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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-2070	RFP, BID, QUOTE OR RENEWAL #: 26-065-CCC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $99,323.95
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 08/18/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $99,323.95
	CURRENT TERM TOTAL COST: $99,323.95	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Virtucom, Inc	VENDOR #: 48533	DEPT: Circuit Court Clerk	DEPT CONTACT NAME: Kevin Vaske
VENDOR CONTACT: Don Tang	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-8647	DEPT CONTACT EMAIL: Kevin.Vaske@dupagecircuitclerk.gov
VENDOR CONTACT EMAIL: proposals@virtucom.com	VENDOR WEBSITE: virtucom.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.). Small IT equipment hardware purchase per lowest bid
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement of end of life hardware.

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

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Virtucom, Inc	Vendor#: 48533	Dept: Circuit Court Clerk	Division: Accounting
Attn: Don Tang	Email: proposals@virtucom.com	Attn: Julie Ellefsen	Email: Julie.Ellefsen@dupagecircuitclerk.gov
Address: 1 Sun Ct NW	City: Peachtree Corners	Address: 505 N County Farm Rd	City: Wheaton
State: GA	Zip: 30092	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-8590	Fax:
Send Payments To:		***Ship to:***	
Vendor: Virtucom, Inc	Vendor#: 48533	Dept: Circuit Court Clerk	Division: Administration
Attn: Don Tang	Email: proposals@virtucom.com	Attn: Kevin Vaske	Email: Kevin.Vaske@dupagecircuitclerk.gov
Address: 1 Sun Ct NW	City: Peachtree Corners	Address: 505 N County Farm Rd	City: Wheaton
State: GA	Zip: 30092	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-8647	Fax: 630-407-8575
Shipping		**Contract Dates**	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 25, 2026	Contract End Date (PO25): Aug 24, 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	22	EA	E16 Gen 2	Lenovo Thinkpad 16"	FY26	100	6730	52100		1,278.00	28,116.00
2	5	EA	199N-USBC-DOCK	StarTech USBCDock 199N	FY26	100	6730	52100		137.95	689.75
3	20	EA	GW2490	BenQ 24# Monitor	FY26	100	6730	52100		124.00	2,480.00
4	15	EA	4001DN	HP LaserJet Duplex printer	FY26	100	6730	52100		309.00	4,635.00
5	15	EA	M90Q	M90Q Gen 6, W11 Pro, 16GB RAM, Intel Core Ultra 5, 512 GB SSD, two display ports & one HDMI port	FY26	100	6730	52100		1,428.00	21,420.00
6	5	EA	M90Q	M90Q Gen 6, W11 Pro, 16GB RAM, Intel Core Ultra 5, 512 GB SSD, two display ports & one HDMI port	FY26	100	6730	52100		1,912.00	9,560.00
7	4	EA	21SQ0000US	ThinkBook 14 2-in-1 G5	FY26	100	6730	52100		1,547.00	6,188.00
8	3	EA	FCT2250	Dell Pro Max Tower T2: OS-W11 Pro, CPU-Intel Core Ultra 9, mem-32GB, disk-1TB SSD, Graphics-NVIDIA RTX 2000, DVD RW Optical Disc Drive, with compact silent keyboard and mouse	FY26	100	6730	52100		3,338.00	10,014.00
9	10	EA	4600Q	10-Zig Media Player	FY26	100	6730	52100		425.00	4,250.00
10	1	EA	QM52QN80HA FXZA	Samsung Neo QLED 4K TV 85"	FY26	100	6730	52100		2,430.00	2,430.00
11	1	EA	VMPL50A-B1	Sanus Tilting TV Wall Mount	FY26	100	6730	52100		88.00	88.00
12	5	EA	U442-DOCK5D-GY	Eaton USB-C Dock USB Adaptor	FY26	100	6730	52100		98.85	494.25
13	10	EA	M650	Logitech 910-006272 Wireless Mouse	FY26	100	6730	52100		39.96	399.60
14	10	EA		Microsoft HD-3000 or Logitech C270 HD USB Camera	FY26	100	6730	52100		30.20	302.00
15	10	EA	H-390	Logitech Headset	FY26	100	6730	52100		25.99	259.90
16	10	EA	2269	StarTech Privacy Screen	FY26	100	6730	52100		81.50	815.00
17	3	EA	Y10C228-W1	Rocstor 25ft HDMI cable	FY26	100	6730	52100		10.40	31.20
18	10	EA	Y10C106-B1	Rocstor 3ft HDMI cable	FY26	100	6730	52100		3.69	36.90
19	10	EA	Y10A207-A1	Rocstor USB-C to USB-A (F-M)	FY26	100	6730	52100		6.30	63.00
20	10	EA	Y10A143-B1	Rocstor USB-C to USB-A (M-F)	FY26	100	6730	52100		3.93	39.30
21	10	EA	Y10A144-B1	Rocstor USB-C to USB-A (M-M)	FY26	100	6730	52100		3.99	39.90
22	20	EA	SDCZ74-032G-A46	SanDisk Ultra USB Flash Drive 32GB	FY26	100	6730	52100		19.85	397.00
23	10	EA	SDCZ74-128G-A46	SanDisk Ultra USB Flash Drive 128GB	FY26	100	6730	52100		31.80	318.00
24	2	EA	S9	Samsung Galaxy Tablet 11", 8GB RAM, 128GB Storage	FY26	100	6730	52100		865.00	1,730.00
25	15	EA	P583-003-BK	Eaton 3ft Mini Display Port to Display Port	FY26	100	6730	52100		9.96	149.40
26	15	EA	MDP2DPMM6	StarTech 6ft Mini Display Port to Display Port	FY26	100	6730	52100		11.85	177.75
27	25	EA	MS400	Kantek MS400 Adjustable Stand	FY26	100	6730	52100		24.98	624.50
28	20	EA		VELCRO Brand One Wrap Ties 8" x 1/2"	FY26	100	6730	52100		5.99	119.80
29	100	EA	TLP712B	Tripp Lite Surge Protector/ Power Strip	FY26	100	6730	52100		29.95	2,995.00
30	2	EA	IF145-307-4	iFixit Pro Tech Toolkit	FY26	100	6730	52100		125.00	250.00
31	10	EA	FJ9LCLC-01M	FS LC-LC Fiber Optic Cables 1M	FY26	100	6730	52100		9.58	95.80

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
32	10	EA	FJ5GLCLC-03 M	FS IC-LC Fiber Optic Cables 3M	FY26	100	6730	52100		11.49	114.90
FY is required, ensure the correct FY is selected.										Requisition Total	$ 99,323.95

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. Price discrepancy between the quote pricing form and checklist is due to the reduced quantity of Lenovo Thinkpad (line 1) to keep order within budget.
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.