



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Oct 4, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: Dell Marketing LP	Vendor #: 10850	Contract Term: One time	Contract Total: \$120,312.00
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB

Description of Procurement/ Scope of Work/ Background Recommendation for the approval of purchase to Dell PO 923033 for the purchase of 72 Computer Aided Dispatch (CAD) Precision 3660 tower computers in the Addison Consolidated Dispatch Center and DU-COMM PSAPs as part of the equipment replacement cycle. Total amount: \$120,312.00.

Reason for Procurement This is part of equipment replacement schedule which allows for the upgrade of the CAD terminals to keep the hardware refreshed to avoid failures that can occur with aging equipment.

FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): _____
- Budget Transfer (Date) When invoiced Add'l Information 4000-5820-54199 to 4000-5820-54100

DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # _____ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid # _____ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- Per Coop (DPC4-107) select one below
National IPA/TCPM # _____ MHEC-04152022 Contract Code C000000979569
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # _____
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Oct 4, 2023	LMZ	Oct 4, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date