



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Mar 21, 2024

MinuteTraq (IQM2) ID #: 24-1070

Department Requisition #: _____

Requesting Department: Finance	Department Contact: Jim Morrissy
Contact Email: jim.morrissy@dupagecounty.gov	Contact Phone: 630-407-6116
Vendor Name: Jeremy D. Meyer DBA American Toner & Ink	Vendor #: 39700

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

The County utilizes the services provided by the vendor to supply various re-manufactured and OEM toner cartridges to DuPage County Departments with the best pricing available.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Using Cooperative (DPC2.352), Government Joint Purchasing Act (3011C5525), GSA schedule pricing, the County is able to get the best pricing for re-manufactured and OEM toners for County Department use.

Strategic Impact

Financial Planning Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

This will allow the Circuit Court to purchase toner & ink for their operational needs for FY24 at a competitive rate.

Source Selection/Vetting Information - Describe method used to select source.

GSA Contract GS-02F-0086U

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Increase the contract by \$4,000 to allow the Circuit Court to purchase toner & ink for FY24 for operational needs.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Increase contract by \$4,000 for a total contract amount not to exceed \$18,739.