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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 48624	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $16,048.16
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 02/11/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $16,048.16
	CURRENT TERM TOTAL COST: $16,048.16	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Midwest Office Interiors	VENDOR #: 11403	DEPT: DuPage ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Cheryl Fischer	VENDOR CONTACT PHONE: 630-850-8700	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: cfischer@midwestofficeinc.com	VENDOR WEBSITE: midwestofficeinc.com	DEPT REQ #: 926002	

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.).
Recommendation for approval of Purchase Order 926002 to Midwest Office Interiors Inc. to procure furniture for ETSB offices to support FY26 approved headcount and new positions filled, and to augment ETSB office space. The total amount of $16,048.16.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This purchase supports ETSB's operational readiness by outfitting work areas for staffing level and improving office configuration and space utilization.

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. This purchase is made utilizing the OMNIA Contract Code R240102.
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. Approve Purchase Order 926002 to procure for furniture for ETSB offices. 2. Deny Purchase Order 926002 and the not allow for the purchase of the furniture.

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. N/A
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. N/A
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. N/A

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Midwest Office Interiors	Vendor#: 11403	Dept: DuPage ETSB	Division:
Attn:	Email: cfischer@midwestofficeinc.com	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 10330 Argonne Woods Dr, Ste. 600	City: Woodridge	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
Send Payments To:		*Ship to:*	
Vendor: Midwest Office Interiors	Vendor#: 11403	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 10330 Argonne Woods Dr, Ste. 600	City: Woodridge	Address: 420 N. County Farm Road	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 11, 2026	Contract End Date (PO25): Feb 10, 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	4	EA	K2TOC153615	15Hx36Wx15D Hgd Drs Shaker Cherry	FY26	4000	5820	52000		716.76	2,867.04
2	1	EA	LKFE1BLK	Lock Core Kit Black - 1 Core 2 Keys	FY26	4000	5820	52000		32.64	32.64
3	4	EA	YWC36Z	Z' Wall Mount Bracket for 36" Wood Overhead	FY26	4000	5820	52000		50.33	201.32
4	2	EA	CEP3029F	Freestanding 30DX29-1/2H End Pnl Sup Paint Opts Flint	FY26	4000	5820	52000		107.67	215.34
5	1	EA	CS244	Half Hgt 14Hx24W Mod Pnl Paint Opts Flint	FY26	4000	5820	52000		82.96	82.96
6	1	EA	K2TOC153015	15Hx30Wx15D Hgd Drs Shaker Cherry	FY26	4000	5820	52000		705.54	705.54
7	1	EA	K2TOC153615	15Hx36Wx15D Hgd Drs Shaker Cherry	FY26	4000	5820	52000		716.76	716.76
8	1	EA	LKFE1SLV	Lock Core Kit Silver - 1 Core 2 Keys Key Number 131	FY26	4000	5820	52000		10.07	10.07
9	1	EA	LKFE2BLK	Lock Core Kit Black - 2 Cores 2 Keys Key Number 131	FY26	4000	5820	52000		20.13	20.13
10	1	EA	PF198-232B	Essentials Support Ped FF 28Hx22-7/8Dx15W Paint Opts Flint	FY26	4000	5820	52000		409.01	409.01
11	1	EA	T53024SN	Primary 30Dx24W Flat Eg Lam w/o Grom Shaker Cherry	FY26	4000	5820	52000		140.30	140.30
12	1	EA	YWC30Z	Z' Wall Mount Bracket for 30" Wood Overhead	FY26	4000	5820	52000		46.36	46.36
13	1	EA	YWC36Z	Z' Wall Mount Bracket for 36" Wood Overhead	FY26	4000	5820	52000		50.33	50.33
14	3	EA	ZWMTB2030	Strd 20Hx30W Wall-Mounted Tackboard Etch Axis	FY26	4000	5820	52000		353.10	1,059.30
15	1	EA	ZWMTB2036	Strd 20Hx36W Wall-Mounted Tackboard Etch Axis	FY26	4000	5820	52000		357.06	357.06
16	2	EA	ELF342NB	Ess Lat 42W 39-1/8H 3-12" Drws Bev Pull Paint Opts Flint	FY26	4000	5820	52000		940.32	1,880.64
17	2	EA	ISLAUTNPNB4	Stor Isla Top 42Wx18D S1 Shaker Cherry	FY26	4000	5820	52000		142.56	285.12
18	2	EA	CDG	Gussets (1 Pr) Paint Opts Flint	FY26	4000	5820	52000		63.14	126.28
19	1	EA	CEP1129F	Freestanding 11DX29-1/2H End Pnl Sup Paint Opts Flint	FY26	4000	5820	52000		90.89	90.89
20	2	EA	CEP2429F	Freestanding 24DX29-1/2H End Pnl Sup Paint Opts Flint	FY26	4000	5820	52000		97.30	194.60
21	1	EA	CEP3029F	Freestanding 30DX29-1/2H End Pnl Sup Paint Opts Flint	FY26	4000	5820	52000		107.67	107.67
22	1	EA	CS729	Full Hgt 29-1/2Hx72W Mod Pnl Paint Opts Flint	FY26	4000	5820	52000		104.62	104.62
23	1	EA	CEP2429F	Freestanding 24DX29-1/2H Sup Leg Paint Opts Flint	FY26	4000	5820	52000		84.18	84.18
24	1	EA	T52484S	Primary 24Dx29-1/2H Flat Eg Lam w/Grom Shaker Cherry	FY26	4000	5820	52000		362.65	362.65
25	1	EA	T53072S	Primary 30Dx72W Flat Eg Lam w/Grom Shaker Cherry	FY26	4000	5820	52000		301.34	301.34
26	1	EA	YPPSP281518	Align Ped 28x15x18 BBF MetFront	FY26	4000	5820	52000		379.73	379.73
27	1	EA	Z5SC72	60W External Supt Channel for 72W	FY26	4000	5820	52000		45.14	45.14
28	1	EA	HTLC4296	Preside 42x96 Rectangle Top 1-piece	FY26	4000	5820	52000		556.20	556.20
29	1	EA	HTLHP96	Preside Laminate Hollow Pannel Base for 96"W Table Top	FY26	4000	5820	52000		1,118.00	1,118.00
30	2	EA	CEP2429F	Freestanding 24DX29-1/2H End Pnl Sup Paint Opts Flint	FY26	4000	5820	52000		97.30	194.60

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
31	1	EA	CS724	Half Hgt 14Hx72W Mod Pnl Paint Opts Flint	FY26	4000	5820	52000		99.13	99.13
32	1	EA	T52472SN	Primary 24Dx72W Flat Eg Lam w/Grom Shaker Cherry	FY26	4000	5820	52000		266.57	266.57
33	1	EA	Z5SC72	60W External Supt Channel for 72W	FY26	4000	5820	52000		45.14	45.14
34	6	EA	HIGS6	Ignition Guest/Multi-Purpose Chair 31 Slate	FY26	4000	5820	52000		312.89	1,877.34
35	1	EA	HMYRM34	Harmony 3'x4' Magnetic Glass Board	FY26	4000	5820	52000		447.76	447.76
36	1	EA	LKFE1BLK	Lock Core Kit Black - 1 Core 2 Keys Number 104	FY26	4000	5820	52000		10.07	10.07
37	1	EA	LKFE1BLK	Lock Core Kit Black - 1 Core 2 Keys Number 214	FY26	4000	5820	52000		10.07	10.07
38	1	EA	HIWMM	Ignition 2 Task Mid-Back Chair 31 Slate	FY26	4000	5820	52000		396.95	396.95
39	1	EA	Freight	Shipping	FY26	4000	5820	52000		149.31	149.31
FY is required, ensure the correct FY is selected.										Requisition Total $	16,048.16

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Per quote 48785. Freight/shipping costs included.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please return the PO to ETSB to send to the 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. LMZ 1/23/2026

2/2/2026

Form under revision control 05/17/2024