



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#: FI-P-0028-25	RFP, BID, QUOTE OR RENEWAL #: 23-044-FIN	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$116,800.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/25/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$288,625.00
	CURRENT TERM TOTAL COST: \$81,280.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: TITAN IMAGE GROUP	VENDOR #: 11753	DEPT: FINANCE	DEPT CONTACT NAME: JIM MORRISSY
VENDOR CONTACT: JEFF KREY	VENDOR CONTACT PHONE: 630-679-0400	DEPT CONTACT PHONE #: X6116	DEPT CONTACT EMAIL: JIM.MORRISSY@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: JEFF@TITANIMAGE.COM	VENDOR WEBSITE:	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.). Furnish and deliver printed business envelopes for various departments/offices per Bid# 23-044-FIN, second of three renewals.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Contract expires Nov. 30, 2025. Contractor agreed to the same terms.			

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.
RENEWAL	
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: Titan Image Group	Vendor#: 11753	Dept: Various	Division:
Attn: Jeff Krey	Email: jeff@titanimage.com	Attn:	Email:
Address: 305 W. Briarcliff Rd., Suite 103	City: Bolingbrook	Address:	City:
State: IL	Zip: 60440	State:	Zip:
Phone: 630-679-0400	Fax:	Phone:	Fax:
Send Payments To:		Ship to:	
Vendor: Same	Vendor#:	Dept: Various	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		1,200.00	1,200.00
2	1	EA		BZP-PRINTING SERVICES	FY26	1100	2810	53800		3,500.00	3,500.00
3	1	EA		CB-PRINTING SERVICES	FY26	1000	1001	53800		1,000.00	1,000.00
4	1	EA		CCC-PRINTING SERVICES	FY26	1000	6700	53800		35,000.00	35,000.00
5	1	EA		CCT-PROB-PRINTING SERVICES	FY26	1000	6100	53800		1,500.00	1,500.00
6	1	EA		CS-PRINTING SERVICES	FY26	1000	1640	53800		250.00	250.00
7	1	EA		CS-PRINTING SERVICES	FY26	1000	1750	53800		3,000.00	3,000.00
8	1	EA		CS-PRINTING SERVICES	FY26	5000	1420	53800	25-224028	750.00	750.00
9	1	EA		CS-PRINTING SERVICES	FY26	5000	1440	53800		250.00	250.00
10	1	EA		CS-PRINTING SERVICES	FY26	5000	1495	53800	26-254028	750.00	750.00
11	1	EA		DCC-PRINTING SERVICES	FY26	1200	2000	53800		1,500.00	1,500.00
12	1	EA		DCC-PRINTING SERVICES	FY26	1200	2065	53800		250.00	250.00
13	1	EA		DCC-PRINTING SERVICES	FY26	1200	2070	53800		250.00	250.00
14	1	EA		DCC-PRINTING SERVICES	FY26	1200	2080	53800		500.00	500.00
15	1	EA		DOT-PRINTING SERVICES	FY26	1500	3500	53800		500.00	500.00
16	1	EA		FAM CENT-PRINTING SERVICES	FY26	1000	1640	53800		250.00	250.00
17	1	EA		FIN-PRINTING SERVICES	FY26	1000	1150	53800		500.00	500.00
18	1	EA		FM-PRINTING SERVICES	FY26	1000	1100	53800		50.00	50.00
19	1	EA		FM-PRINTING SERVICES	FY26	1000	1103	53800		50.00	50.00
20	1	EA		HR-PRINTING SERVICES	FY26	1000	1120	53800		530.00	530.00
21	1	EA		PDF-PRINTING SERVICES	FY26	1000	6300	53800		2,000.00	2,000.00
22	1	EA		PW-PRINTING SERVICES	FY26	2000	2665	53800		7,500.00	7,500.00
23	1	EA		SHF-PRINTING SERVICES	FY26	1000	4400	53800		3,000.00	3,000.00
24	1	EA		SUP OF ASSESS-PRINTING SERVICES	FY26	1000	1800	53800		5,000.00	5,000.00
25	1	EA		SWM-PRINTING SERVICES	FY26	1600	3000	53800		1,700.00	1,700.00
26	1	EA		VAC-PRINTING SERVICES	FY26	4500	5851	53800		500.00	500.00
27	1	EA		CONTINGENCY	FY26	1000	1150	53828		10,000.00	10,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 81,280.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. This contract purchase order is to provide printed envelop services per Bid# 23-044-FIN from December 1, 2025 through November 30, 2026.
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.