



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-0007-26	RFP, BID, QUOTE OR RENEWAL #: 23-077-TRES	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$187,750.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 07/14/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$759,000.00
	CURRENT TERM TOTAL COST: \$95,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		Department Information	
VENDOR: MAIL SERVICES LLC	VENDOR #: 13258	DEPT: SUPERVISOR OF ASSESSMENTS	DEPT CONTACT NAME: AARON CROKER
VENDOR CONTACT: MARGARET FREUND	VENDOR CONTACT PHONE: 515-727-7706	DEPT CONTACT PHONE #: 630-407-5850	DEPT CONTACT EMAIL: AARON.CROKER@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: MFREUND@MAILSERVICESLC.COM	VENDOR WEBSITE:	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.). PROCUREMENT OF ASSESSMENT MAILERS TO DUPAGE COUNTY TAXPAYERS, RENEWAL BASED ON LOWEST BID #23-077-TRES.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished PER IL PROPERTY TAX CODE, COUNTIES ARE REQUIRED TO SEND OUT NOTIFICATIONS OF ASSESSED VALUE.			

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: MAIL SERVICES LLC	Vendor#: 13258	Dept: SUPERVISOR OF ASSESSMENTS	Division:
Attn: MARGARET FREUND	Email: MFREUND@MAILSERVICESLC.COM	Attn: AARON CROKER	Email: AARON.CROKER@DUPAGECOUNTY.GOV
Address: 4100 121ST ST	City: URBANDALE	Address: 421 N. COUNTY FARM RD	City: WHEATON
State: IOWA	Zip: 50323	State: ILLINOIS	Zip: 60187
Phone: 515-727-7706	Fax:	Phone: 630-407-5850	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: MAIL SERVICES LLC	Vendor#: 13258	Dept: SUPERVISOR OF ASSESSMENTS	Division:
Attn: MARGARET FREUND	Email: MFREUND@MAILSERVICESLC.COM	Attn: AARON CROKER	Email: AARON.CROKER@DUPAGECOUNTY.GOV
Address: 4100 121ST ST	City: URBANDALE	Address: 421 N. COUNTY FARM RD	City: WHEATON
State: IOWA	Zip: 50323	State: ILLINOIS	Zip: 60187
Phone: 515-727-7706	Fax:	Phone: 630-407-5850	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 8, 2026	Contract End Date (PO25): Aug 7, 2027

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		MAILING SERVICES	FY26	1000	1800	53830		5,000.00	5,000.00
2	1	EA		POSTAGE	FY26	1000	1800	53804		20,000.00	20,000.00
3	1	EA		MAILING SERVICES	FY27	1000	1800	53830		15,000.00	15,000.00
4	1	EA		POSTAGE	FY27	1000	1800	53804		55,000.00	55,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 95,000.00

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.
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.