



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#: 24-3184	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$90,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$90,000.00
	CURRENT TERM TOTAL COST: \$90,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CDW LLC DBA CDW Government	VENDOR #: 10667	DEPT: Public Works	DEPT CONTACT NAME: Drew Cormican
VENDOR CONTACT: Meagan McKone	VENDOR CONTACT PHONE: 312.705.9502	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: drew.cormican@dupagecounty.gov
VENDOR CONTACT EMAIL: meaganm@cdwg.com	VENDOR WEBSITE:	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.). Contract purchase order to furnish computer hardware, peripherals, software and licensing as needed for a 4 year period from December 10, 2024 to June 30, 2028 per the National IPA Contract #2024056-01 in the amount of \$90,000. CDW-G holds the National IPA Contract which allows the County to procure parts and supplies at a discount off list price.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Miscellaneous computer parts and supplies are required to fix and replace items for routine daily tasks throughout the Public Works Department.			

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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. CDW-G holds the National IPA Contract which allows the County to procure parts and supplies at a discount off list price.
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). 1. Recommendation for a contract to CDW-G to purchase miscellaneous computer supplies through the National IPA Contract. It is recommended because it gives Public Works the flexibility to obtain computer supplies and items in a timely manner to maintain daily work functions and plant operations. 2. Do not approve contract and purchase items off contract. Not recommended due to the yearly anticipated spend with CDW-G for miscellaneous computer parts and supplies. 3. Do not approve contract at this time and look for a different cooperative agreement for computer parts and supplies. Not recommended due to the pricing options and availability of parts through CDW-G's network of suppliers.

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: CDW LLC DBA CDW Government	Vendor#: 10667	Dept: Public Works	Division: Public Works
Attn: Meagan McKone	Email: meaganm@cdwg.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 75 Remittance Drive	City: Chicago	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60675-1515	State: IL	Zip: 60517
Phone: 866-339-7925	Fax:	Phone: 630.985.7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#: Same as Above	Dept: Same as Above	Division: Same as Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 10, 2024	Contract End Date (PO25): Jun 30, 2028

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		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY25	2000	2665	52100		20,000.00	20,000.00
2	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY25	2000	2665	53806		3,000.00	3,000.00
3	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY25	2000	2665	53807		2,000.00	2,000.00
4	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY26	2000	2665	52100		20,000.00	20,000.00
5	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY26	2000	2665	53806		3,000.00	3,000.00
6	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY26	2000	2665	53807		2,000.00	2,000.00
7	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY27	2000	2665	52100		20,000.00	20,000.00
8	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY27	2000	2665	53806		3,000.00	3,000.00
9	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY27	2000	2665	53807		2,000.00	2,000.00
10	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY28	2000	2665	52100		10,000.00	10,000.00
11	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY28	2000	2665	53806		2,500.00	2,500.00
12	1	EA		Computer hardware, peripherals, software and licensing as needed for a 4-year period from 12/10/24-6/30/28	FY28	2000	2665	53807		2,500.00	2,500.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 90,000.00

<i>Comments</i>	
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.