



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1297	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: TECHNOLOGY	TARGET COMMITTEE DATE: 04/04/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$116,800.00
	CURRENT TERM TOTAL COST: \$116,800.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Titan Image Group	VENDOR #: 11753	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Jeff Krey	VENDOR CONTACT PHONE: 630-679-0400	DEPT CONTACT PHONE #: 630-407-5000	DEPT CONTACT EMAIL: shanita.thompson@dupageco.org
VENDOR CONTACT EMAIL: jeff@titanimage.com	VENDOR WEBSITE: titanimage.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.). Agreement to furnish and deliver printed business envelopes for various departments, per bid #23-044-FIN.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The previous purchase order expired and this one replaces it.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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: Titan Image Group	Vendor#: 11753	Dept: Information Technology	Division:
Attn: Jeff Krey	Email: jeff@titanimage.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 305 W. Briardliff Drive, Suite 105	City: Bolingbrook	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60440	State: IL	Zip: 60187
Phone: 630-679-0400	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Information Technology	Division:
Attn:	Email:	Attn:	Email:
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 11, 2023	Contract End Date (PO25): Apr 10, 2024
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		Printed Business Envelopes - County Board	FY23	1000	1001	53800		2,000.00	2,000.00
2	1	EA		Printed Business Envelopes - County Board	FY24	1000	1001	53800		2,000.00	2,000.00
3	1	EA		Printed Business Envelopes - Human Resources	FY23	1000	1120	53800		300.00	300.00
4	1	EA		Printed Business Envelopes - Human Resources	FY24	1000	1120	53800		300.00	300.00
5	1	EA		Printed Business Envelopes - Community Services	FY23	1000	1750	53800		1,500.00	1,500.00
6	1	EA		Printed Business Envelopes - Community Services	FY24	1000	1750	53800		1,500.00	1,500.00
7	1	EA		Printed Business Envelopes - Supervisor of Assessments	FY23	1000	1800	53800		5,000.00	5,000.00
8	1	EA		Printed Business Envelopes - Supervisor of Assessments	FY24	1000	1800	53800		5,000.00	5,000.00
9	1	EA		Printed Business Envelopes - County Clerk	FY23	1000	4200	53800		6,500.00	6,500.00
10	1	EA		Printed Business Envelopes - County Clerk	FY24	1000	4200	53800		6,500.00	6,500.00
11	1	EA		Printed Business Envelopes - County Clerk - Election	FY23	1000	4220	53800		4,000.00	4,000.00
12	1	EA		Printed Business Envelopes - County Clerk - Election	FY24	1000	4220	53800		4,000.00	4,000.00
13	1	EA		Printed Business Envelopes - Recorder	FY23	1000	4300	53800		2,000.00	2,000.00
14	1	EA		Printed Business Envelopes - Recorder	FY24	1000	4300	53800		2,000.00	2,000.00
15	1	EA		Printed Business Envelopes - Sheriff	FY23	1000	4400	53800		1,000.00	1,000.00
16	1	EA		Printed Business Envelopes - Sheriff	FY24	1000	4400	53800		1,000.00	1,000.00
17	1	EA		Printed Business Envelopes - Treasurer	FY23	1000	5000	53800		3,000.00	3,000.00
18	1	EA		Printed Business Envelopes - Treasurer	FY24	1000	5000	53800		3,000.00	3,000.00
19	1	EA		Printed Business Envelopes - Probation	FY23	1000	6100	53800		5,000.00	5,000.00
20	1	EA		Printed Business Envelopes - Probation	FY24	1000	6100	53800		6,000.00	6,000.00
21	1	EA		Printed Business Envelopes - Public Defender	FY23	1000	6300	53800		1,000.00	1,000.00
22	1	EA		Printed Business Envelopes - Public Defender	FY24	1000	6300	53800		1,000.00	1,000.00
23	1	EA		Printed Business Envelopes - State's Attorney	FY23	1000	6500	53800		9,000.00	9,000.00
24	1	EA		Printed Business Envelopes - State's Attorney	FY24	1000	6500	53800		9,000.00	9,000.00
25	1	EA		Printed Business Envelopes - Clerk of the Circuit Court	FY23	1000	6700	53800		7,000.00	7,000.00
26	1	EA		Printed Business Envelopes - Clerk of the Circuit Court	FY24	1000	6700	53800		4,500.00	4,500.00
27	1	EA		Printed Business Envelopes - Animal Services	FY23	1100	1300	53800		300.00	300.00
28	1	EA		Printed Business Envelopes - Animal Services	FY24	1100	1300	53800		300.00	300.00
29	1	EA		Printed Business Envelopes - Building & Zoning	FY23	1100	2810	53800		7,000.00	7,000.00
30	1	EA		Printed Business Envelopes - Building & Zoning	FY24	1100	2810	53800		7,000.00	7,000.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
31	1	EA		Printed Business Envelopes - Care Center	FY23	1200	2050	53800		200.00	200.00
32	1	EA		Printed Business Envelopes - Care Center	FY24	1200	2050	53800		300.00	300.00
33	1	EA		Printed Business Envelopes - Coroner	FY23	1300	4130	53800		500.00	500.00
34	1	EA		Printed Business Envelopes - Coroner	FY24	1300	4130	53800		500.00	500.00
35	1	EA		Printed Business Envelopes - DOT - Highway	FY23	1500	3500	53800		500.00	500.00
36	1	EA		Printed Business Envelopes - DOT - Highway	FY24	1500	3500	53800		500.00	500.00
37	1	EA		Printed Business Envelopes - Stormwater Management	FY23	1600	3000	53800		300.00	300.00
38	1	EA		Printed Business Envelopes - Stormwater Management	FY24	1600	3000	53800		300.00	300.00
39	1	EA		Printed Business Envelopes - Public Works	FY23	2000	2665	53800		1,500.00	1,500.00
40	1	EA		Printed Business Envelopes - Public Works	FY24	2000	2665	53800		1,500.00	1,500.00
41	1	EA		Printed Business Envelopes - Veteran's Assistance Commission	FY23	4500	5851	53800		500.00	500.00
42	1	EA		Printed Business Envelopes - Veteran's Assistance Commission	FY24	4500	5851	53800		500.00	500.00
43	1	EA		Printed Business Envelopes - Community Services - CDC	FY23	5000	1440	53800	CD23 Admin-538 00	100.00	100.00
44	1	EA		Printed Business Envelopes - Community Services - CDC	FY24	5000	1440	53800	CD24 Admin-538 00	100.00	100.00
45	1	EA		Printed Business Envelopes - State's Attorney - Child Support Unit	FY23	5000	6570	53800	2021-55-01 3-Y23	600.00	600.00
46	1	EA		Printed Business Envelopes - State's Attorney - Child Support Unit	FY24	5000	6570	53800	2021-55-01 3-Y24	1,200.00	1,200.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 116,800.00

Comments	
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 PO to Sarah Godzicki & Shanita Thompson and email both when emailing vendor.
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