 | EA | | DCC - Housek - Toner | FY26 | 1200 | 2035 | 52200 | | 500.00 | 500.00 |
| 7 | 1 | EA | | DCC - Nursing - Toner | FY26 | 1200 | 2050 | 52200 | | 750.00 | 750.00 |
| 8 | 1 | EA | | DCC - Rehab - Toner | FY26 | 1200 | 2060 | 52200 | | 300.00 | 300.00 |
| 9 | 1 | EA | | DCC - Rec - Toner | FY26 | 1200 | 2065 | 52200 | | 300.00 | 300.00 |
| 10 | 1 | EA | | DCC - Soc Svc - Toner | FY26 | 1200 | 2070 | 52200 | | 750.00 | 750.00 |
| 11 | 1 | EA | | DCC - Clinic - Toner | FY26 | 1200 | 2075 | 52200 | | 250.00 | 250.00 |
| 12 | 1 | EA | | DCC - Vol Svc - Toner | FY26 | 1200 | 2080 | 52200 | | 250.00 | 250.00 |
| 13 | 1 | EA | | DCC - Pharm - Toner | FY26 | 1200 | 2085 | 52200 | | 500.00 | 500.00 |
| 14 | 1 | EA | | DCC - Well Ctr - Toner | FY26 | 1200 | 2095 | 52200 | | 100.00 | 100.00 |
| 15 | 1 | EA | | CCT - Toner | FY26 | 1000 | 5900 | 52200 | | 2,500.00 | 2,500.00 |
| 16 | 1 | EA | | COR - Toner | FY26 | 1300 | 4130 | 52200 | | 100.00 | 100.00 |
| 17 | 1 | EA | | CB - Toner | FY26 | 1000 | 1001 | 52200 | | 1,200.00 | 1,200.00 |
| 18 | 1 | EA | | CS - CDBG - Toner | FY26 | 5000 | 1440 | 52200 | CD25 ADMIN | 150.00 | 150.00 |
| 19 | 1 | EA | | CS - LIHEAP - Toner | FY26 | 5000 | 1420 | 52200 | 25-224028 | 1,000.00 | 1,000.00 |
| 20 | 1 | EA | | CS - LIHEAP - Toner | FY26 | 5000 | 1495 | 52200 | 26-254028 | 1,000.00 | 1,000.00 |
| 21 | 1 | EA | | CS - CSBG - Toner | FY26 | 5000 | 1650 | 52200 | 25-231028 | 250.00 | 250.00 |
| 22 | 1 | EA | | CS - WEX - Toner | FY26 | 5000 | 1400 | 52200 | 23-461028 | 100.00 | 100.00 |
| 23 | 1 | EA | | CS - Fam Ctr - Toner | FY26 | 1000 | 1640 | 52200 | | 400.00 | 400.00 |
| 24 | 1 | EA | | CS - Hum Serv - Toner | FY26 | 1000 | 1750 | 52200 | | 400.00 | 400.00 |
| 25 | 1 | EA | | CS - Seniors - Toner | FY26 | 5000 | 1720 | 52200 | 26-703S | 400.00 | 400.00 |
| 26 | 1 | EA | | FIN - Toner | FY26 | 1000 | 1150 | 52200 | | 1,000.00 | 1,000.00 |
| 27 | 1 | EA | | HR - Toner | FY26 | 1000 | 1120 | 52200 | | 150.00 | 150.00 |
| 28 | 1 | EA | | PROB - Toner | FY26 | 1000 | 6100 | 52200 | | 6,000.00 | 6,000.00 |
| 29 | 1 | EA | | PDF - Toner | FY26 | 1000 | 6300 | 52200 | | 1,800.00 | 1,800.00 |
| 30 | 1 | EA | | PW - Toner | FY26 | 2000 | 2665 | 52200 | | 500.00 | 500.00 |
| 31 | 1 | EA | | SAO - Toner | FY26 | 1000 | 6500 | 52200 | | 4,500.00 | 4,500.00 |
| 32 | 1 | EA | | SAO - CAC - Toner | FY26 | 1000 | 6510 | 52200 | | 1,500.00 | 1,500.00 |
| 33 | 1 | EA | | SHF - Toner | FY26 | 1000 | 4404 | 52200 | | 18,000.00 | 18,000.00 |
| 34 | 1 | EA | | SOA - Toner | FY26 | 1000 | 1800 | 52200 | | 100.00 | 100.00 |
| 35 | 1 | EA | | VAC - Toner | FY26 | 4500 | 5851 | 52200 | | 200.00 | 200.00 |
| 36 | 1 | EA | | WDD - Toner | FY26 | 5000 | 2840 | 52200 | | 400.00 | 400.00 |
| ***FY is required, ensure the correct FY is selected.*** | | | | | | | | | | Requisition Total | $ 47,700.00 |

| *Comments* | |
|---|---|
| HEADER COMMENTS | Provide comments for P020 and P025.<br>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.<br>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. |