



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#: 24-2139	RFP, BID, QUOTE OR RENEWAL #: # 24-088-FIN	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$18,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 08/13/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$72,000.00
	CURRENT TERM TOTAL COST: \$18,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Printing Supplies USA LLC	VENDOR #:	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 #:	
<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 supply various re-manufactured and OEM toner cartridges to DuPage 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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Printing Supplies USA LLC	Vendor#:	Dept: DuPage County Finance	Division:
Attn: Luke Xu	Email: luke@printingsuppliesusa.com	Attn: Nicole Long	Email: Nicole.Long@dupagecounty.gov
Address: 10 Schalks Crossing Road, Suite 501A-301	City: Plainsboro	Address: 421 N County Farm Road	City: Wheaton
State: NJ	Zip: 08536	State: IL	Zip: 60187
Phone: (609) 799-3800	Fax: (609) 228-7579	Phone: (630) 407-6140	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Printing Supplies USA LLC	Vendor#:	Dept: DuPage County - Mailroom Division	Division:
Attn:	Email: customercare@printingsuppliesusa.com	Attn:	Email:
Address: 10 Schalks Crossing Road, Suite 501A-301	City: Plainsboro	Address: 421 N County Farm Road	City: Wheaton
State: NJ	Zip: 08536	State: IL	Zip: 60187
Phone: (609) 799-3800	Fax: (609) 228-7579	Phone: (630) 407-6140	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 14, 2024	Contract End Date (PO25): Nov 30, 2025

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		Assorted Reman/OEM Toners - Finance	FY24	1000	1150	52200		100.00	100.00
2	1	EA		Assorted Reman/OEM Toners - Circuit Court	FY24	1000	5900	52200		2,508.00	2,508.00
3	1	EA		Assorted Reman/OEM Toners - Public Defender	FY24	1000	6300	52200		900.00	900.00
4	1	EA		Assorted Reman/OEM Toners - LIHEAP	FY24	5000	1420	52200		200.00	200.00
5	1	EA		Assorted Reman/OEM Toners - Care Center	FY24	1200	2000	52200		270.00	270.00
6	1	EA		Assorted Reman/OEM Toners - Care Center Recreation	FY24	1200	2065	52200		300.00	300.00
7	1	EA		Assorted Reman/OEM Toners - Care Center Pharmacy	FY24	1200	2085	52200		100.00	100.00
8	1	EA		Assorted Reman/OEM Toners - Care Center Finance Op	FY24	1200	2010	52200		82.00	82.00
9	1	EA		Assorted Reman/OEM Toners - Care Center Dining Op	FY24	1200	2025	52200		300.00	300.00
10	1	EA		Assorted Reman/OEM Toners - Care Center Nurse Op	FY24	1200	2050	52200		270.00	270.00
11	1	EA		Assorted Reman/OEM Toners - Care Center R&T Op	FY24	1200	2060	52200		60.00	60.00
12	1	EA		Assorted Reman/OEM Toners - Care Center Social Services	FY24	1200	2070	52200		100.00	100.00
13	1	EA		Assorted Reman/OEM Toners - Care Center Vol Serv	FY24	1200	2080	52200		75.00	75.00
14	1	EA		Assorted Reman/OEM Toners - Care Center Well Cen Op	FY24	1200	2095	52200		75.00	75.00
15	1	EA		Assorted Reman/OEM Toners - Finance	FY25	1000	1150	52200		1,000.00	1,000.00
16	1	EA		Assorted Reman/OEM Toners - Circuit Court	FY25	1000	5900	52200		5,000.00	5,000.00
17	1	EA		Assorted Reman/OEM Toners - Public Defender	FY25	1000	6300	52200		1,000.00	1,000.00
18	1	EA		Assorted Reman/OEM Toners - Community Services	FY25	1000	1750	52200		500.00	500.00
19	1	EA		Assorted Reman/OEM Toners - LIHEAP	FY25	5000	1420	52200		1,000.00	1,000.00
20	1	EA		Assorted Reman/OEM Toners - Weatherization	FY25	5000	1430	52200		200.00	200.00
21	1	EA		Assorted Reman/OEM Toners - Community Development	FY25	5000	1440	52200		100.00	100.00
22	1	EA		Assorted Reman/OEM Toners - Care Center	FY25	1200	2000	52200		300.00	300.00
23	1	EA		Assorted Reman/OEM Toners - Care Center Recreation	FY25	1200	2065	52200		300.00	300.00
24	1	EA		Assorted Reman/OEM Toners - Care Center Pharmacy	FY25	1200	2085	52200		100.00	100.00
25	1	EA		Assorted Reman/OEM Toners - Care Center Finance Op	FY25	1200	2010	52200		150.00	150.00
26	1	EA		Assorted Reman/OEM Toners - Care Center Dining Op	FY25	1200	2025	52200		300.00	300.00
27	1	EA		Assorted Reman/OEM Toners - Care Center Nurse Op	FY25	1200	2050	52200		200.00	200.00
28	1	EA		Assorted Reman/OEM Toners - Care Center R&T Op	FY25	1200	2060	52200		60.00	60.00
29	1	EA		Assorted Reman/OEM Toners - Care Center Social Services	FY25	1200	2070	52200		100.00	100.00
30	1	EA		Assorted Reman/OEM Toners - Care Center Vol Serv	FY25	1200	2080	52200		75.00	75.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
31	1	EA		Assorted Reman/OEM Toners - Care Center Well Cen Op	FY25	1200	2095	52200		75.00	75.00
32	1	EA		Assorted Reman/OEM Toners - Title IV-D Grants	FY25	5000	6570	52200		100.00	100.00
33	1	EA		Assorted Reman/OEM Toners - Supervisor of Assessment	FY25	1000	1800	52200		100.00	100.00
34	1	EA		Assorted Reman/OEM Toners - State's Attorney	FY25	1000	6500	52200		1,000.00	1,000.00
35	1	EA		Assorted Reman/OEM Toners - State's Attorney	FY24	1000	6500	52200		1,000.00	1,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 18,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Contract is from 08/14/24 - 11/30/25
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.